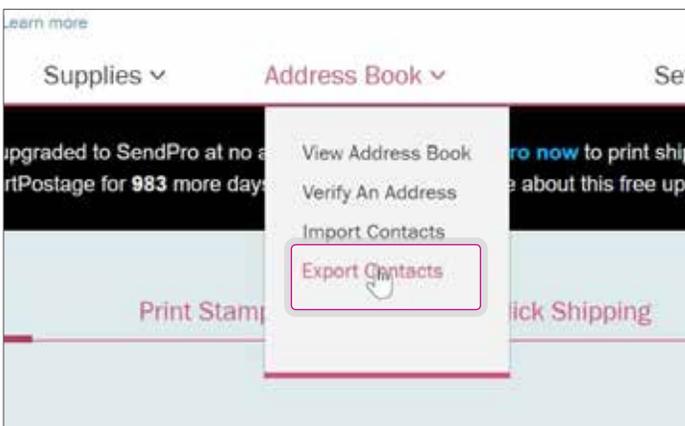


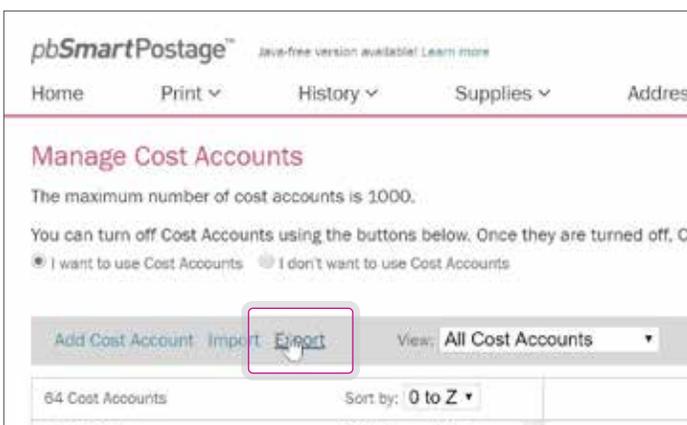
Transfer your Address Book/Contact List to SendPro®.

In pbSmartPostage™

01. Click on **Address Book** from top menu
02. Select **Export Contacts**

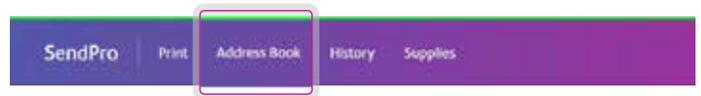


03. An Excel/CSV file will be generated, please save that file to your computer.

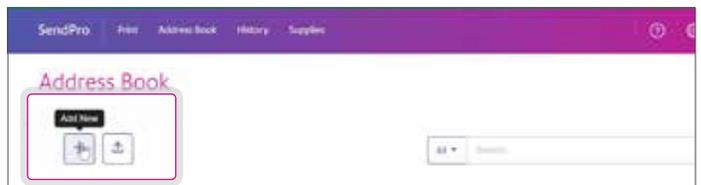


In SendPro

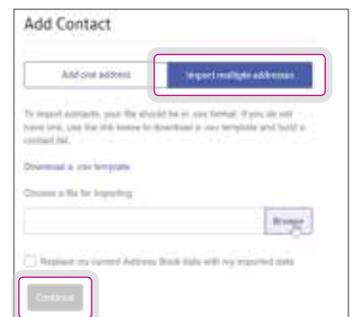
01. In top menu, click on **Address Book**



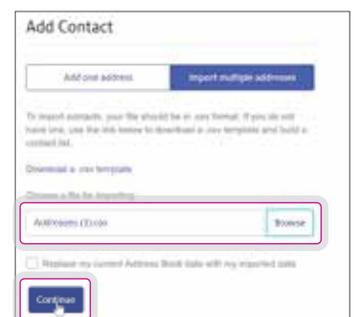
02. Click on **Plus Sign** icon to add new addresses



03. On the Add Contact Screen, select **Import Multiple Addresses** and press browse.



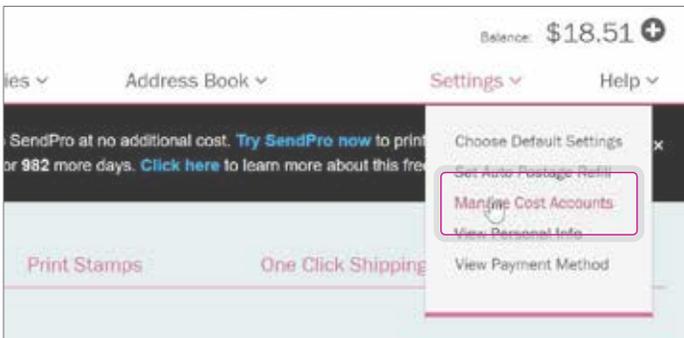
04. Select **.CSV** file from pbSmartPostage export and press **Continue**.



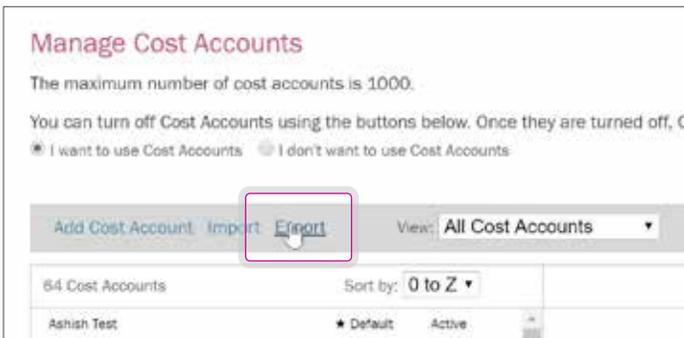
Transfer your Cost Accounts to SendPro®.

In pbSmartPostage™

01. Click Settings on top menu bar and select Manage Cost Accounts.



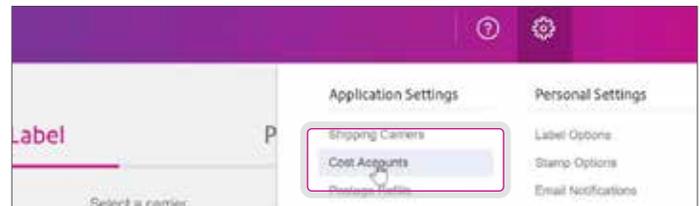
02. Select Export



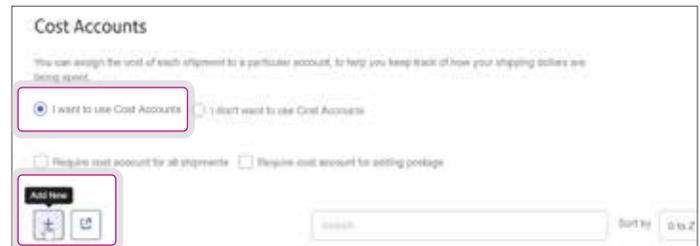
04. An Excel/.CSV file will generate, please save this file to computer.

In SendPro

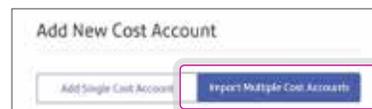
01. In top menu, click on the gear symbol on top right and Select Cost Accounts.



02. Check 'I want to use Cost Accounts', then hit the plus sign icon to Add New.



03. Under Add New Cost Account, select Import Multiple Cost Accounts.



04. Select pbSmart .csv file and hit Continue.