Import Your Contacts Directly into MoxiTalent

We all want to find the best talent for our brokerage! MoxiTalent will let you import all your potential talent matches in at once. If you have a CSV (spreadsheet) of your talent contacts, you will be able to upload them all at once into MoxiTalent.

Importing your Contacts Directly into MoxiTalent

1. From your MoxiTalent Dashboard select the **People** drop-down menu and select **My People.**
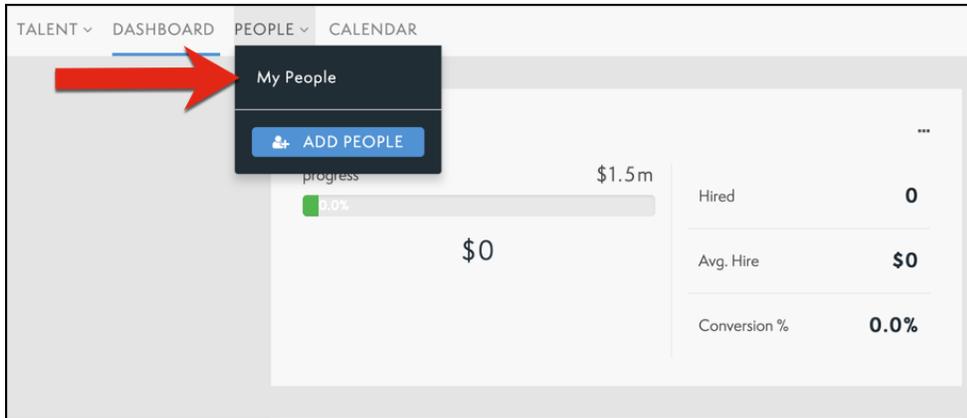
2. From your **My People** screen, select the gear icon in the top right corner.
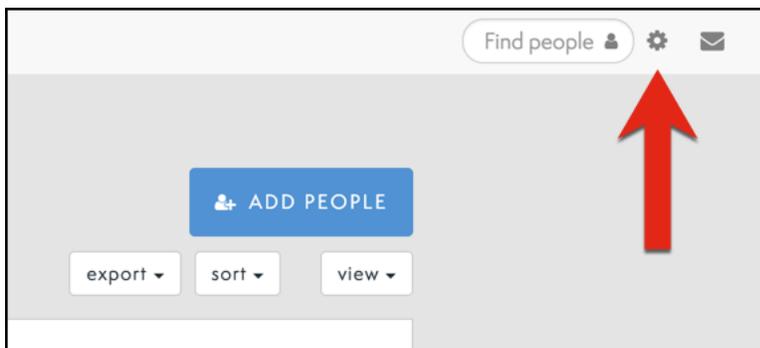
3. From the drop-down menu, select **Import Talent CVS.**
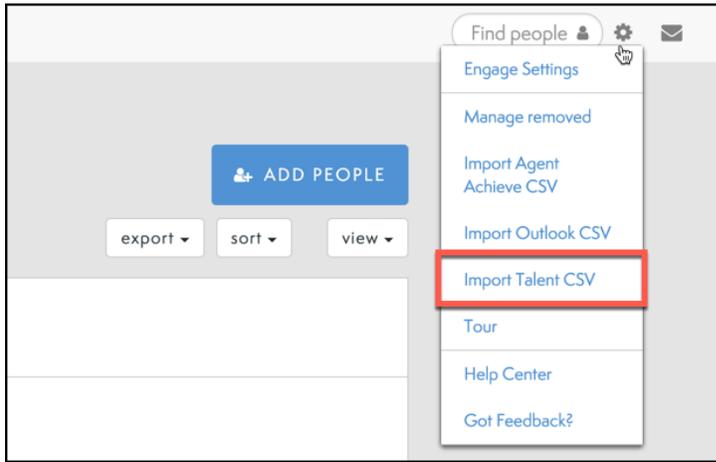
4. In the connected panel that slides out you can:
   a. Select the MLS this group of agents belong to (You must select an MLS and only one.)
   b. Select your CSV from your computer!
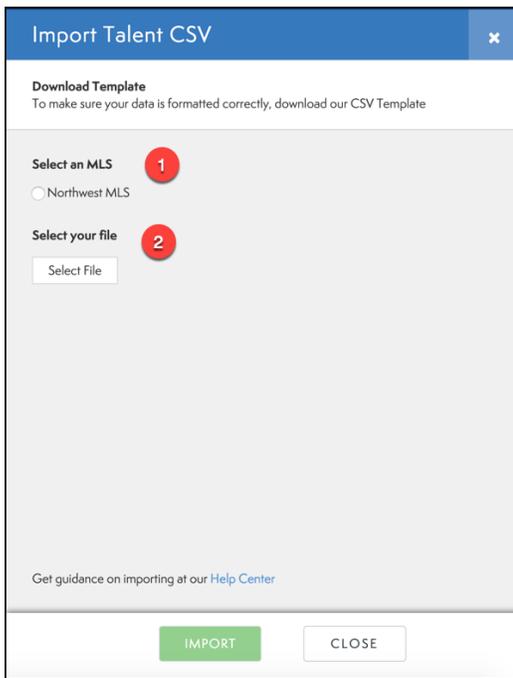
5. On the bottom of the page select **Import.**

Select an MLS
⦿ Northwest MLS

Select your file
Select File

Import CSV_Talent Sample.csv ✖

Get guidance on importing at our Help Center

IMPORT   CLOSE

6. Congratulations! The import has completed. You will now see your new contacts in your **My People** screen.

Import has Finished

We've finished importing your contacts and here's the final tally:

3 - number of valid contacts we identified in the CSV
3 - number of valid contacts we imported into Engage

We created a new Group named **Imported on 02/11/19 3:15 PM** and added all your freshly imported contacts to it.

GOT IT