When uploading a file to import, follow the format below to ensure it is uploaded correctly.
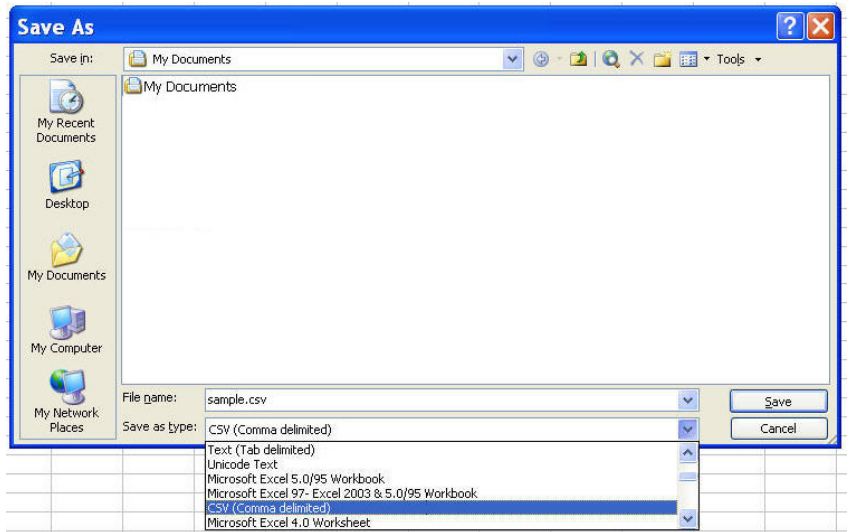
When in Excel format, please follow the following format below.

- Do not include a header row.
- The data should be in order of Street Address, Zip, and City.

	A	B	C	D
1	123 Easy Street	20850	Rockville	
2	456 Easy Street, Unit A	20850	Rockville	
3	123 Smith Road	45067	Bountiful	
4				

You will need to save your list as a .csv file. Follow these instructions from Excel:

- Click File and Save As
- Under "Save as type:", use the drop down to select CSV (Comma Delimited)
- Click Save
- Upload this file

Here is a sample of what it would look like:

123 Easy Street,20850,Rockville
"456 Easy Street, Unit A",20850,Rockville
123 Smith Road,45067,Bountiful