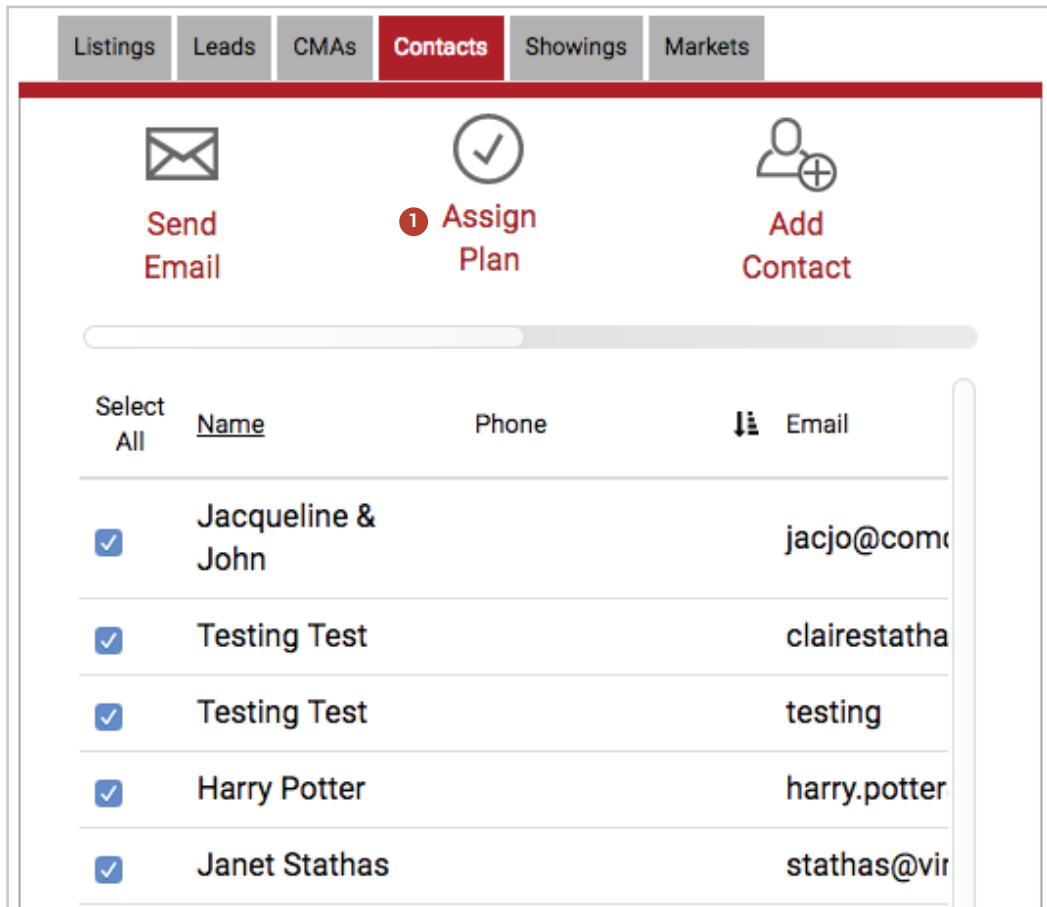


step 1

Select the **Contacts** tab. Select checkboxes to choose contacts. Select **Assign Plan**.

Note: Contacts on the home screen are limited to contacts uploaded in the last 90 days. You may also apply plans from the Contact dashboard. Select **Contacts** from the global menu. If you have organized your contacts into groups, select **View All** for the desired group. Select **Assign Plan** in the Actions section. Then follow the steps below.



step 2

Choose a plan from the dropdown menu. Select a start date. Select **Assign Plan to Contacts**.

Note: Some plans require additional information such as a MLS number for the Listing Activity Report plan. If the plan does require more information the Assign Plan button will be muted in color until the information is added.

