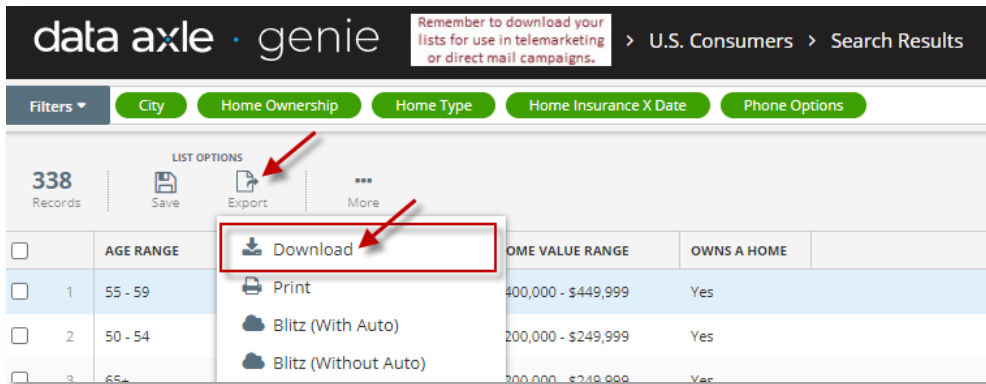


EXPORTING FROM GENIE

Once you have completed your search, follow the steps below to export your list into a CSV formatted excel file. You will also find steps to upload into Allstate's internal Do Not Solicit tool.

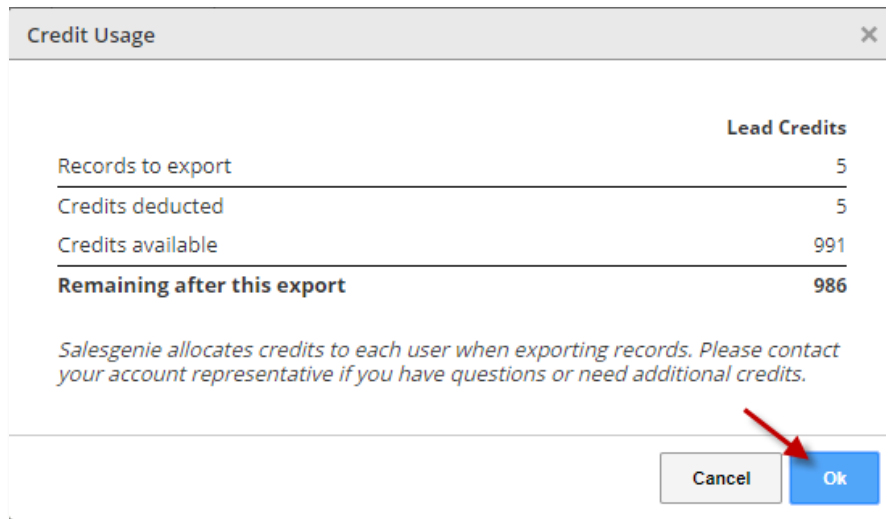
1. Click on **Export** icon and choose **Download**:



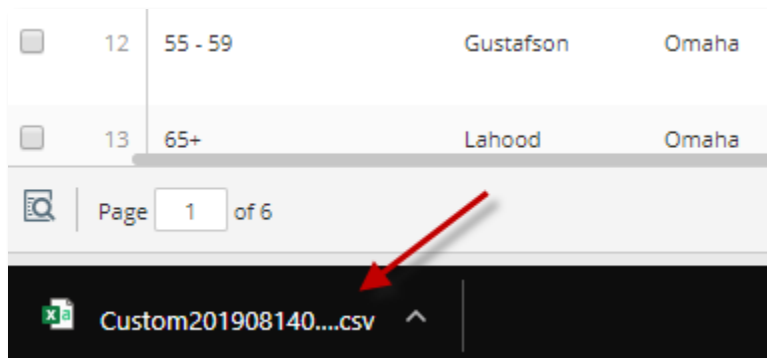
2. First put a name in the **Export Name** field. Choose **All** or **Random Sample** if you do not want **All** records in the list. **Always use the Comma Delimited CSV file format**. Choose **Custom** for Level of Detail and choose "**Allstate DNS Format**" from the Saved Lists drop box. Then click **GO**.

The screenshot shows the 'Download' dialog box. It has several sections: 'Export Name' with a text input field; 'Choose Records' with a dropdown menu set to 'All (338 Total)'; 'Choose a file format' with a dropdown menu set to 'Comma Delimited (CSV)'; 'Choose level of detail' with a dropdown menu set to 'Custom'; 'Directions:' with instructions; 'Saved Lists' with a dropdown menu set to 'Allstate DNS Format'; and a 'Search for a Field' section with a list of fields to choose from. The 'GO' button is highlighted in blue.

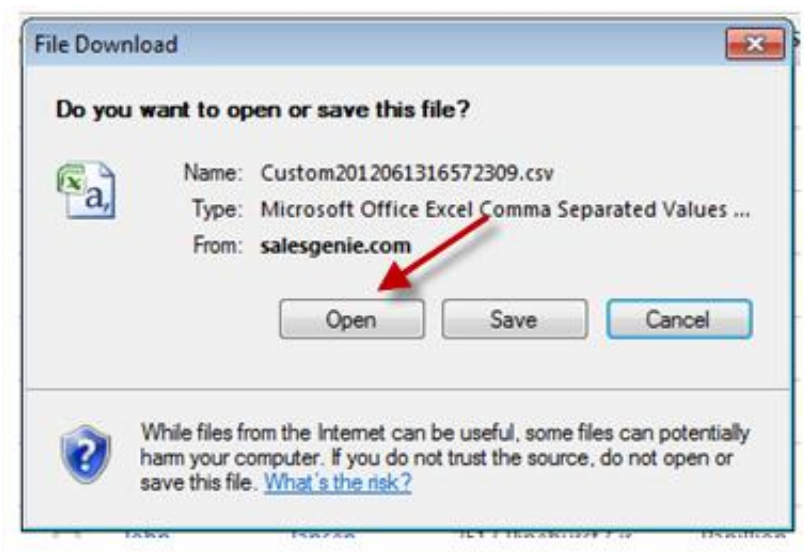
3. When you get the Credit Usage pop-up simply click **Ok** to proceed with your download:



6. Your file will up at the bottom of your browser window to click on to open it in Microsoft Excel:



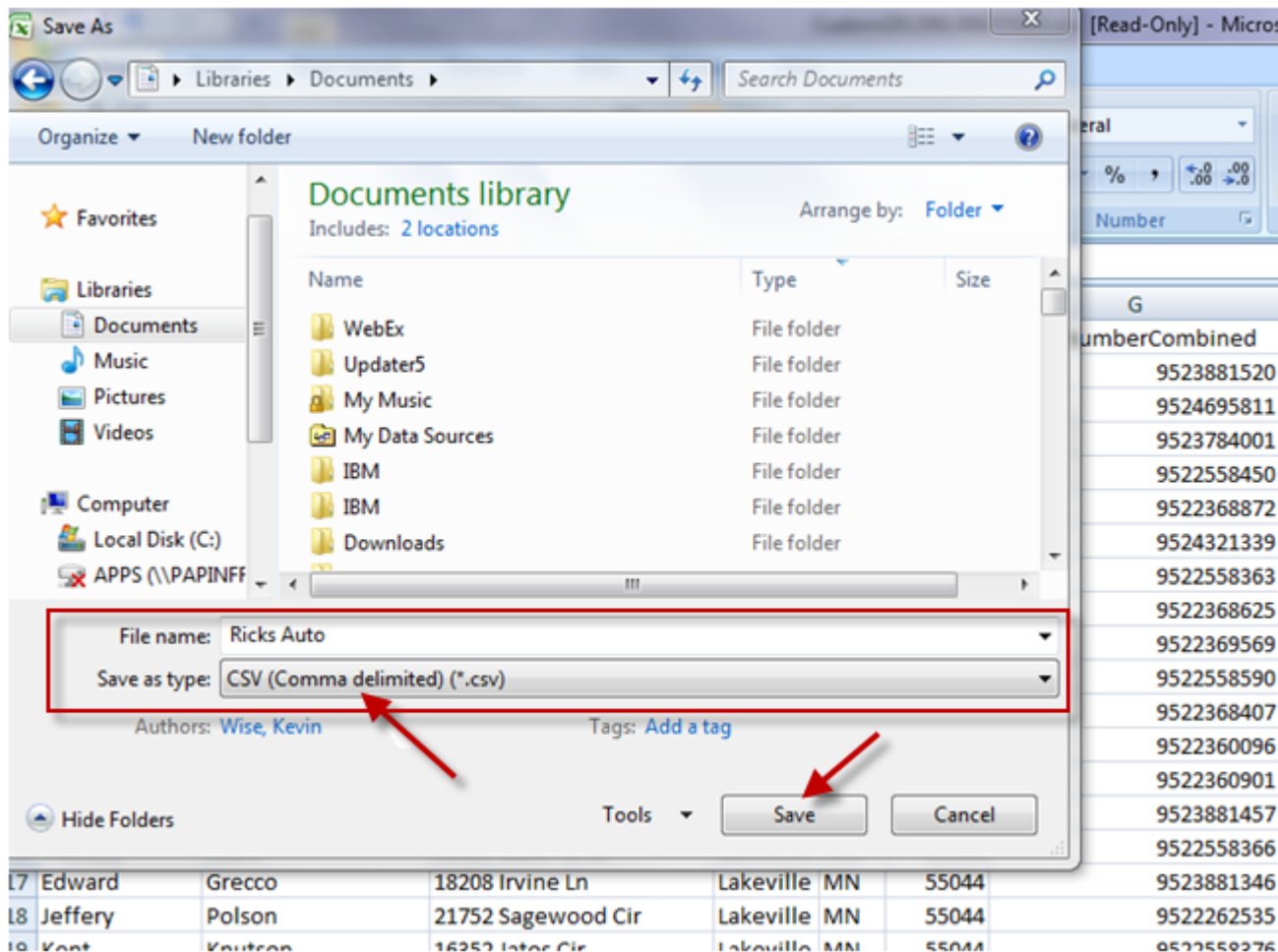
*Once exported, it should automatically pull into Microsoft Excel on your computer; **ALWAYS choose OPEN** if it gives you the pop up asking as shown below*



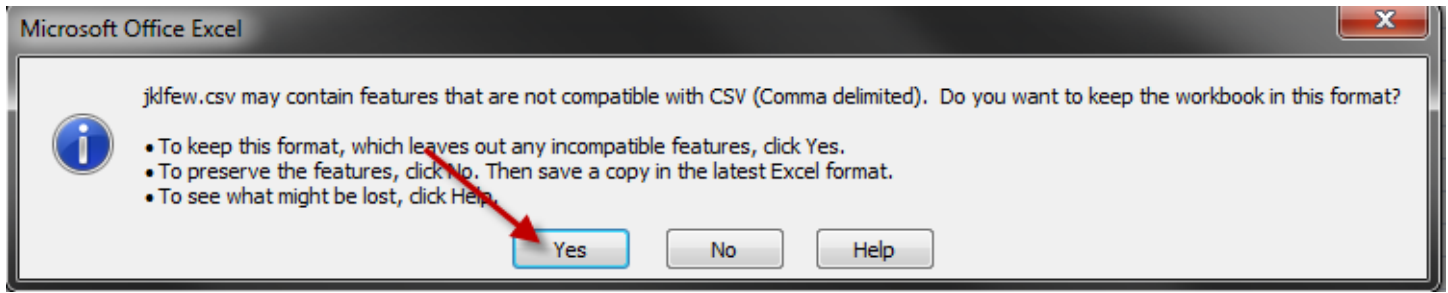
Your list should display like the example shown below:

	A1	First Name									
	A	B	C	D	E	F	G	H	I	J	
1	First Name	Last Name	Address	City	State	Zip Code	Phone Number Combined Unformatted				
2	Christopher	Billings	1813 Ridgeview Dr	Papillion	NE	68046	4026146186				
3	Jack	Turman	12434 S 79th Ter	Papillion	NE	68046	4029349345				
4	James	Raymond	1312 Cedarwoods Dr	Papillion	NE	68046	4025970615				
5	Judy	Russell	1214 Applewood Dr Apt F107	Papillion	NE	68046	4029348764				
6	Jasmine	Brown	1510 Grandview Ave Apt 2	Papillion	NE	68046	4027155121				
7	Elizabeth	Mcilree	1011 Norton Dr	Papillion	NE	68046	4027639182				
8	Mary	Lewis	801 N Adams St	Papillion	NE	68046	4025026645				
9	Ricardo	Turner	1011 E Aberdeen Dr	Papillion	NE	68046	4025970707				
10	John	Oliveri	808 Driftwood Dr	Papillion	NE	68046	4025379580				
11	Derek	Cassoutt	2211 Broadwater Dr	Papillion	NE	68046	4029341004				
12											

*After you have made these changes, you can now save your list into your *My Documents* on your computer. Go to the *Save As* option and make sure *Save as type* still displays the CSV format.

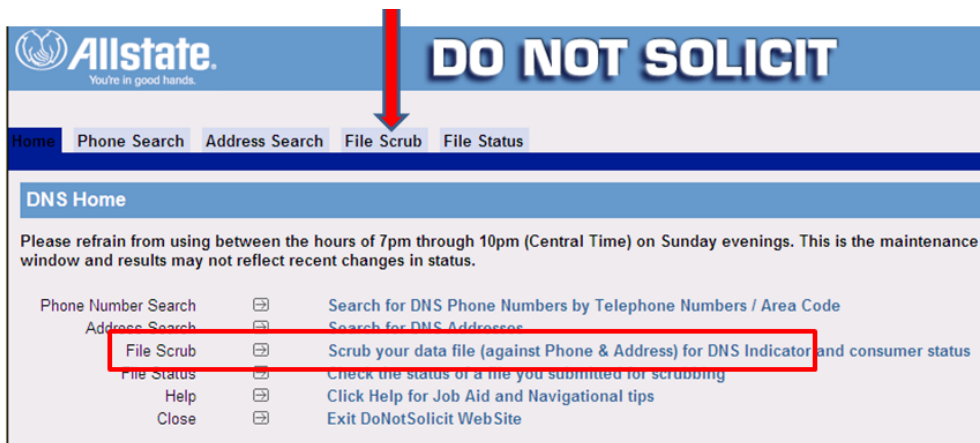


Upon saving your list, you will get a pop-up that some features may not be compatible with the format you chose (CSV) – click **YES to keep it in this format for the DNS.



FOR ADDITIONAL QUESTIONS OR ASSISTANCE VISIT OUR HELP SITE www.dataaxslegenie.com/allstate
 CALL 888-870-5117
 Email allstatehelp@data-axle.com

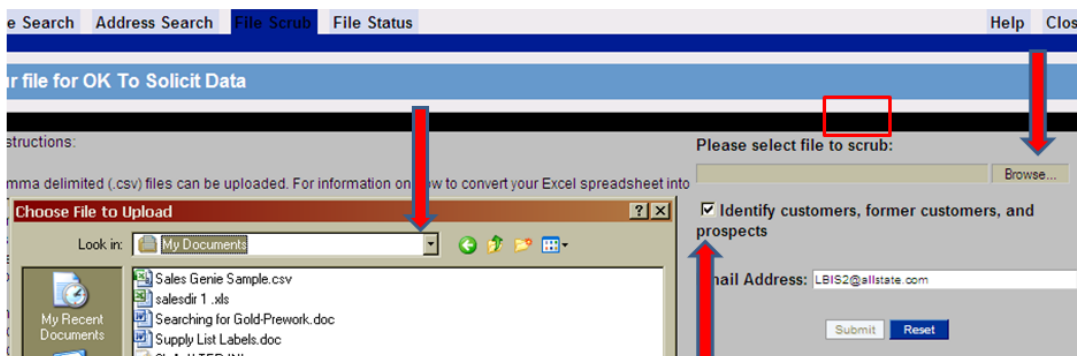
Instructions on uploading to the DNS Tool



Access the **DNC Scrubbing Tool** in My Quick Links on Gateway.

Click the "File Scrub" link or tab.

6



1. Click "Browse" to locate your file in "My Documents".
2. Click "Identify customers, former customers, and prospects". Your email address will be pre-filled.
3. Click "Submit".

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