Import a CSV with leads

Do you have a list of leads you want to use in Genesy?

In this article, we'll explain how to import your list into the platform and search for contacts.

First, ensure your list:

- Includes either: **First Name, Last Name, and Company Name**, or **First Name, Last Name, and LinkedIn URL (of the person)**

- Is saved in **.csv format**

Follow these steps:

1️⃣ Import the .csv file

- Go to **Create a Contact List > Import Contacts> Import from CSV**

- Select the file from your computer

- Map the fields in your file to the corresponding fields in Genesy. Verify that the fields include **First Name, Last Name, and Company Name** (or **LinkedIn URL**)

2️⃣ Retrieve Information from LinkedIn

Once you've uploaded the lead file, the next step is to locate them on LinkedIn. This process varies depending on whether you have the LinkedIn URL for the person or not:

- **If you have the LinkedIn URL**

Select the leads > **Enrichment > Find data from LinkedIn by URL**

- **If you don't have the LinkedIn URL**

Select the leads > **Enrichment > Find data from LinkedIn by Name**

3️⃣ Enrich Contacts with Contact Information

- Select the Contacts > **Enrichment**

- Choose the type of enrichment:

- **Phone and Email Enrich:** Finds both phone numbers and emails.

- **Email Enrich:** Searches only for email addresses.

🚨 **Reminder**: When importing companies from a **CSV**, remember to **Find Data from LinkedIn by URL / Name**. 👉 Check the guide here.