
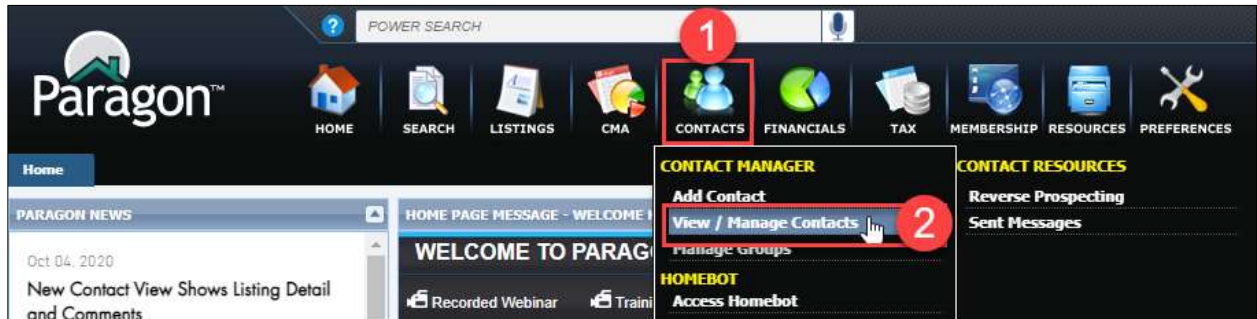



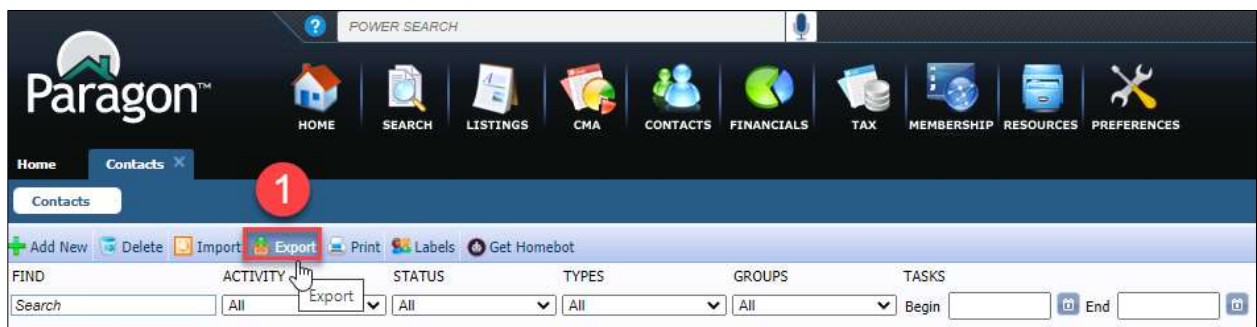
# BAREIS MLS®

## Export Contact to CSV from Paragon MLS

1. On the Clarity dashboard, click on the **Paragon** icon. 
2. On the Home screen, click **Contacts** (1), then select **View / Manage Contacts** (2).



3. On the **Contacts** tab, click on the **Export** icon (1). 



4. In the **Export Options** window, under **Select Export Records**, select the option for **All Contacts** (1), and under **Select File Type**, select **Comma Separated Values (.csv)** (2). Then click **OK** (3).



5. Contacts will be downloaded automatically to your **Downloads** folder as [Contacts.csv](#).
6. Navigate to your **Downloads** folder, locate the .csv file and rename it so it is consistent with how you've renamed your other contact export files.
  - o Example: CSV\_Paragon