Transfer your Address Book/ Contact List .
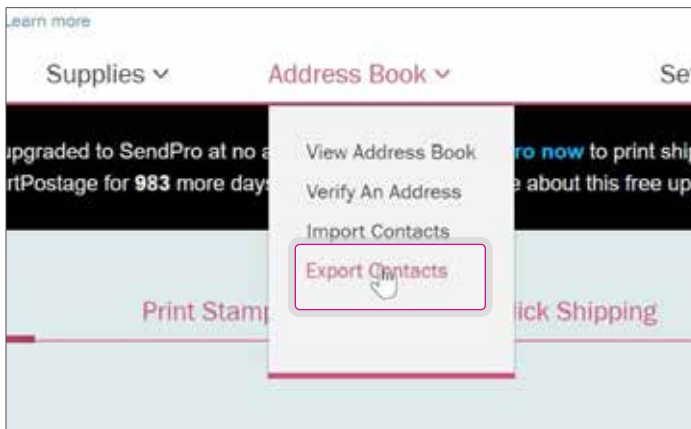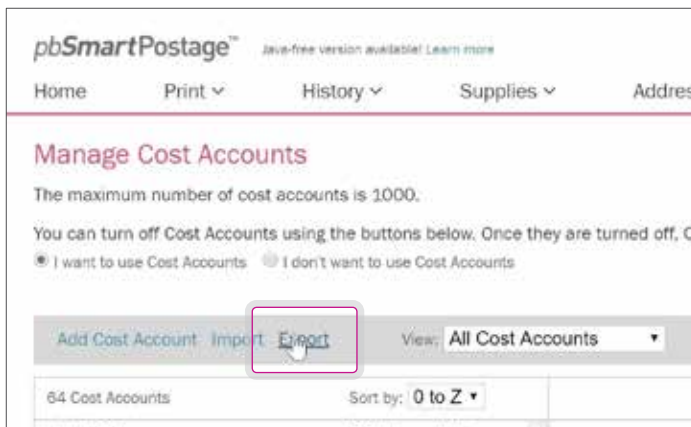
Access Ship a Package online at isend.pb.com

01. Visit **Address Book** from top menu

02. Select **Export Contacts**

03. An **Excel/.CSV** file will be generated, please save that file to your computer.
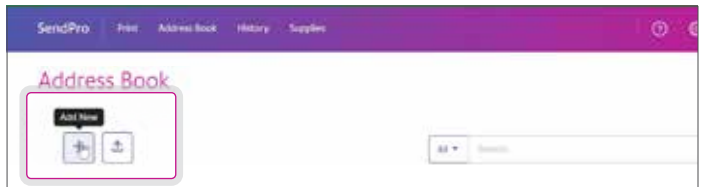

Visit sendpro.pitneybowes.com Enter same username & password
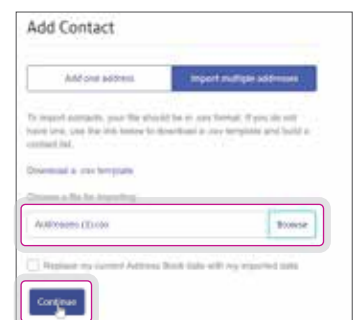
01. In top menu, click on **Address Book**

02. Click on **Plus Sign icon** to add new addresses

03. On the Add Contact Screen, select **Import Multiple Addresses** and press browse.

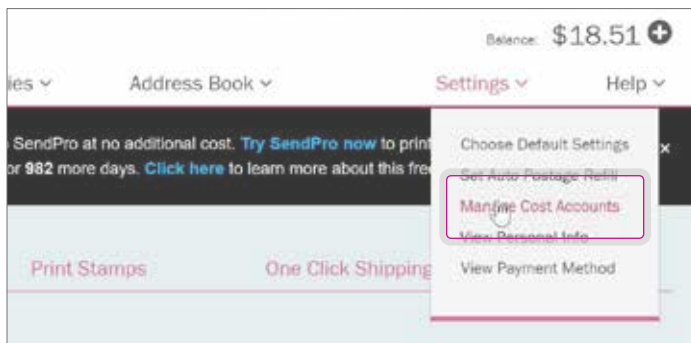**04.** Select **.CSV file** from pbSmartPostage export and press **Continue**.

Once all steps have been completed, your Address book will be available in the shipping application on your Connect+® system.
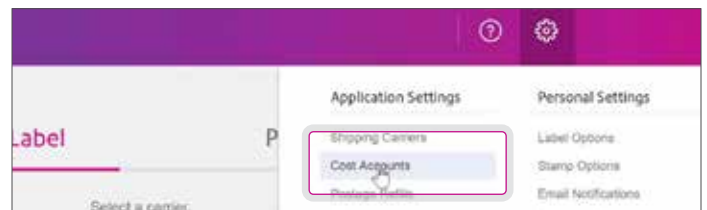
Transfer your Cost Accounts

Access Ship a Package online at isend.pb.com

01. Click Settings on top menu bar and select **Manage Cost Accounts**.

02. Select **Export**

04. An Excel/.CSV file will generate, please save this file to computer.

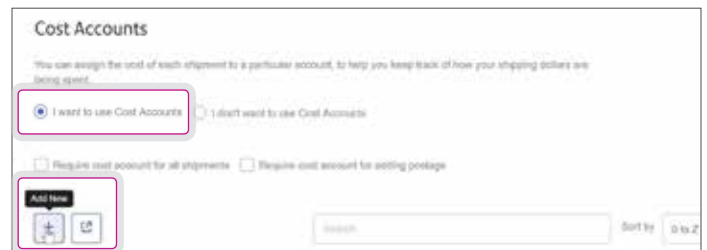## Visit sendpro.pitneybowes.com Enter same username & password

01. In top menu, click on the **gear symbol** on top right and Select **Cost Accounts**.
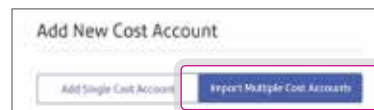

02. Check '**I want to use Cost Accounts**', then hit the **plus sign icon** to **Add New**.

03. Under **Add New Cost Account**, select **Import Multiple Cost Accounts**.

04. Select **pbSmart .csv** file and hit **Continue**.

Once all steps have been completed, your cost accounts will be available in the shipping application on your Connect+® system.