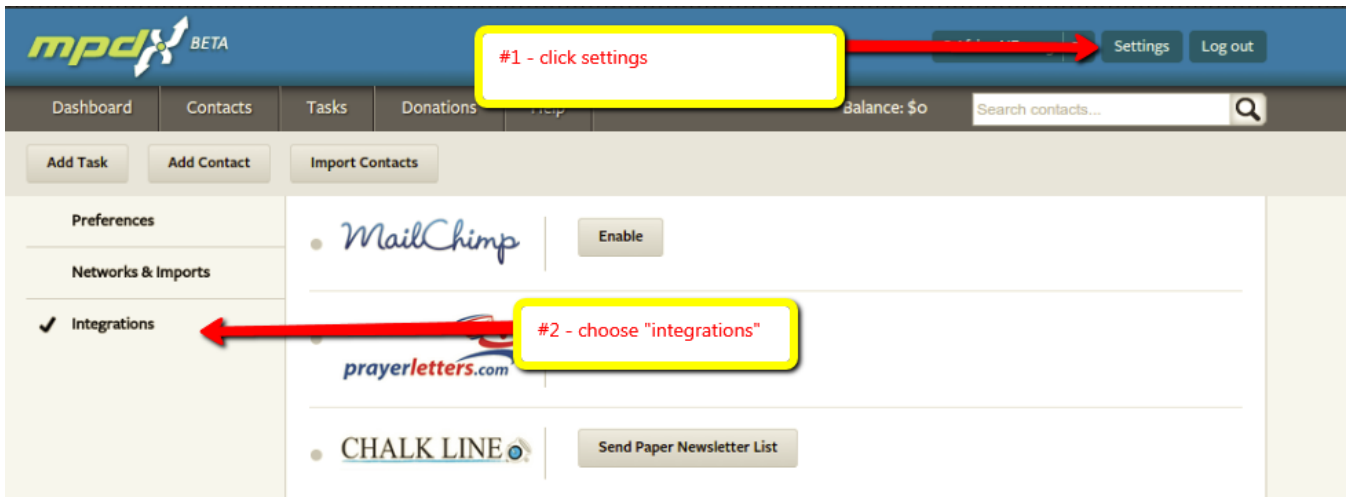


# How to submit your MPDx database directly to Chalk Line

To submit your mailing list for your paper newsletter directly through MPDx, please refer to the following steps.

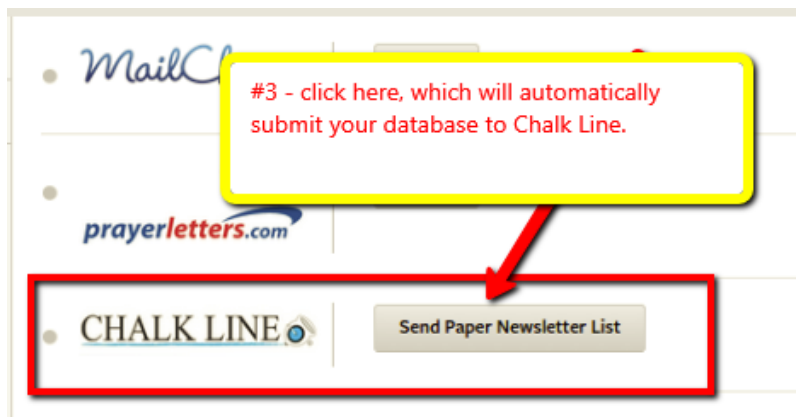
## Step 1.

In MPDx, first make sure that your contacts are correctly checked for receiving the “Physical Newsletter” or “Both”. Once you have verified that the contacts are correctly checked to receive the physical newsletter, with MPDx open, go to the “Settings Menu”, and click “Integrations”.



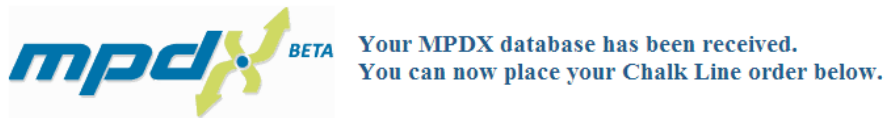
Click the button “Send Paper Newsletter List” next to the Chalk Line logo.


Once you click the button, MPDx will automatically send the database to us for your order, and will send you a confirmation e-mail to let you know that your database has been successfully submitted.



## Step 2.

Simultaneously, a new tab of your browser will open to the Chalk Line order form, which will confirm your list has been properly submitted. Follow the regular steps in the order form to submit your letter and order details.



**CHALK LINE**  **ORDER**

**Customer Information\***

New Customer

Returning Customer

**Chalk Line Services\***

Prayer Letter


Post Card

Magnet, Photo Cards, & Thank You Cards

Leaving Piece Brochure

Extra Envelopes/ Extra Prayer Letter Copies

Where you reach the end of the page, where you would normally upload your database, you will see the option "Use MPDx database", which will alert us to the database you have submitted via MPDx.

**CHALK LINE**  **ORDER - Upload**

You can upload the items for your order here. There is 25mb upload limit TOTAL, so if you reach that limit, you can upload your files through our Upload page after you submit your order.

**What type of Newsletter file are you uploading?**

PDF

Word, Pages or Publisher

Other

**Newsletter Upload**

No file chosen

Preferred file type is PDF. We will also accept Word, Pages, Publisher, and other Adobe files.

**Comments or Instructions**

**Database**

Use MPDX database

Click here, and it will alert us that your MPDx list is submitted.

***After you've filled out the order form and uploaded your letter and any additional uploads, hit submit and you're done!***