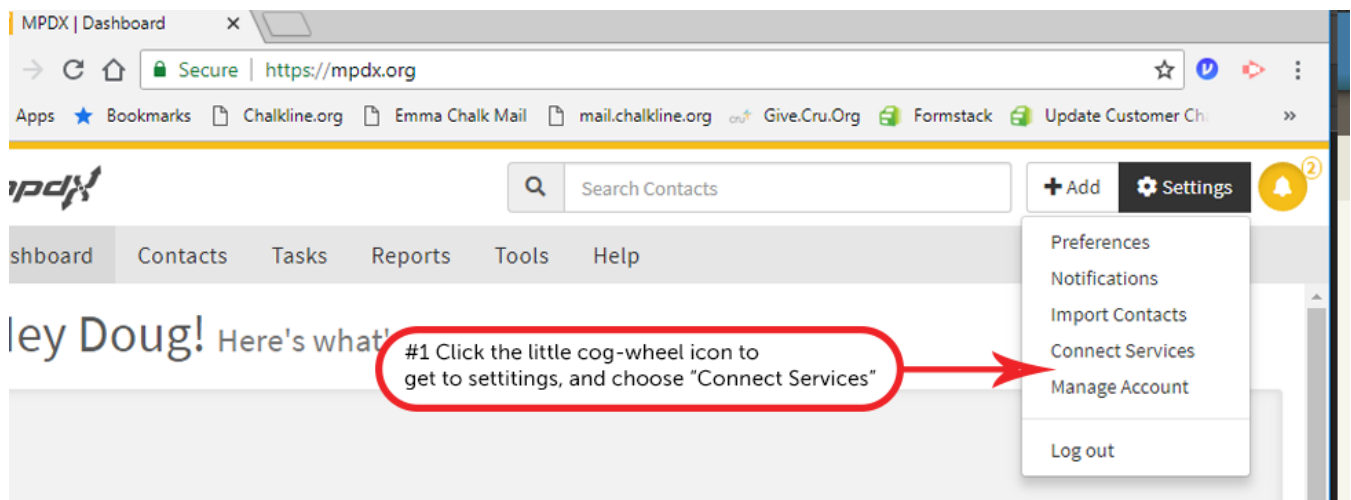


How to submit your MPDx database directly to Chalk Line

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, click the cog-wheel icon to open the "Settings" menu and choose "Connect Services". This will take you to the Connect Services Page.



On the Connect Services pages, scroll to the bottom and choose "Chalk Line". This will open up a drop-down menu with our name/logo on it, and a button that says "Send my current Contacts to Chalkline."

When you choose this, it will bring up a pop-up menu that will confirm that you want to send your newsletter list to Chalk Line. When you are ready to send, hit "Yes."