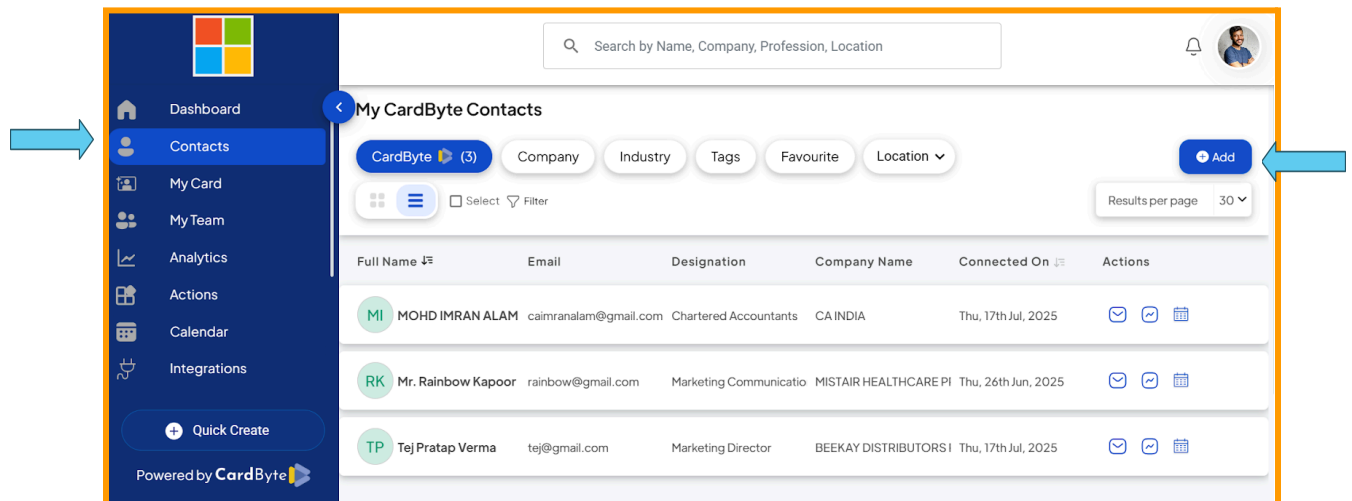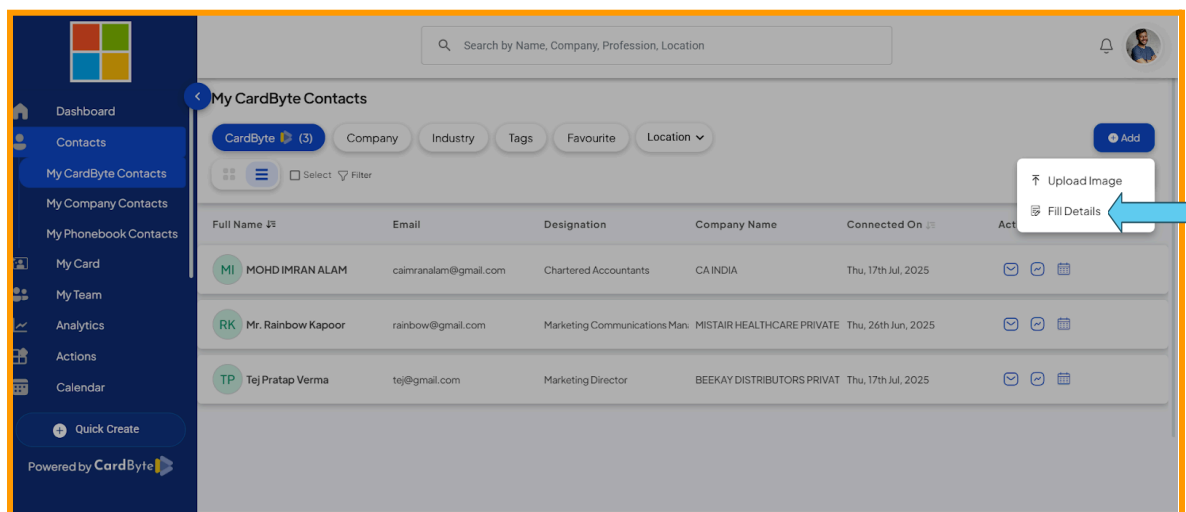# How to Manually Add a Contact on the CardByte Website

Follow these steps to manually add a contact to your contacts.

- Open the **CardByte Web App**.
  **https://enterprise.cardbyte.ai/login**
- Sign in using your credentials.
- Click on "**Contacts"** to see your saved Contacts.
- Click on the "**Add"** button.



- Click on **"Fill Details"** to add the contact manually

● Fill in all the mandatory details of your contact and click on "**Save Changes**".

- The new contact will be visible under "**My CardByte Contacts**" in the Contacts section.

# How to Manually Add Contacts in the CardByte Mobile App

Follow these steps to add Tags to your contacts.

- Open the **CardByte** mobile app.
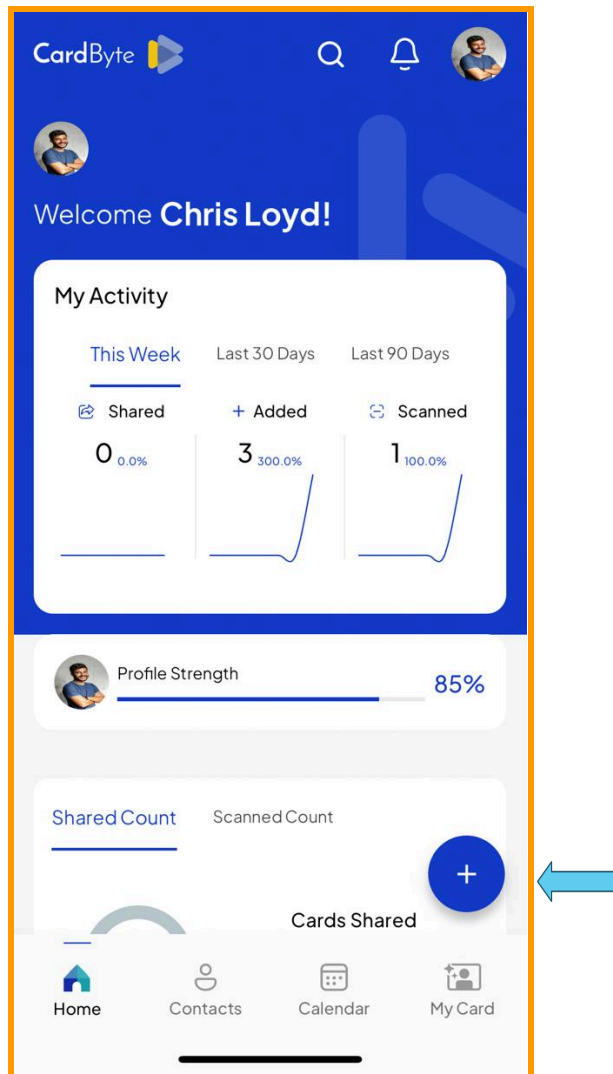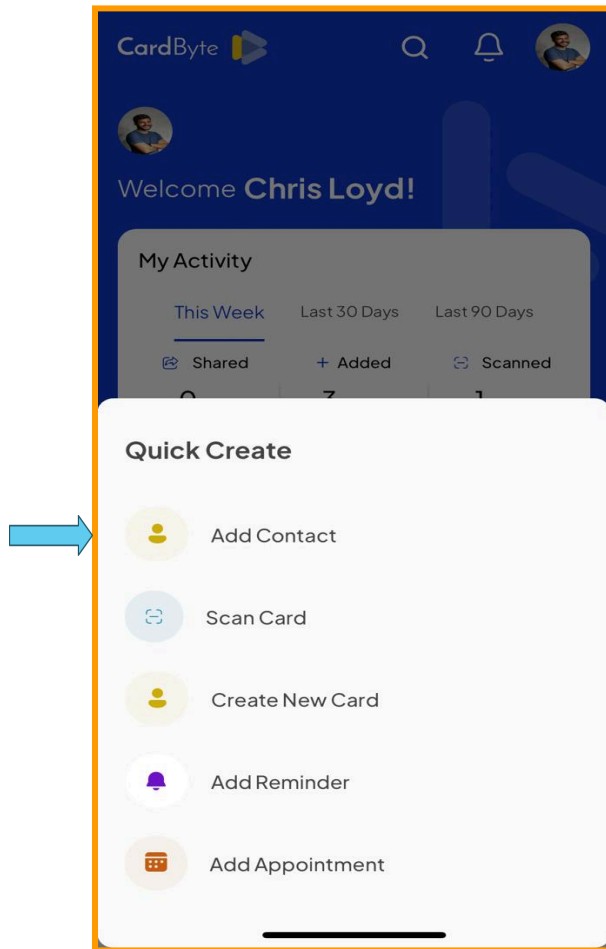
  **For Android users, click on the link below:**
  https://play.google.com/store/apps/details?id=ai.cardbyte.enterprise
  **For Apple users, click on the link below:**
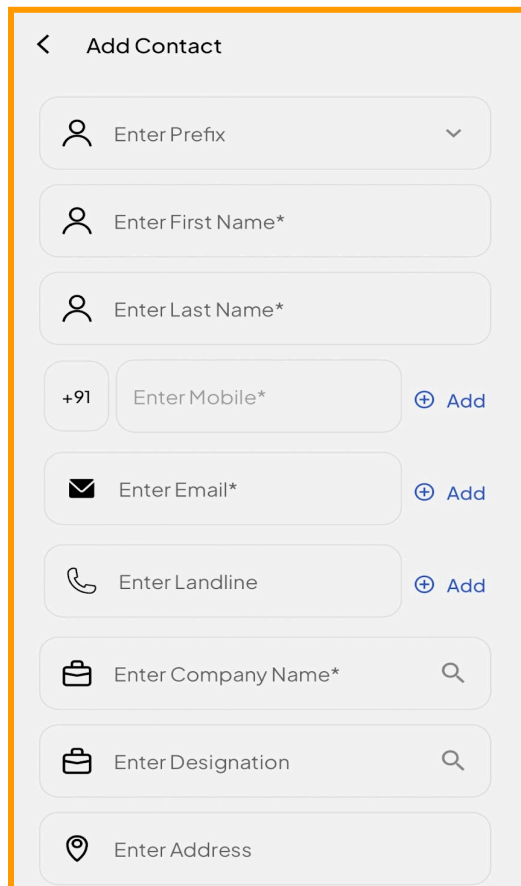  https://apps.apple.com/in/app/cardbyte-enterprise/id1670373750

- **Log in** to the CardByte mobile app.
- Click on **Contacts** to see a list of your saved contacts.
- Tap the **"+"** symbol in the lower right corner to add tags to a contact.

- Select **"Add Contact"**

● The user can now manually enter the contact details and click **"Save"** when are all necessary contact information is added.

Enter Address

Enter Address 2

India ⌄

Enter State ⌄

Enter City

Enter Postal...

Enter Company Website

Enter fax

⊕ Add

⊕ Add Links

Business Information ⌄

**Save**

● The new contact can be seen under the contact section.