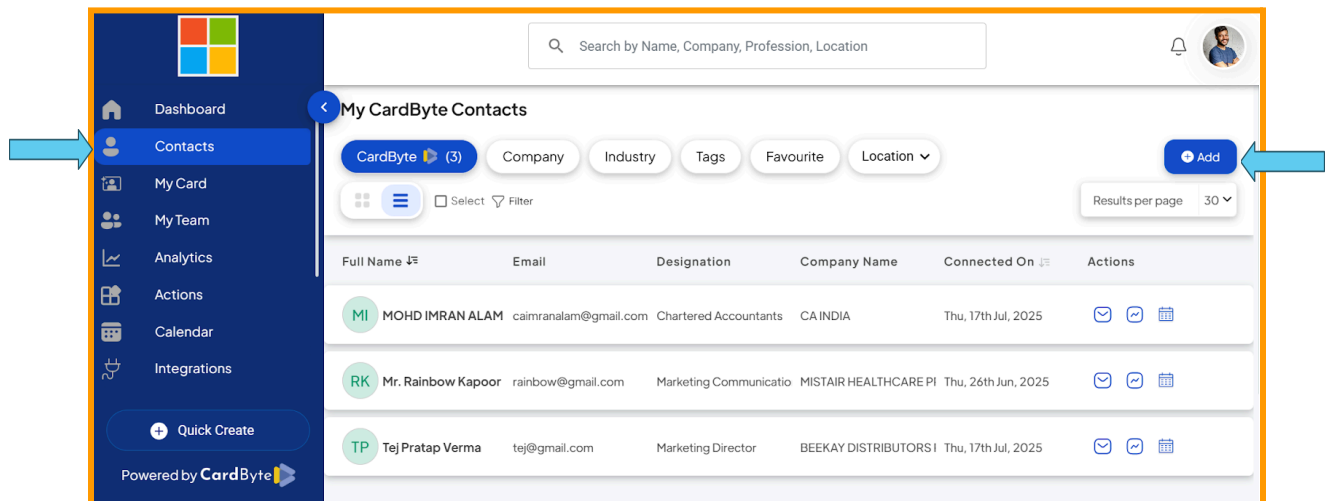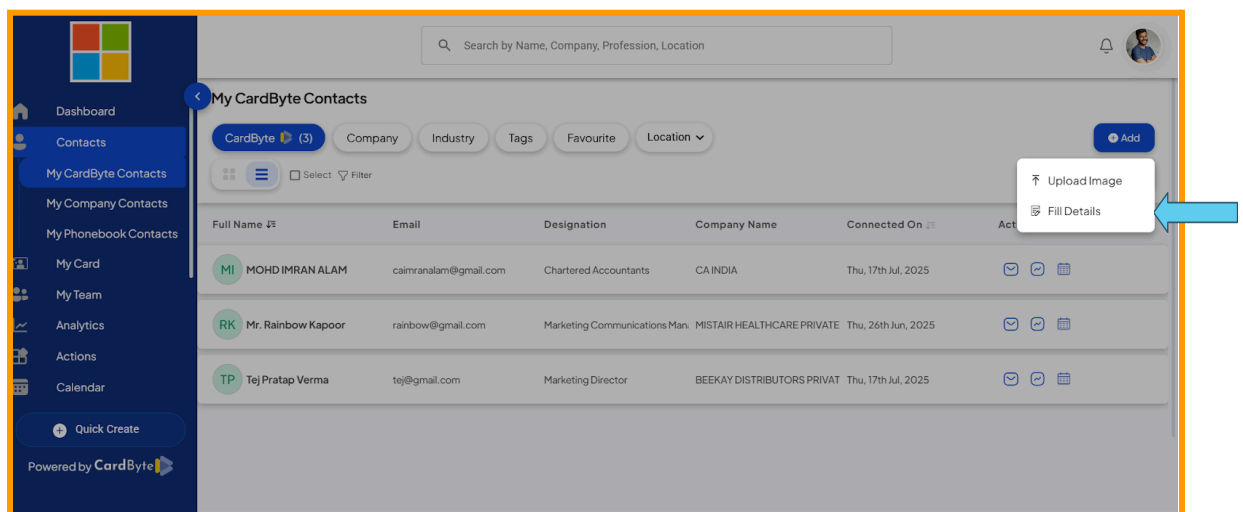# How to Manually Add Contacts in Bulk on the CardByte Website

Follow these steps to manually add a contact to your contacts.
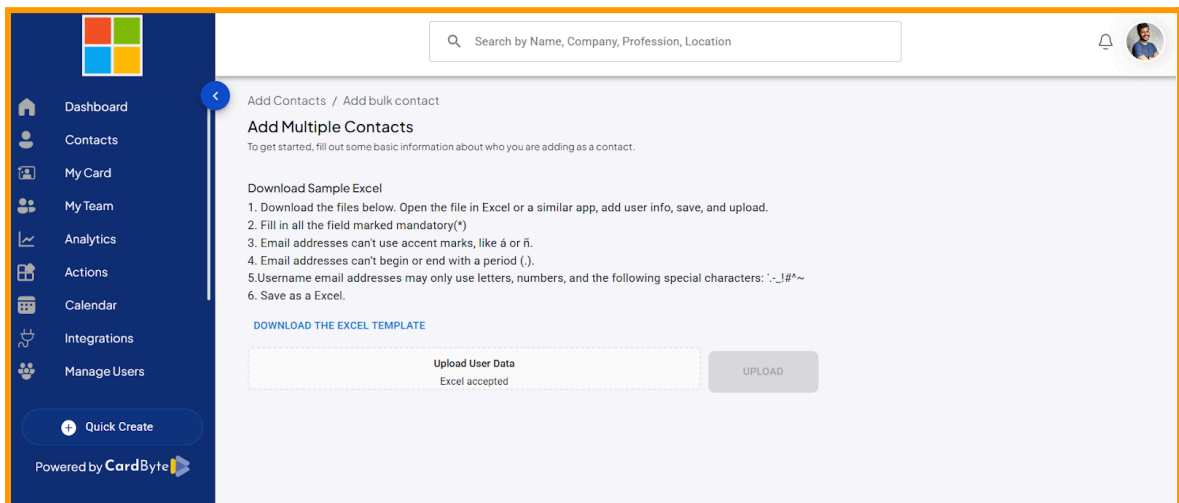
- Open the **CardByte Web App**.
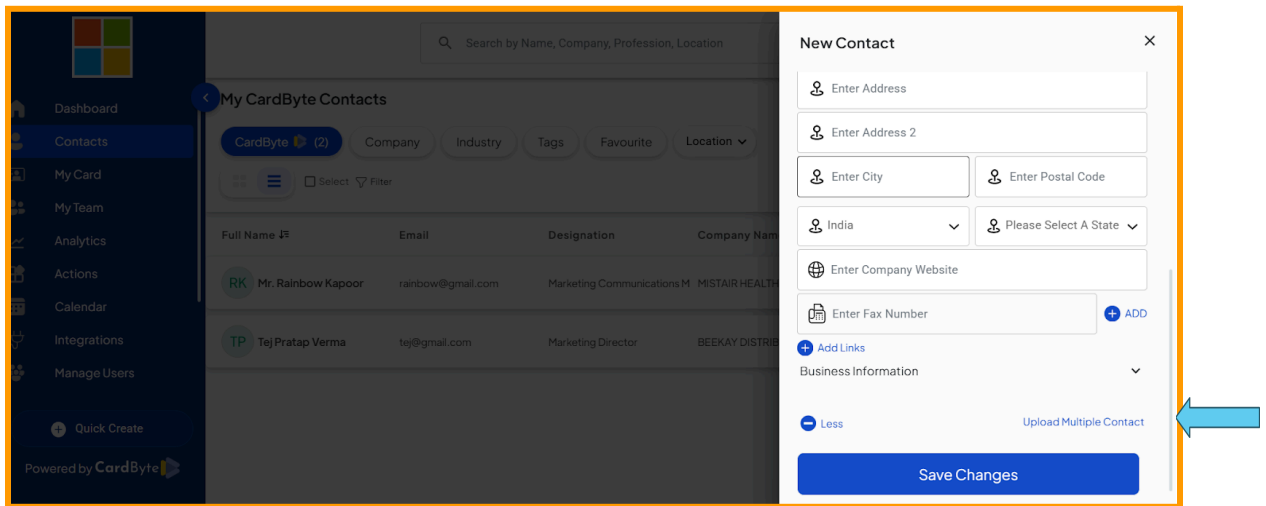 **https://enterprise.cardbyte.ai/login**
- Sign in using your credentials.
- Click on the "**Contacts**" to see your saved Contacts.
- Click on the "**Add"** button.

- Select the **Fill Details** option to add multiple contacts.

- Scroll down and select "**Upload Multiple Contacts**" on the bottom right corner.

- Follow the steps mentioned below:
  - Download the files below. Open the file in Excel or a similar app, add user info, save, and upload.
  - Fill in all the fields marked mandatory(*)
  - Email addresses can't use accent marks, like á or ñ.
  - Email addresses can't begin or end with a period (.).
  - Username email addresses may only use letters, numbers, and the following special characters: '.-_!#^~
  - Save as an Excel