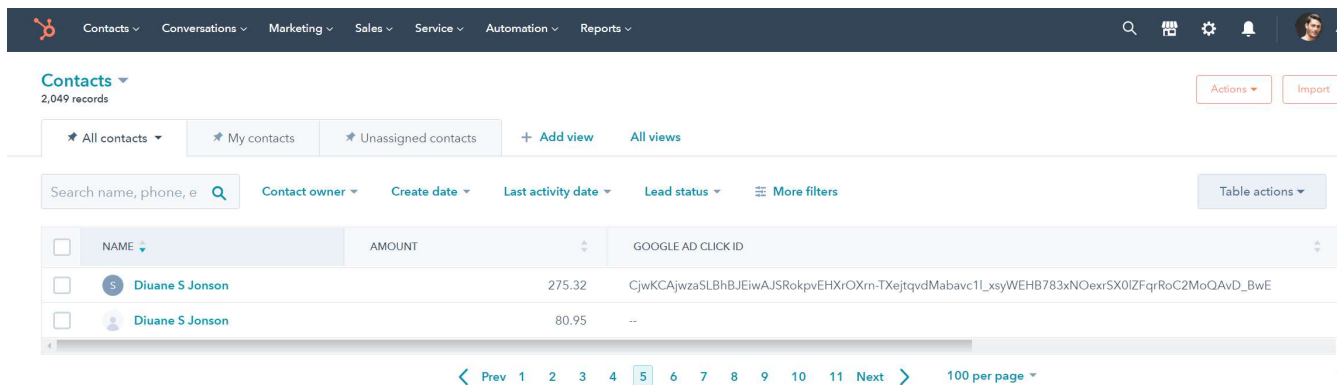


How to Update Hubspot Contacts

- ✓ Login to hubspot.com if you're not already logged in
- ✓ Click on Contacts on the top left, click on Contacts again if you're not already there
- ✓ Sort Name from A to Z, and delete any contacts with just an email or first name
- ✓ Choose 100 per page on the bottom right instead of 25 if you haven't already done it
- ✓ Find matching contacts with the same exact name both with and without a Google Click Id.



The screenshot shows the HubSpot interface for managing contacts. At the top, there's a navigation bar with various tabs like 'Contacts', 'Conversations', 'Marketing', etc. Below this, the 'Contacts' section is active, showing '2,049 records'. There are tabs for 'All contacts', 'My contacts', and 'Unassigned contacts'. A search bar is present with filters for 'Contact owner', 'Create date', 'Last activity date', 'Lead status', and 'More filters'. The main table has columns for 'NAME', 'AMOUNT', and 'GOOGLE AD CLICK ID'. Two contacts are visible, both named 'Diuane S Jonson'. The first contact has an amount of 275.32 and a Google Ad Click ID. The second contact has an amount of 80.95 and no Google Ad Click ID. At the bottom, there's a pagination bar showing '100 per page' and a 'Table actions' dropdown.

	NAME	AMOUNT	GOOGLE AD CLICK ID
<input type="checkbox"/>	Diuane S Jonson	275.32	CjwKCAjwzaSLBhBJEiwAJSRokpvEHXrOXm-TXejtqvMabavc1L_xsyWEHB783xNOexrSX0IZFqrRoC2MoQAyD_BwE
<input type="checkbox"/>	Diuane S Jonson	80.95	--

- ✓ Make sure the column is wide enough to see the whole Google Ad Click Id
- ✓ Select the Google Ad Click Id by double clicking it. Copy it by pressing Ctrl+C
- ✓ Click the Google Click ID box with the duplicate contact that is missing the Google Ad Click ID. Paste it by pressing Ctrl+V, then click Save at the bottom
- ✓ If the contact doesn't have a GCLID and no matching contact with a Google Click ID, then check the box to the left to delete it.
- ✓ Once you're done with the page, click delete and enter the number of contacts you are deleting. Then click on the next page until you've done all the pages.
- ✓ Periodically, after you delete contacts, the page will refresh, so save frequently to avoid rework.
- ✓ Once you've done the last page, sort by Google Click ID and type the first name and part of the last name to clean up the rest using the same process of copying and pasting or deleting. Back space to remove the name from the search and return to the original screen to see if there are any left.
- ✓ Once all the contacts have a GCLID, you will delete contacts created more than 90 days ago. This whole process takes less than 30 minutes per day if your computer skills and internet are good.