

Import Data to Excel:

Complete steps 1 through 3 to import the Business Entity List into Excel.

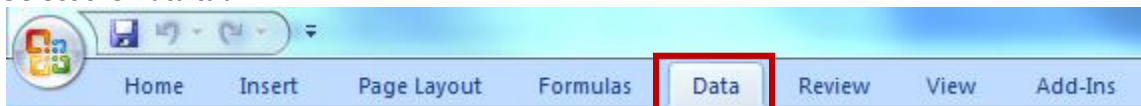
Step 1: Download the compressed business entity list file.

Step 2: Extract the compressed files:

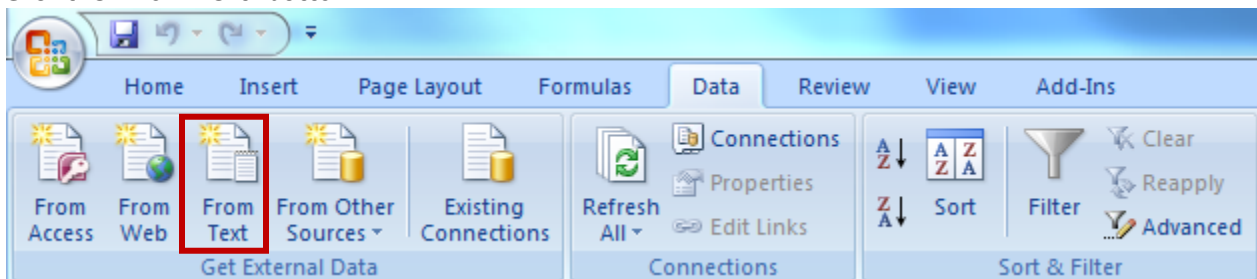
- a. Right-click the compressed business entity list file and select Extract All.
- b. Select a folder destination to extract the files to by clicking the Browse button.
- c. Click the Extract button.

Step 3: Import data file:

- a. Start Excel.
- b. Select the Data tab.

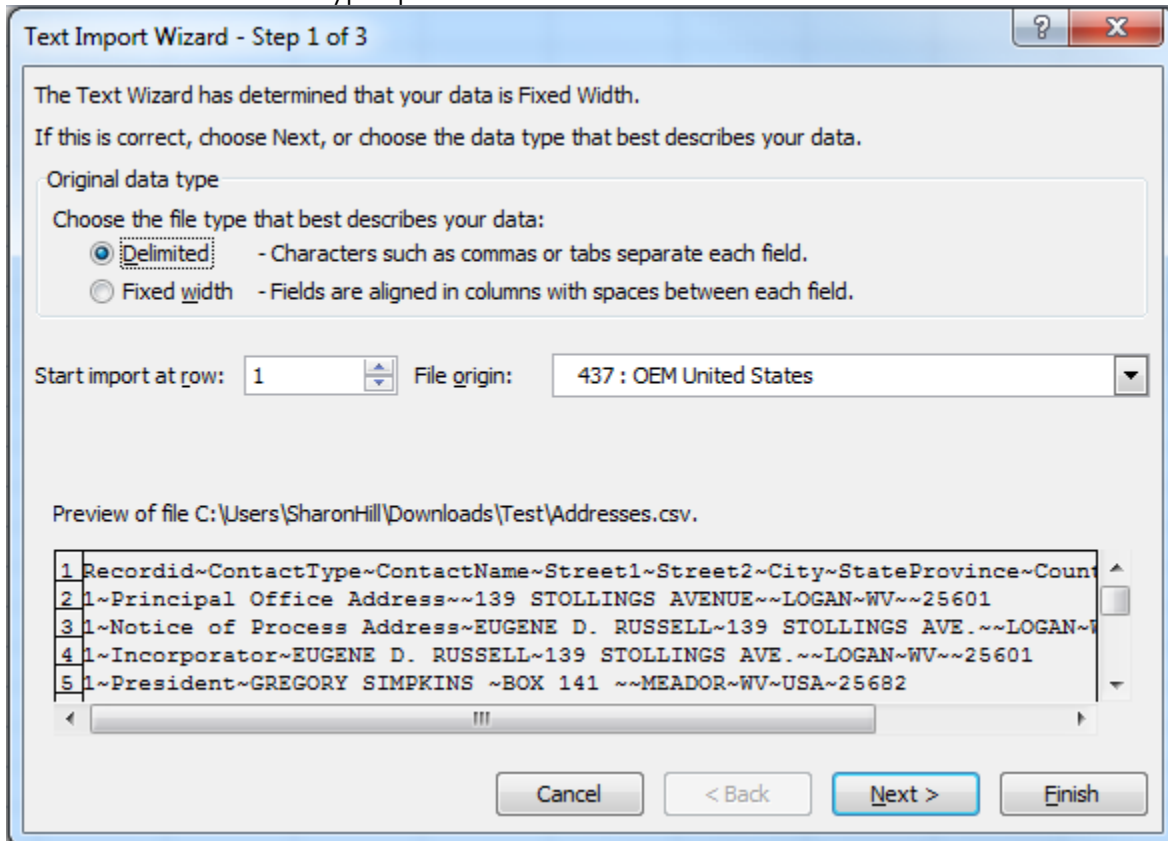


- c. Click the "From Text" button.

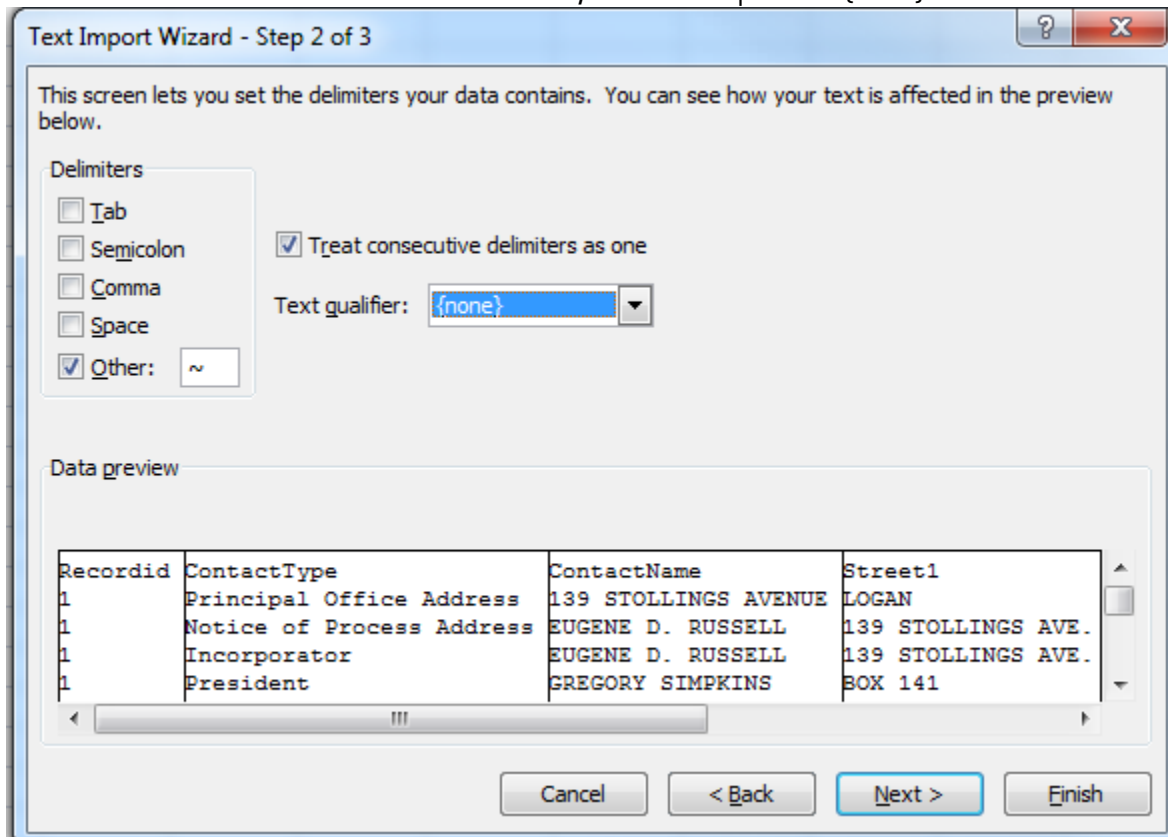


- d. Navigate to the extracted files folder location, select a file and click the Import button.

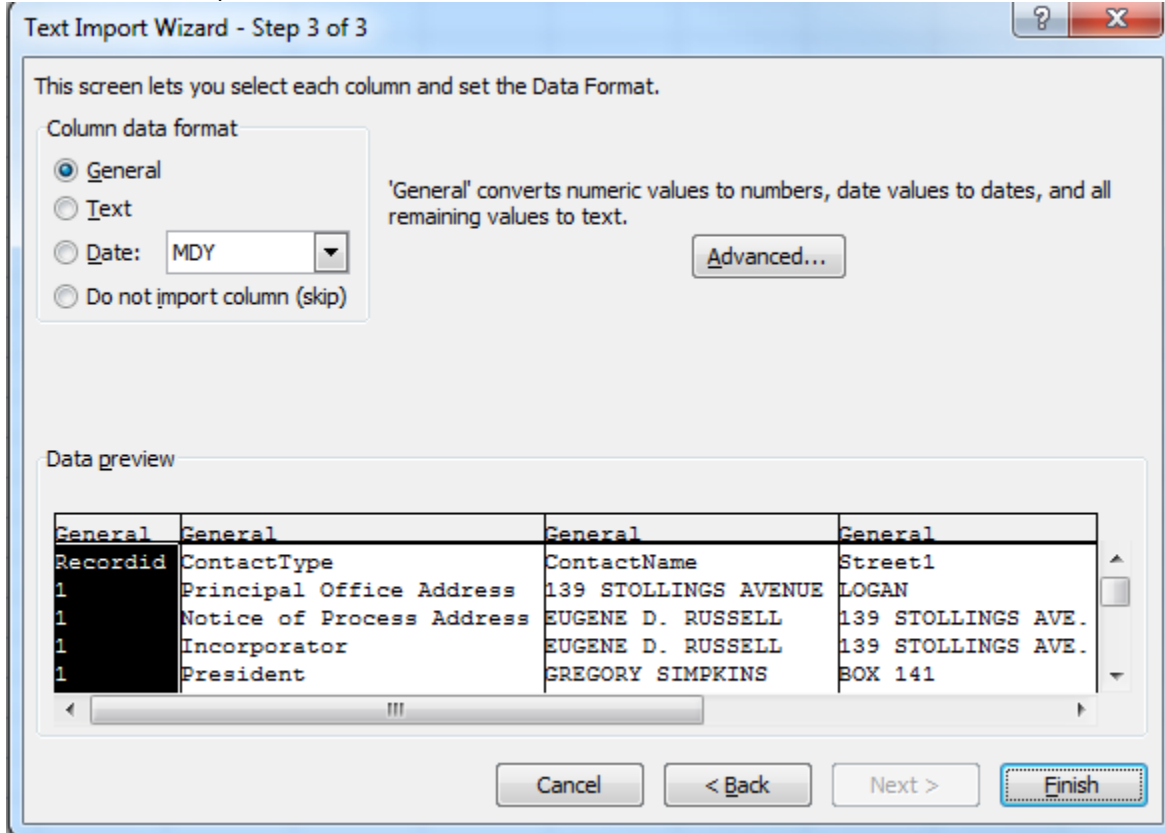
- e. Select the "Delimited" file type option button and click Next.



- f. Select the "Other" delimiter check box, enter the tilde symbol into the other delimiter text box, select the "Treat consecutive delimiters as one" check box, select Text qualifier "{none}" and click Next.



- g. Click Finish on step 3.



- h. Click OK.

