Companies list

This article applies to:

Now you can organize your contacts by company, making it easier to view and interact with them. See all of your companies in one simplified view, complete with a search bar for quick access.

Access your Companies list

1. Navigate to your Contacts > Companies

2. Keap will display a list of your companies with 50 companies on each page

3. Quickly navigate between pages using the buttons at the bottom of the Companies list

View the contacts associated with a company
1. Access your Companies list

2. Select a company to see a list of the associated contacts

![Companies list](image)

3. Select a contact to view their contact record

![Contact list](image)

**Add contacts to a company**

In addition to managing contacts with the Companies list, contacts can be added to a company by modifying the **Company** field on the contact record.

1. Access your Companies list

2. Select a company

![Companies list](image)

3. Click the + button or the Add a contact button
4. Select an existing contact to add to the company or create a new contact
   Note: You can select one of your internal forms while adding contacts by clicking the Add contacts to this company header

5. Click Add contacts

Transfer contacts to a different company
1. Access your Companies list
2. View the contacts associated with a company
3. Click Select all
   or click the avatar for each contact you want to take action on
4. Click **Transfer**

5. Select where to transfer the contacts

   - **Transfer contacts**
   - Select where to transfer 2 contacts
   - Search companies
   - 3M
   - Abbvie Inc

6. Click **Review changes**

   - AECOM
   - AES Corporation
   - Aflac

   - Next: Review changes

7. Click **Apply changes**
Take action on multiple contacts at a company

Use your Companies list to take an action on all or some contacts at a company. You can add or remove tags to contacts, send them a broadcast, export their details, add them to an automation or delete the contacts.

1. Access your Companies list
2. View the contacts associated with a company
3. Click Select all
   - Smith Richardson
     - Select all
     - Eric Jackson
       - ericjack@smithrichardson.com
       - Added Nov 14, 2019

   or click the avatar for each contact you want to take action on
   - Select all
   - Eric Jackson
     - ericjack@smithrichardson.com
     - Added Nov 14, 2019
   - Jessica Wren
     - j.wren@SmithRichardson.com
     - Added Nov 14, 2019
4. Select and complete the desired action
   - 2 Selected
   - Tag
   - Send broadcast
   - Add to automation
   - Export
   - Transfer
   - Delete