

# Companies list

Last modified on: 10/28/2025 8:55 am MST

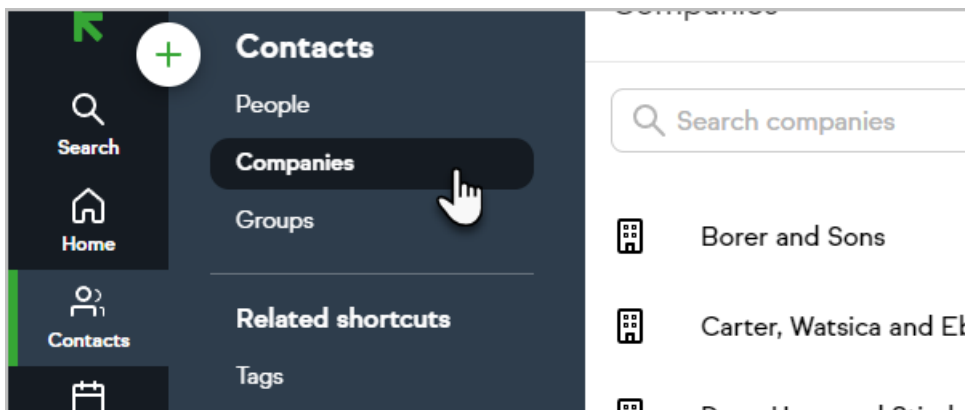
Tags: Keap-Pro Keap-Max

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.

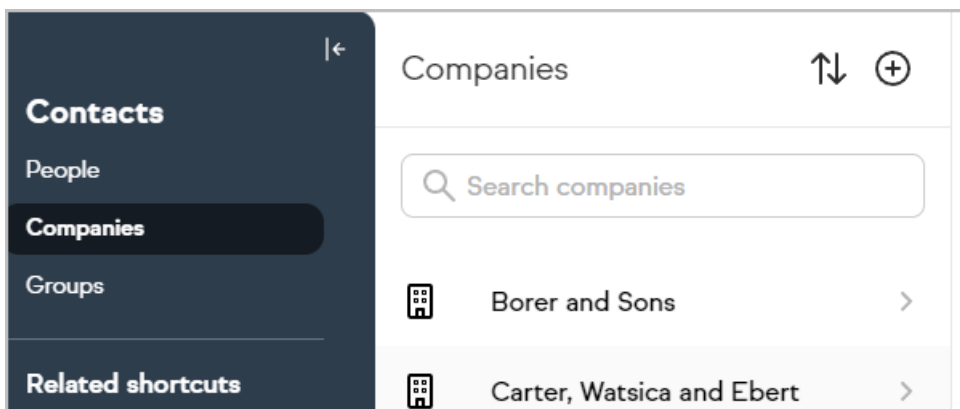
1. Access your Companies list
2. View the contacts associated with a company
3. Add contacts to a company
4. Transfer contacts to a different company
5. Take action on multiple contacts at a company

## Access your Companies list

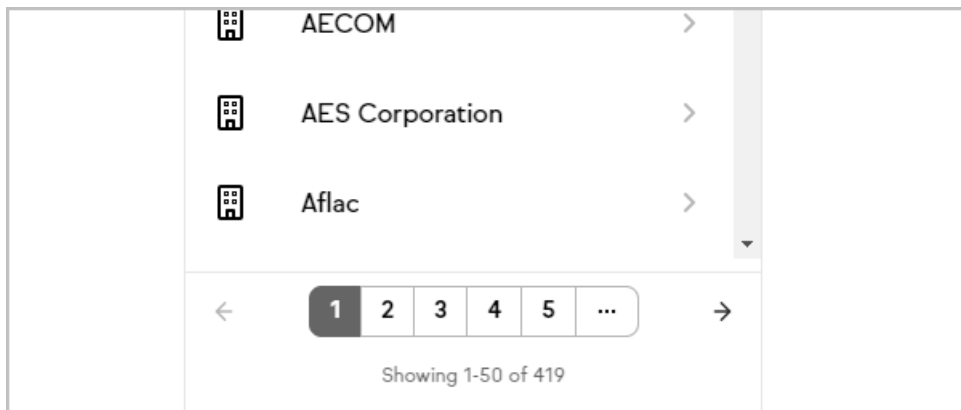
1. Navigate to your **Contacts > Companies**



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

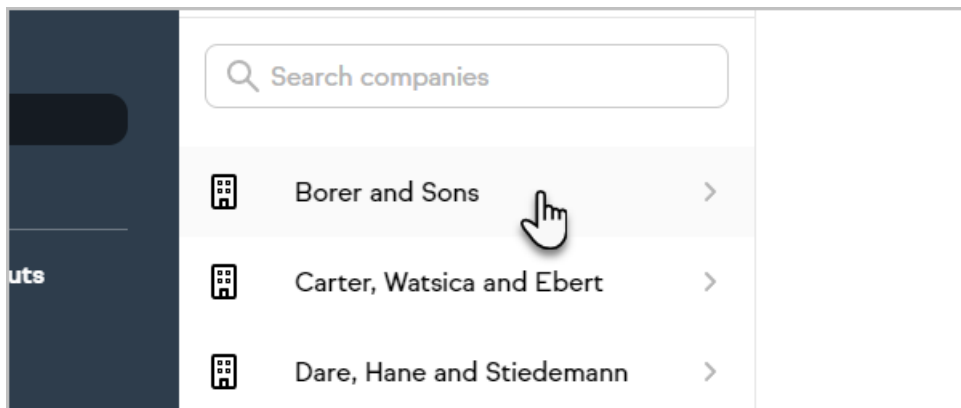


3. Quickly navigate between pages using the buttons at the bottom of the Companies list

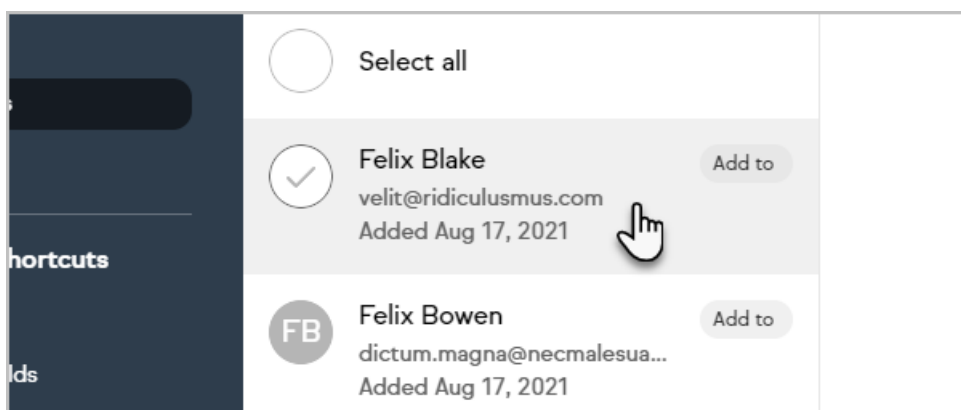


## View the contacts associated with a company

1. Access your Companies list
2. Select a company to see a list of the associated contacts



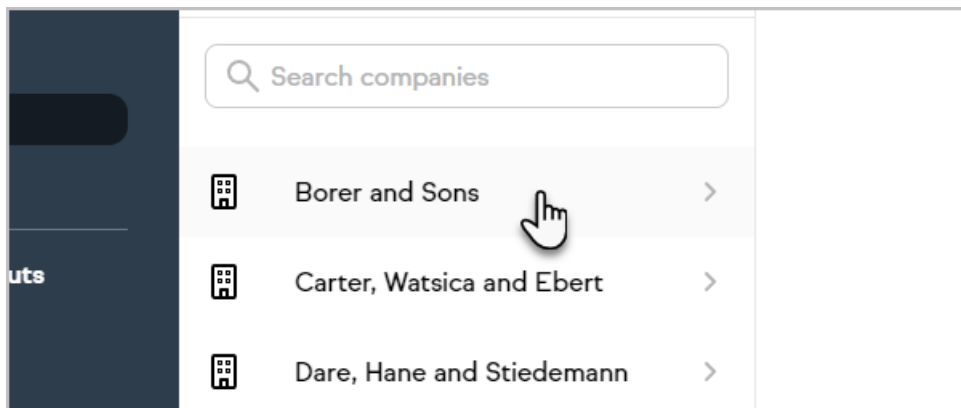
3. Select a contact to view their contact record



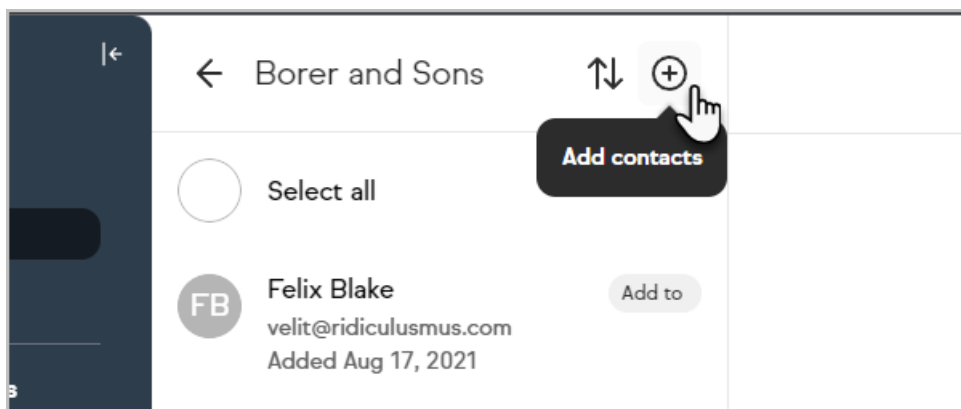
## Add contacts to a company

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.

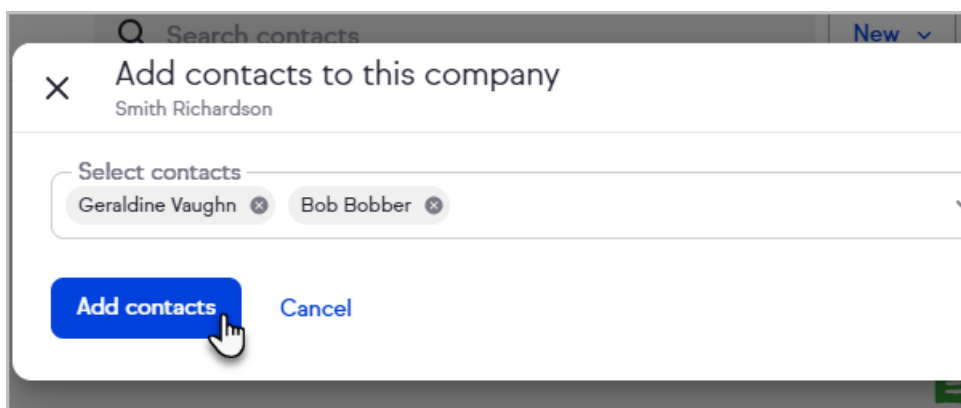
1. Access your Companies list
2. Select a company



3. Click the **+** button or the **Add a contact** button

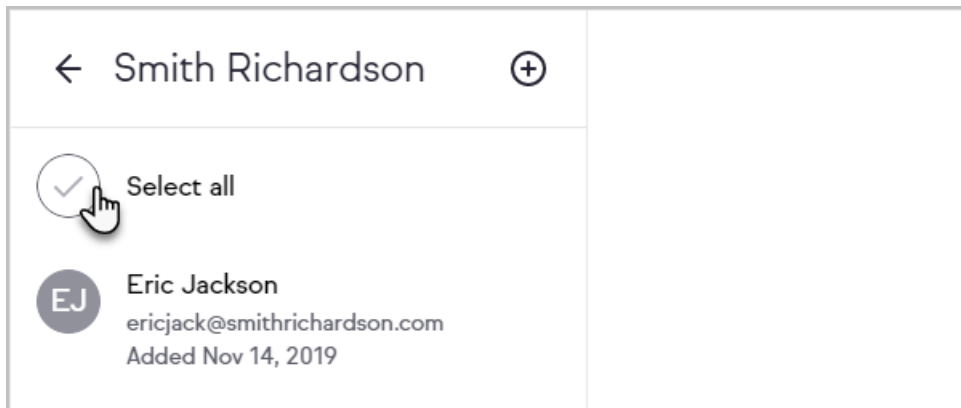


4. Select an existing contact to add to the company or create a new contact  
**Note:** You can select one of your Internal forms while adding contacts by clicking the **Add contacts to this company** header
5. Click **Add contacts**

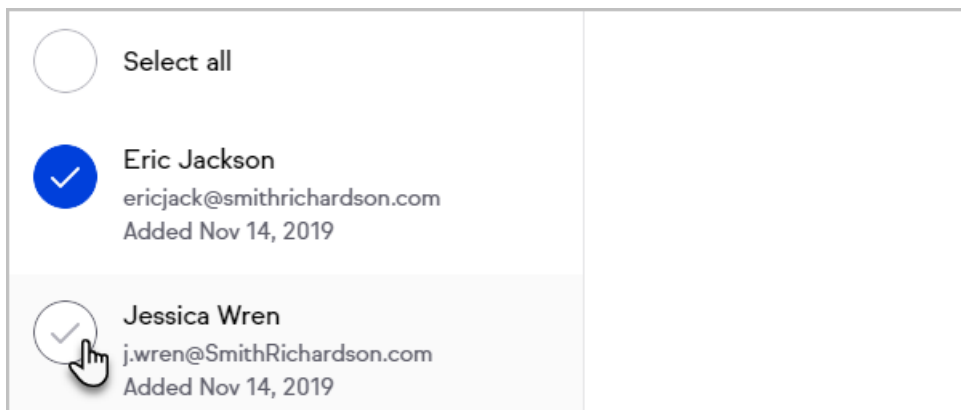


## Transfer contacts to a different company

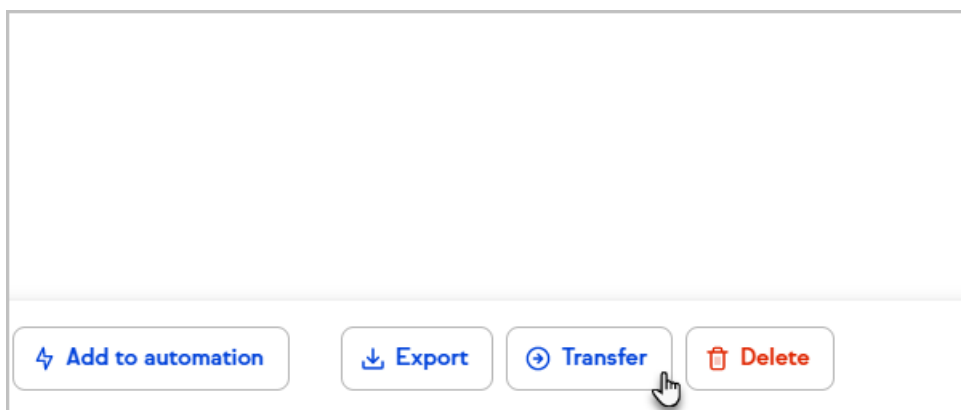
1. Access your Companies list
2. View the contacts associated with a company
3. Click **Select all**



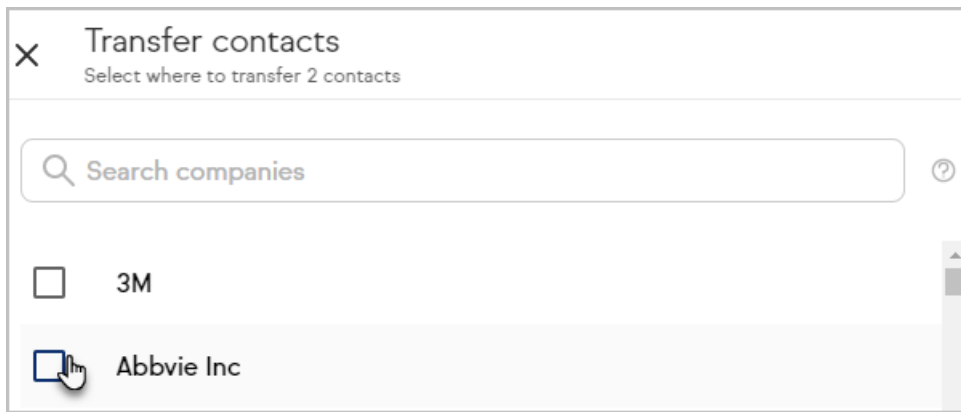
or click the avatar for each contact you want to take action on



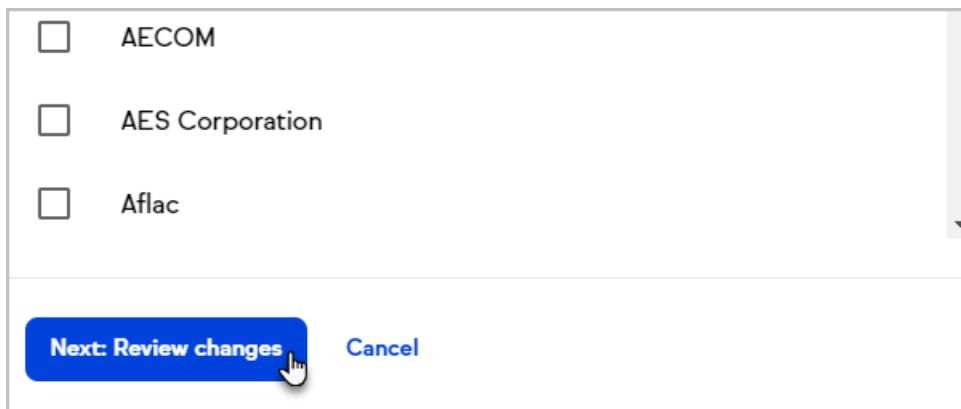
4. Click **Transfer**



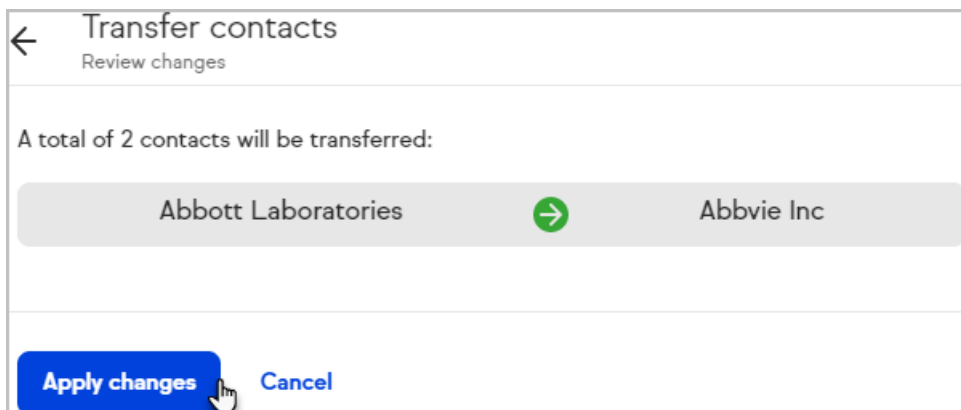
5. Select where to transfer the contacts



6. Click **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

EJ

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