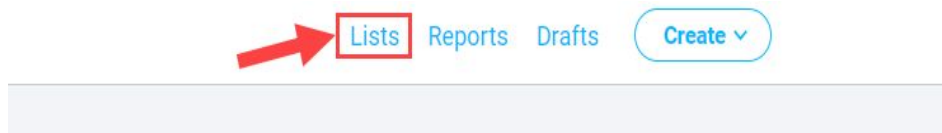


How to manually move new Customers to Customer list in Get Response

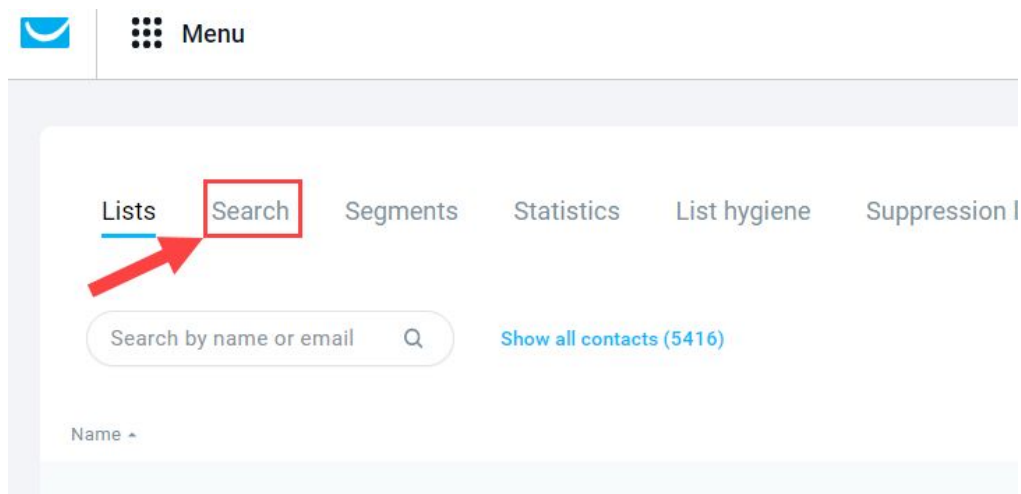
NOTE: Only perform these steps if you have been notified by email from Fullstaq of a buyer. You will only receive an email if you get a sale.

When a subscriber purchases, you will receive an email from Fullstaq Marketer notifying you of the purchase. So the subscriber doesn't receive any additional emails about watching the video and getting started, follow the following steps.

1. **Log into Get Response** - app.getresponse.com
 - a. Click on **'Lists'** from the top menu



- b. On the next page, click on **'Search'** from the menu.



- c. In the **'Search by name or email'** field, type the **name or email address** from the email you received from Fullstaq Marketer.

Statistics List hygiene Suppression lists Custom fields Import statistics Tags

[Advanced search](#)

- d. When you find the subscriber, select the **Optin List** under the heading **Lists**.

Emails [Show all](#)

_____@gmail.com Tracy

Lists

blc_optin_sample 1 contact

- e. You will now have filtered out that subscriber. Click in the box next to the email address.

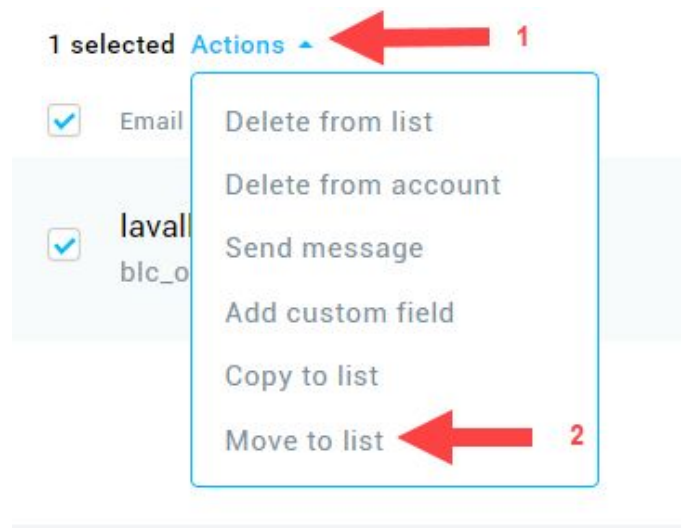
1 selected [Actions](#)

☒ Email address ☒

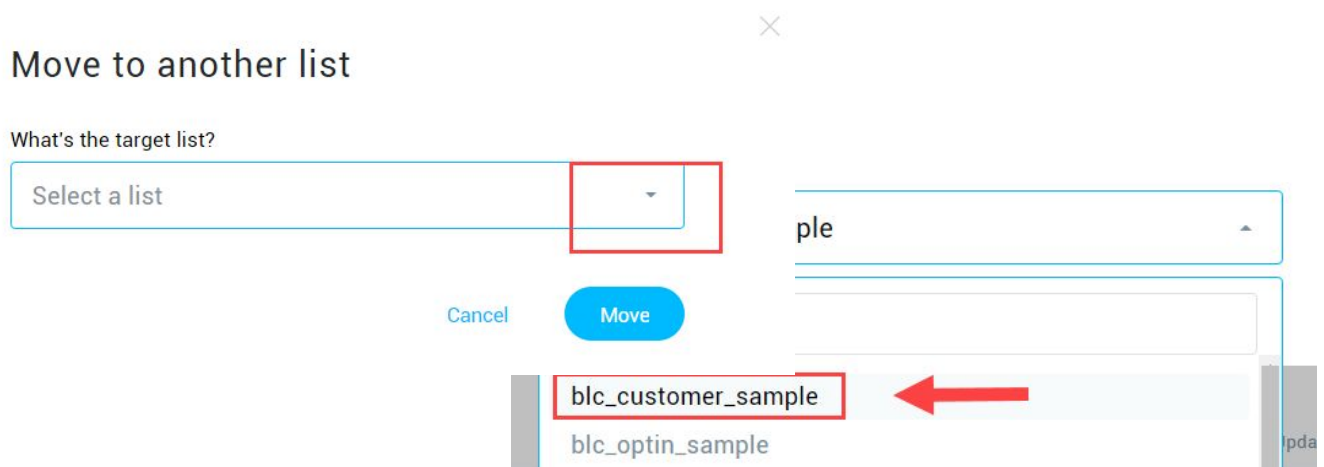
☒ _____@gmail.com Tracy

blc_optin_sample

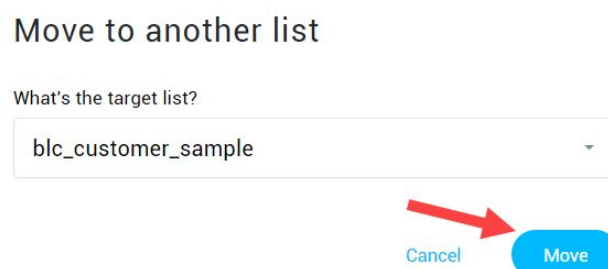
- f. Next, click on the blue **Actions** down arrow and select **Move to List**.



- g. A new box opens up called Move to another list. Click on the down arrow and select your BLC Customer list.



- h. Click the **'Move'** button.



- i. Your Customer has now been moved to your customer list.