



DATA.COM (formerly known as Jigsaw)

Contact Management Database:

Working on **Leads** and need to find additional contacts at a business?

1. Click on the Data.com Tab
2. Enter in the company name:
3. And click on search

Find Contacts Find Accounts

Company or Website Title, Name, or Email Location

Click to make selections

Industry Sub-industry

Click to select Select an Industry first Search Reset Search

Add to Salesforce Export Results Save Search Page 1 of 2

Start a search. If you need to learn how, click the video tutorial link at the top of this page.

If the company exists in Data.com, a list of employees will return. Information in the contact will include name, phone number, email address and title.

4. **Before adding anything into SFDC, find the contact you want to call and dial their number.
5. Verify this person still works at the company and they will be the right person to contact at that business.
 - a. If yes, they work there and are the right person. **DO NOT ADD CONTACT TO SALESFORCE AS A NEW LEAD.** Go back to the lead, and convert the lead to an account. Then follow the steps on Data.com on accounts.

Working on **Accounts** and need to find/add additional contacts

1. From the account click on Get Contacts



You will have the ability to view all contacts, or just ones based on job title

2. Find the contact you are looking for, call to ensure they still work at that company and they are the proper person to talk to.
 - a. If yes, they are the right person to work with put a check in the box next to their name and click on Add to Salesforce. This will add this person as a contact on that account.

Find Contacts Find Accounts

Company or Website Title, Name, or Email Location

www.centerstance.com Click to make selections

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Add to Salesforce Export Results Save Search 1 - 25 of 32 Page 1 of 2

Name	Company	Title	City	State	Country	Updated
<input type="checkbox"/>	Centerstance	Analysts in Other	Portland	OR	United S...	Last 6 Mont
<input type="checkbox"/>	Centerstance	Principle Consultant	Portland	OR	United S...	Last 6 Mont