MPDX Instructions
Getting Started with Your Donor Database

*MDPX is a donor-management system to help you manage your contact list, fundraising efforts, donor ministry and more! It's offered for free by Cru. More information about it can be found at **www.mpdx.org**.*

Get Started with MPDX

See the instructions in this article to get your account setup with MPDX:

https://help.mpdx.org/article/383-get-started-with-mpdx

Create Your Contact List

Create your contact list in a format that is compatible with MPDX. **Go HERE to get information on how to set up your list** and save it to your computer, then begin adding your contacts. Once your contacts have been added, save it as a CSV file on your computer.

Import Your Contact List

After you have created and saved your contact list as a CSV file, you need to import it into MPDX. This article will walk you through the import process:
https://help.mpdx.org/article/384-import-csv-files-into-mpdx

> ***It's important that you have complete contact information for every contact before uploading (Minimum: name(s), phone number(s) and address).***

Syncing Your Account to The Navigators

You will be asked to connect your account to our Navigators system. When asked, use the credentials below:

- Organization: The Navigators-USA
- Username: NavID # (number only)
- Password: Your NavOffice password associated with your NavID #

If you are married or will be married soon, you only need to set up one account. Choose the cost center number (NavID #) that will be receiving your donations.

Syncing issues? Refer to the *MPDX Troubleshooting* document. If you still can't fix it, contact Brooke Waresak at brooke.waresak@navigators.org.

Other MPDX questions? help.mpdx.org

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