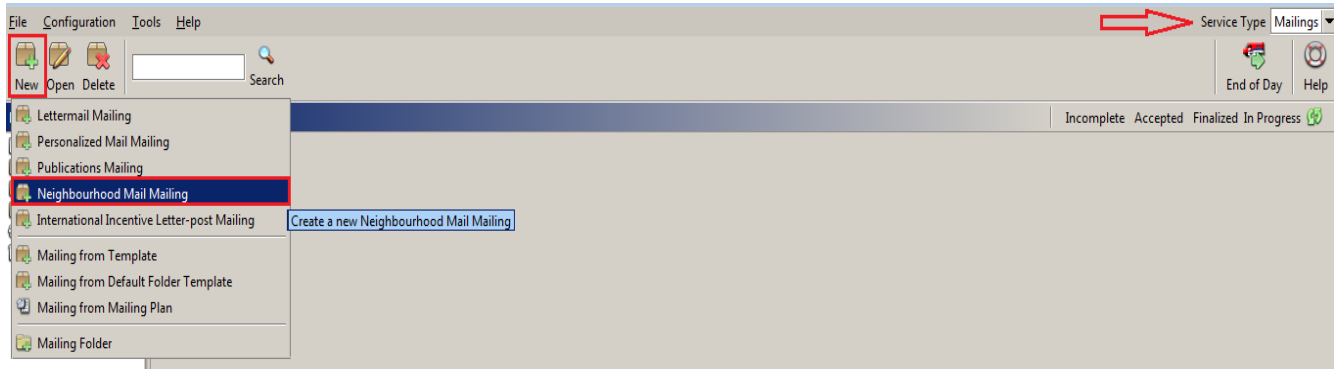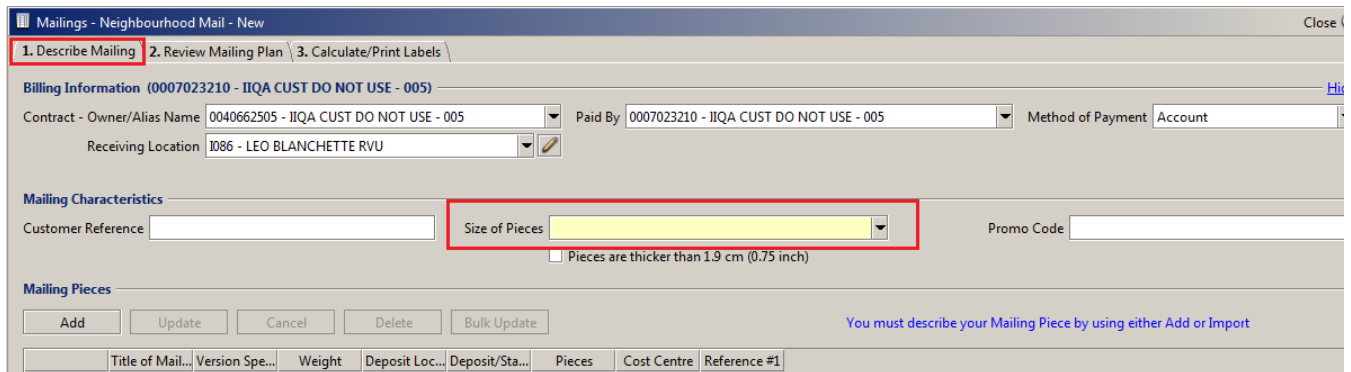# How to import a Neighbourhood Mail™ import file into EST 2.0

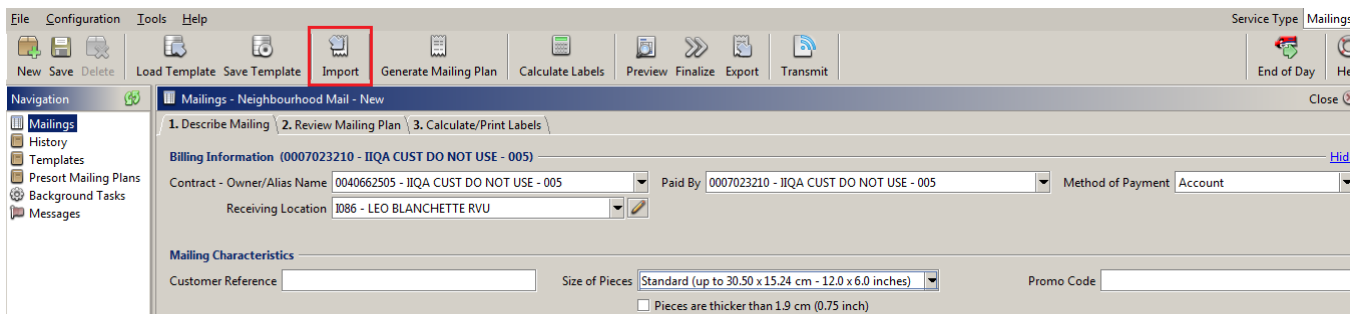1) Once logged into EST 2.0, go to **New** and select Neighbourhood Mail **Mailing**. Ensure that you are in the **Mailing** Service Type – right hand corner).
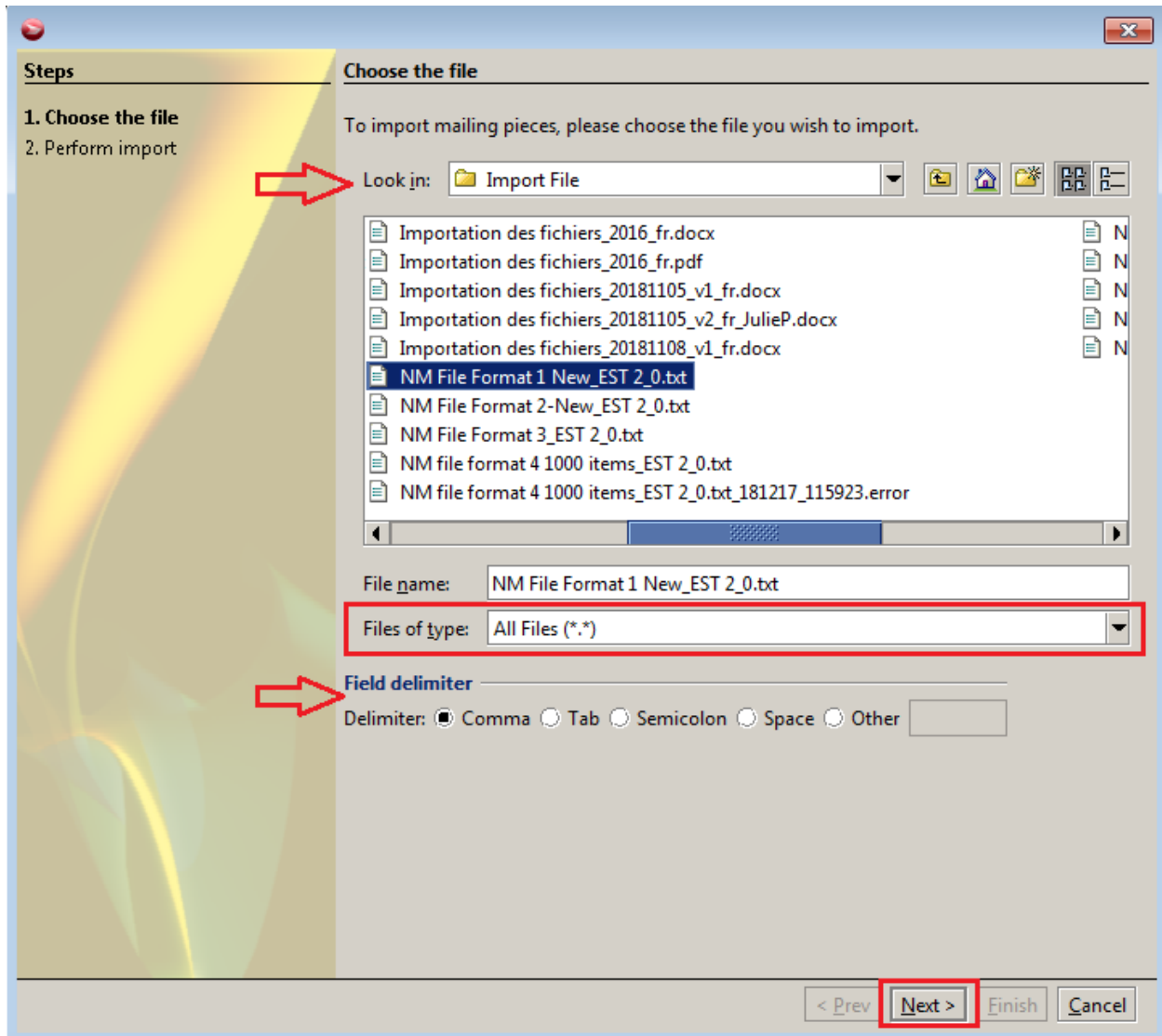

2) In tab **1. Describe Mailing**, you must first select the **Size of Pieces** (highlighted in yellow).

3) Click **Import**.

4) A pop-up window will appear.
    a. Locate the file (you may have to choose "All files (*.*)" in the **Files of Types:** drop-down options to locate your file);
    b. Choose the file;
    c. Choose the appropriate **Field delimiter**;
    d. Click **Next**.

5) Depending on the import file layout, you will be asked to complete the missing fields (if you are importing a file layout 4, you will not see this pop-up). All yellow fields are mandatory. For more information about the 4 layout types, view the Import File Specification document at: www.canadapost.ca/cpo/mc/assets/pdf/business/import_file_specifications_en.pdf. In the Delivery Coverage Filters area, choose which option you wish the system to do should it encounter entries with no counts from your import file. Click **Next**.

6) Click **Finish**.
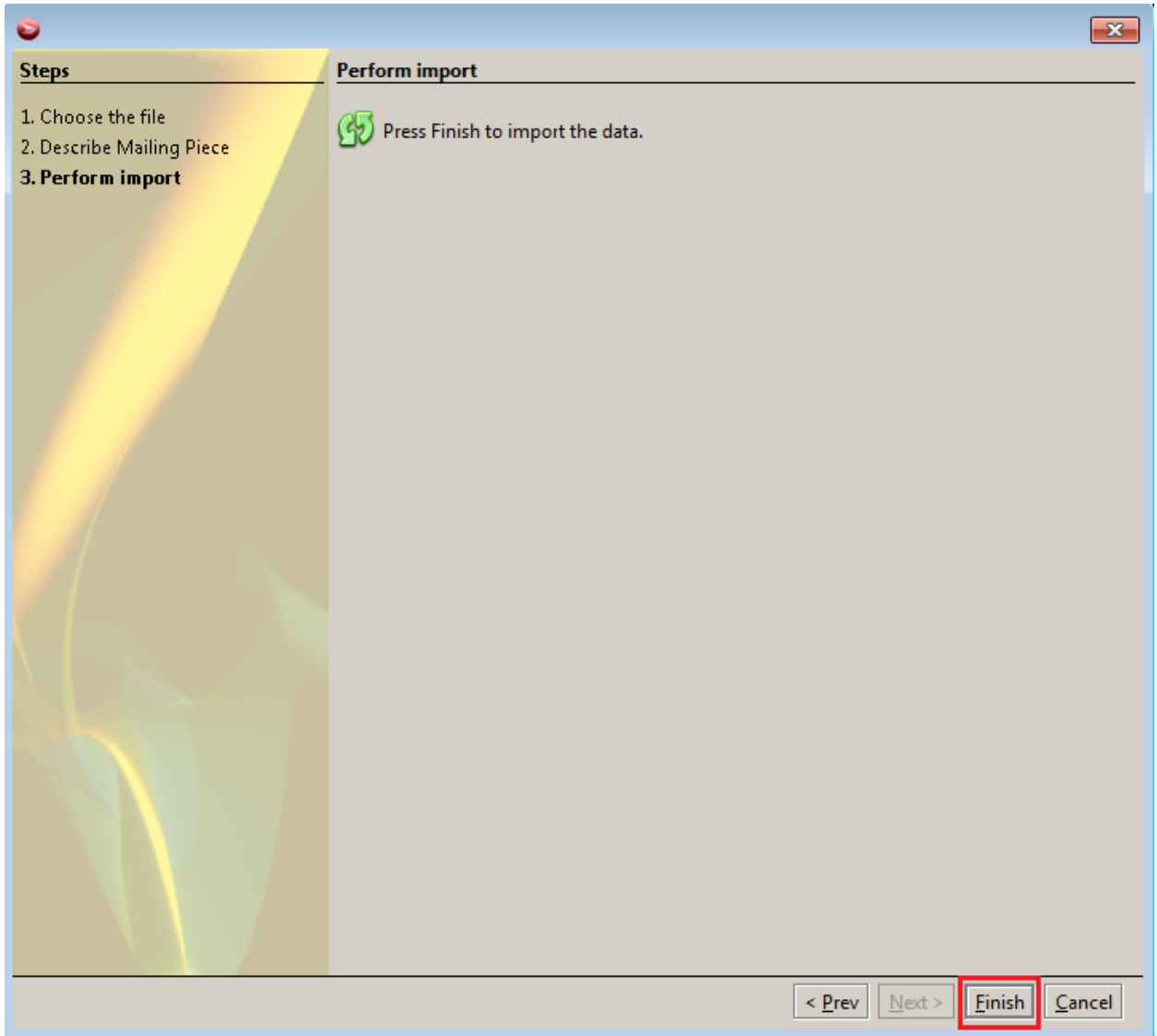
7) If the import was successful, you will receive the following screen. Click **Close**.
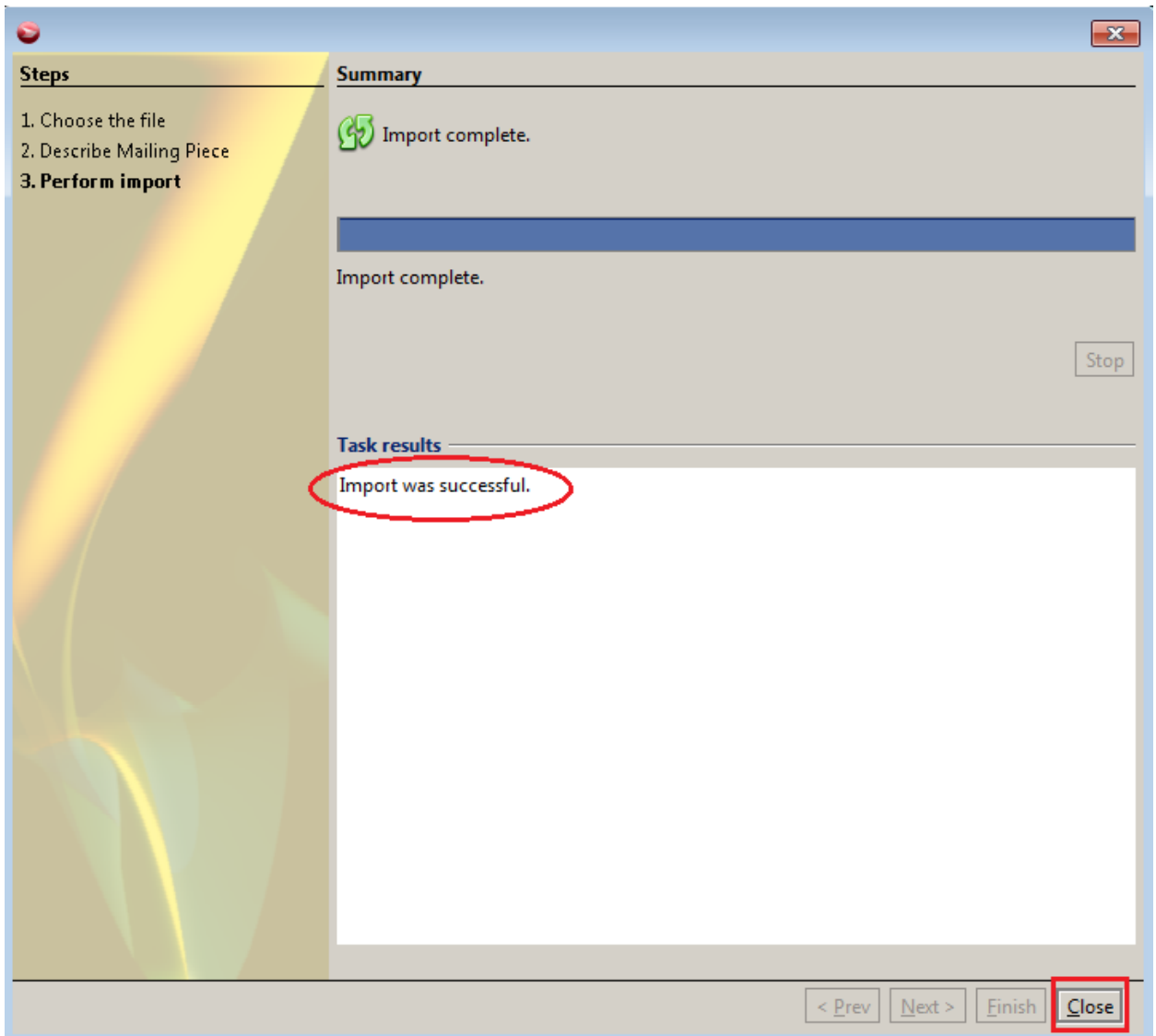
The mailing has been imported and you are ready to generate the mailing plan.

8) Should the import file fail, an error file log will be created and saved in the same location where you retrieved the import file. The information will also appear in the **Task results** area. This new file will provide information regarding the reason why the import failed.