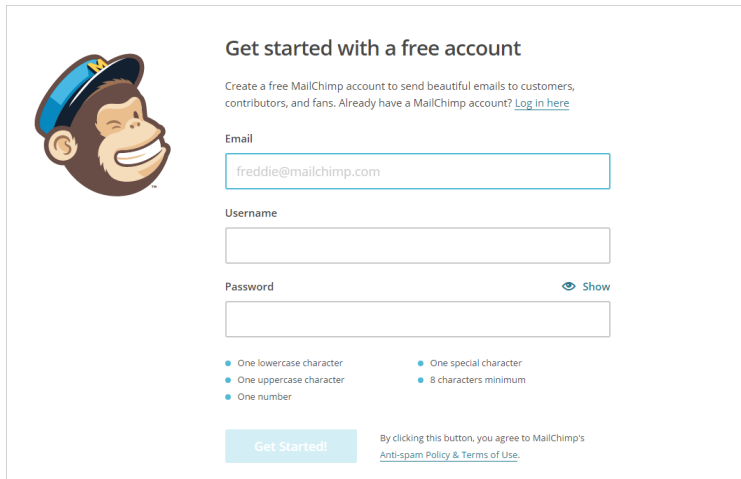PPMP's integration to MailChimp allows you to upload your PPMP patient email addresses into MailChimp. Then once in MailChimp you can manage these email addresses and then of course use them for email marketing purposes. MailChimp will manage your duplication and Unsubscription process, for further information on the benefits of using MailChimp as your email marketing tool please visit their website: www.mailchimp.com.
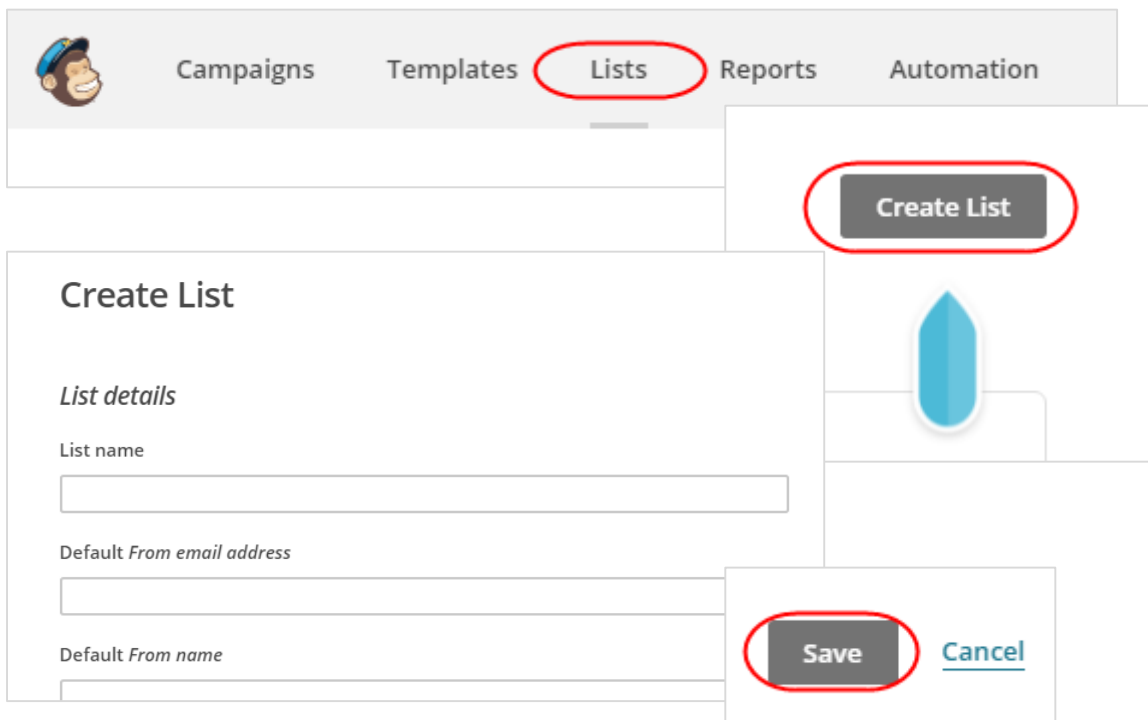
To setup and configure the MailChimp integration please follow the steps below:

1. If you do not have a MailChimp account you will need to set one up first. To do this you can start here: https://login.mailchimp.com/signup

2. Once your Account is created, Login to MailChimp. The first thing to do is create a **New List**. This will be your subscribers list where you will upload your PPMP patient emails, so try and give it a meaningful name (*i.e. "PPMP Emails" or "Patient Emails", etc*). Click on "**List**" and then click on "**Create List**" button, fill out the form and then click "**Save**".
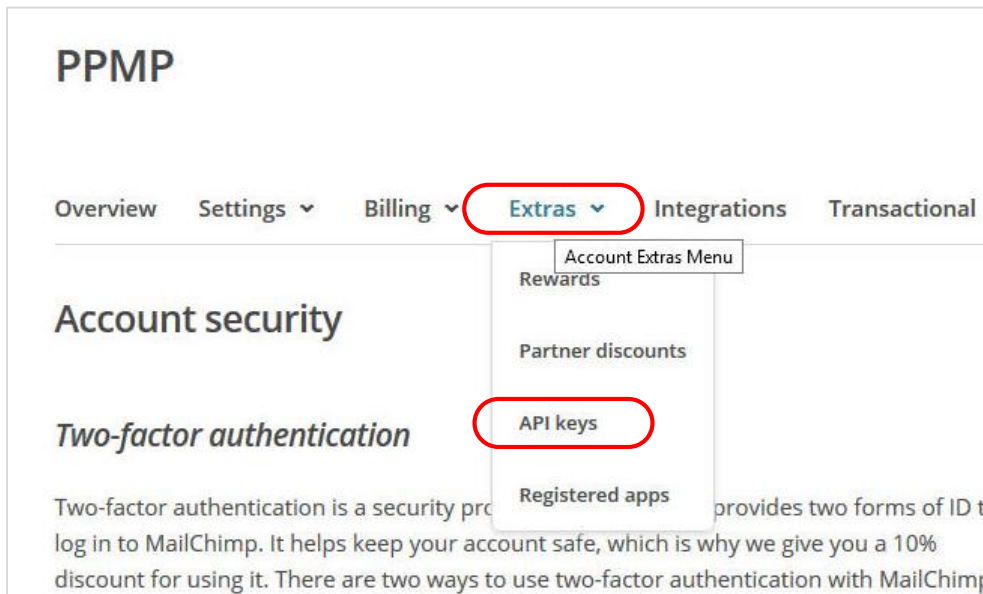
3. Now that your **List** is created you need to create an new API Key which will be used to integrate MailChimp with PPMP. Click on your "**Account Name**" at the top right hand corner of the screen and then select "**Account**".
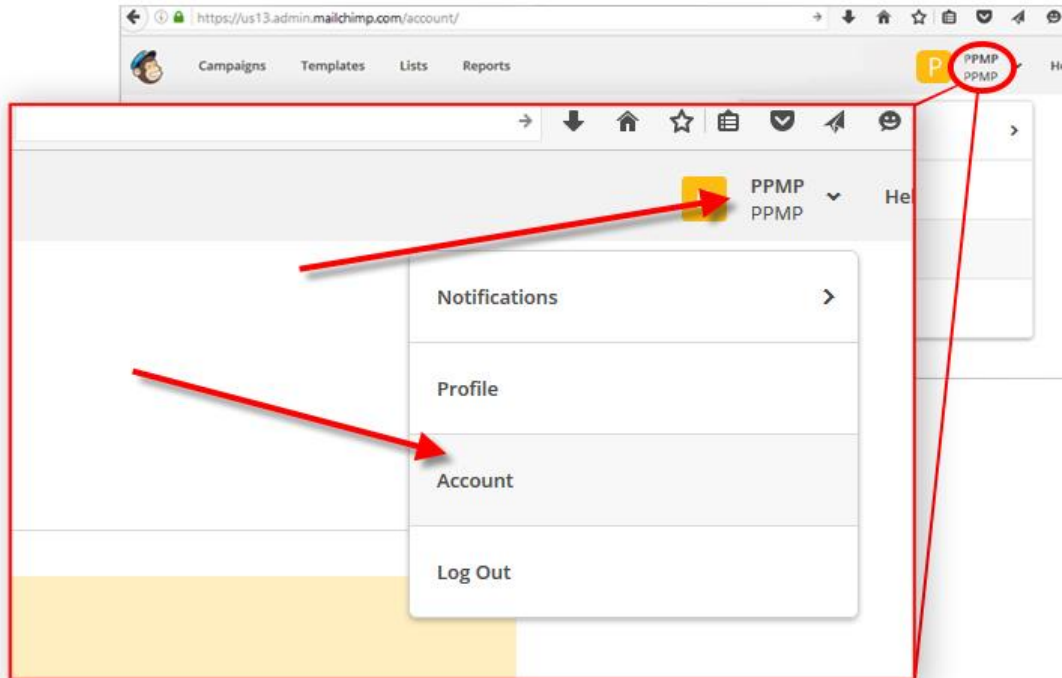
4. Select the "**Extras**" drop down, then click on "**API keys**" option.

5. Click the "**Create A Key**" button.
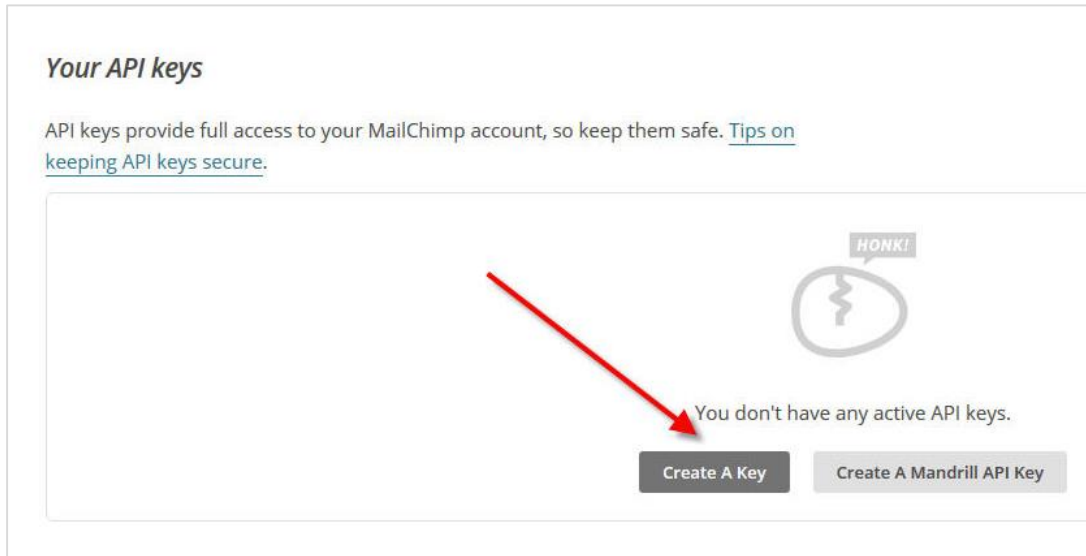
6. MailChimp will then create a **new API Key number** for you. Hightlight the new API Key and then copy (Ctrl-C) it.

Goto PPMP…

7. Open your PPMP Main Menu Screen then open your MailChimp Export screen; you can find this screen at **Main Menu/Services/MailChimp Export**

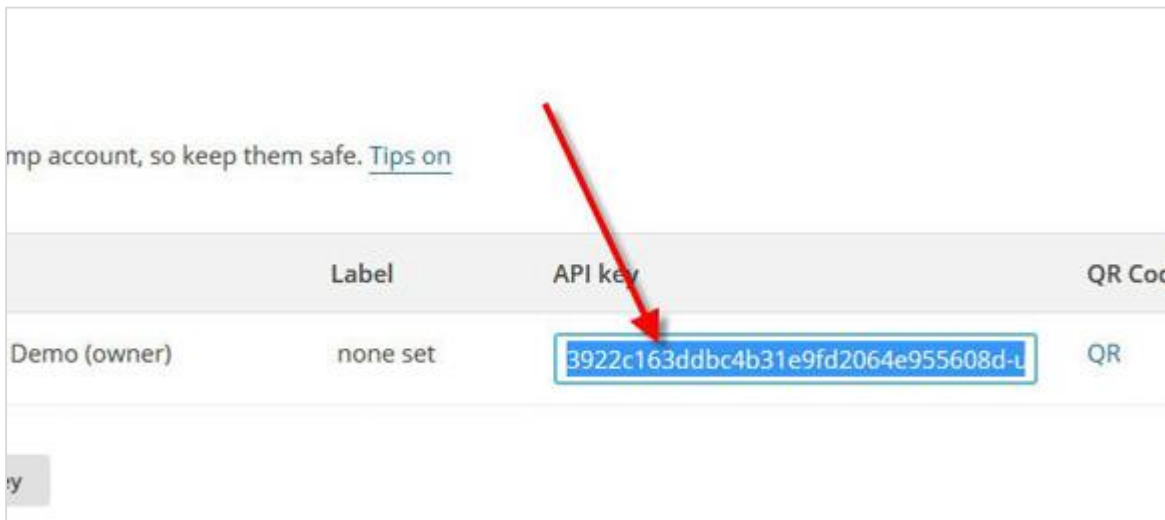8. Once the screen opens in the **MailChimp UserName** field enter your username, paste in your new API Key (the one you copied from MailChimp website) in the **MailChimp API Key** field, from **MailChimp Lists** dropdown box select the name of the new List you just created in the MailChimp website - if you can't see your new List you can click on **Reload MailChimp Lists** button to refresh the list – then select your Patient Criteria (*All Patients* is set by default) and click on **Export To MailChimp** button to export your patient email addresses.
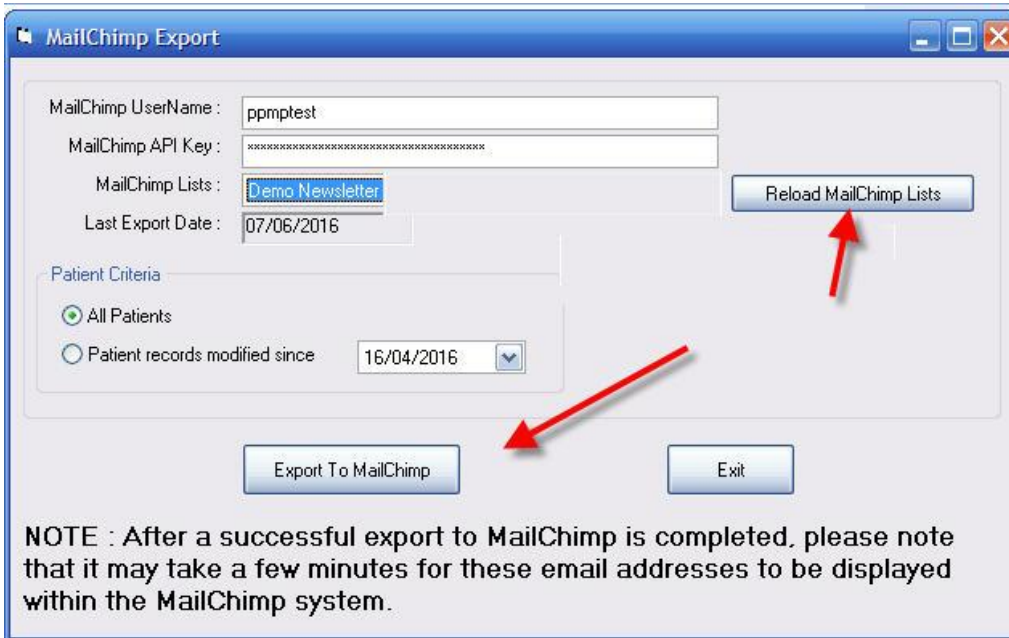

9. Once the export is done you should see a message similar to the below image.
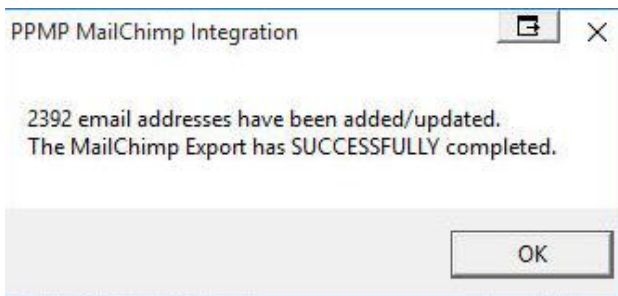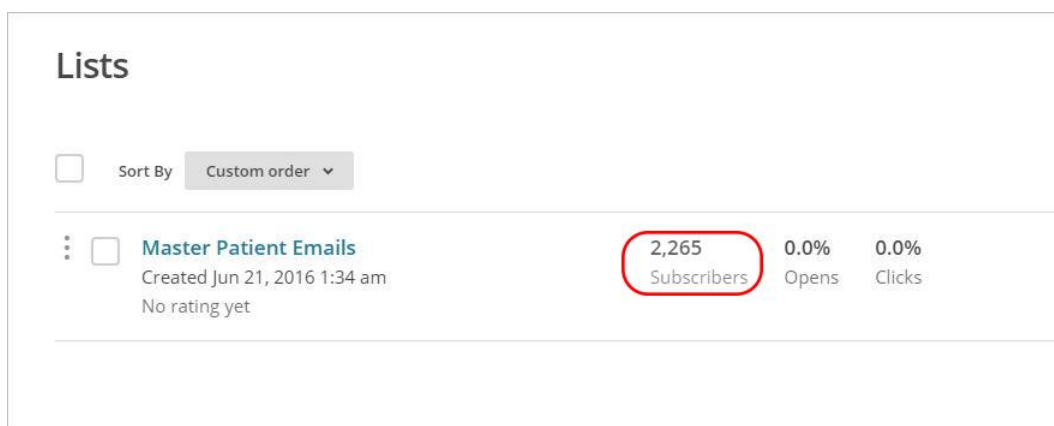
Goto MailChimp…

10. You can now switch back to MailChimp and go to your Lists screen *(explained in Step 2)*. You should see the new List you created earlier, but you will notice that the **Subscribers** figure of your List is still **0** (zero). This is because it will take around 5mins – 10mins for MailChimp to process the exported emails, so please be patient.
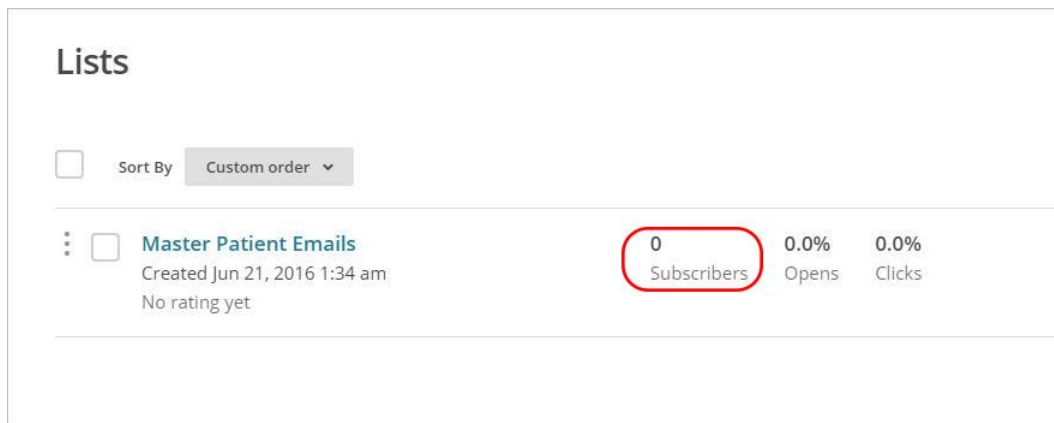
11. Once you've given it sometime *(suggested time above)* refresh your internet browser screen again *(Ctrl-F5)* and the **Subscribers** figure should now show a figure which is the number of emails you just exported from PPMP.

That's it! ... you are now ready to start your new email campaigns to your patient list.

Please Note: The details you enter in the PPMP MailChimp screen will be saved, so you don't have to enter them in everytime you want to upload to MailChimp.

NB: In some cases this Subscriber figure can vary and sometimes may not be the same as the number of emails you exported from PPMP. One reason for this, is because MailChimp manages your email duplication and/or Un-subscribing policies, this will occur especially during the circumstance when you are adding new emails to an existing List.