

Action Is The Cure - Registry CSV Quick Guide

Use this printable guide to download your MPG CSV on a desktop/laptop and upload it to AITC.

Important: You must complete the MPG CSV export on a **desktop or laptop**. Most phones will not download the CSV correctly.

Step-by-step

- 1 Log in to your MPG Back Office **on your computer**.
- 2 Open: **Business** → **Report Center** → **Quick Reports**.
- 3 Click **Report #4: Personally Sponsored Complete Report**.
- 4 In the top-right corner, open the **three-dot menu** (often shown as ...) and choose **Export**.
- 5 Find the downloaded file in your **Downloads** folder. The file name may vary, but it will end in **.csv**.
- 6 Return to the AITC upload page and upload that **.csv** file using the upload box.

Quick troubleshooting

I can't find the file.	Check your computer's Downloads folder first. You can also search your computer for .csv .
The export won't start.	Make sure you are on a desktop/laptop and try a different browser (Chrome works well).
My file won't upload.	Confirm the file ends in .csv (not .pdf, .xls, or .zip). If needed, export again from Report #4.
The page looks different in MPG.	Look for the closest match to: Report Center , Quick Reports , and an Export option (often under a three-dot menu).

Helpful links

Registry Desktop Upload Page: <https://actionisthecure.com/registry-desktop>

If you started on mobile, enter your MPG email on the mobile page to receive the desktop link.