# Clients Bulk Upload Help and Instructions

**Common Instructions**

* You can edit your data in the sample file. The column order must be the same as in the sample file.
* Columns marked with \* are required.
* If the **Account Creation Email Status (Settings > Notification Templates)** is set to active, ensure that the email settings are properly configured and operational.

**Column Specific Necessary Instructions**

1. Is for internal purpose:

**1 means** the client account will be created for internal use only, without granting account access to the client. The fields for **Password**, **Password Confirmation**, **Status**, and **Require Email Verification** can be left blank.

**0 means** the client account will be created with access granted to the client. The fields for **Password**, **Password Confirmation**, **Status**, and **Require Email Verification** must be filled.

2. Date format for **DOB (Date of Birth)** and **DOJ (Date of Joining)** must be YYYY-MM-DD (e.g., 2024-01-01).

3. Status:

**1 means** Active.

**0 means** Deactive.

4. Require Email Verification:

**1 means** Yes (If **Require Email Verification** is set to 1, ensure that the email settings are properly configured and operational).

**0 means** No.

# Country ISO Code List

|  |  |
| --- | --- |
| Country Code | Country Name |
| AF | Afghanistan |
| AL | Albania |
| DZ | Algeria |
| AS | American Samoa |
| AD | Andorra |
| AO | Angola |
| AI | Anguilla |
| AQ | Antarctica |
| AG | Antigua and Barbuda |
| AR | Argentina |
| AM | Armenia |
| AW | Aruba |
| AU | Australia |
| AT | Austria |
| AZ | Azerbaijan |
| BS | Bahamas |
| BH | Bahrain |
| BD | Bangladesh |
| BB | Barbados |
| BY | Belarus |
| BE | Belgium |
| BZ | Belize |
| BJ | Benin |
| BM | Bermuda |
| BT | Bhutan |
| BO | Bolivia |
| BA | Bosnia and Herzegovina |
| BW | Botswana |
| BR | Brazil |
| IO | British Indian Ocean Territory |
| VG | British Virgin Islands |
| BN | Brunei Darussalam |
| BG | Bulgaria |
| BF | Burkina Faso |
| BI | Burundi |
| KH | Cambodia |
| CM | Cameroon |
| CA | Canada |
| CV | Cape Verde |
| KY | Cayman Islands |
| CF | Central African Republic |
| TD | Chad |
| CL | Chile |
| CN | China |
| CX | Christmas Island |
| CC | Cocos (Keeling) Islands |
| CO | Colombia |
| KM | Comoros |
| CG | Congo |
| CD | Congo (Democratic Republic) |
| CK | Cook Islands |
| CR | Costa Rica |
| HR | Croatia |
| CU | Cuba |
| CW | Curaçao |
| CY | Cyprus |
| CZ | Czech Republic |
| DK | Denmark |
| DJ | Djibouti |
| DM | Dominica |
| DO | Dominican Republic |
| EC | Ecuador |
| EG | Egypt |
| SV | El Salvador |
| GQ | Equatorial Guinea |
| ER | Eritrea |
| EE | Estonia |
| ET | Ethiopia |
| FK | Falkland Islands |
| FO | Faroe Islands |
| FJ | Fiji |
| FI | Finland |
| FR | France |
| GF | French Guiana |
| PF | French Polynesia |
| TF | French Southern Territories |
| GA | Gabon |
| GM | Gambia |
| GE | Georgia |
| DE | Germany |
| GH | Ghana |
| GI | Gibraltar |
| GR | Greece |
| GL | Greenland |
| GD | Grenada |
| GP | Guadeloupe |
| GU | Guam |
| GT | Guatemala |
| GG | Guernsey |
| GN | Guinea |
| GW | Guinea-Bissau |
| GY | Guyana |
| HT | Haiti |
| HM | Heard Island and McDonald Islands |
| HN | Honduras |
| HK | Hong Kong |
| HU | Hungary |
| IS | Iceland |
| IN | India |
| ID | Indonesia |
| IR | Iran |
| IQ | Iraq |
| IE | Ireland |
| IL | Israel |
| IT | Italy |
| CI | Ivory Coast |
| JM | Jamaica |
| JP | Japan |
| JE | Jersey |
| JO | Jordan |
| KZ | Kazakhstan |
| KE | Kenya |
| KI | Kiribati |
| KP | Korea (North) |
| KR | Korea (South) |
| KW | Kuwait |
| KG | Kyrgyzstan |
| LA | Laos |
| LV | Latvia |
| LB | Lebanon |
| LS | Lesotho |
| LR | Liberia |
| LY | Libya |
| LI | Liechtenstein |
| LT | Lithuania |
| LU | Luxembourg |
| MO | Macau |
| MK | North Macedonia |
| MG | Madagascar |
| MW | Malawi |
| MY | Malaysia |
| MV | Maldives |
| ML | Mali |
| MT | Malta |
| MH | Marshall Islands |
| MQ | Martinique |
| MR | Mauritania |
| MU | Mauritius |
| YT | Mayotte |
| MX | Mexico |
| FM | Micronesia |
| MD | Moldova |
| MC | Monaco |
| MN | Mongolia |
| ME | Montenegro |
| MS | Montserrat |
| MA | Morocco |
| MZ | Mozambique |
| MM | Myanmar |
| NA | Namibia |
| NR | Nauru |
| NP | Nepal |
| NL | Netherlands |
| NC | New Caledonia |
| NZ | New Zealand |
| NI | Nicaragua |
| NE | Niger |
| NG | Nigeria |
| NU | Niue |
| NF | Norfolk Island |
| MP | Northern Mariana Islands |
| NO | Norway |
| OM | Oman |
| PK | Pakistan |
| PW | Palau |
| PA | Panama |
| PG | Papua New Guinea |
| PY | Paraguay |
| PE | Peru |
| PH | Philippines |
| PN | Pitcairn Islands |
| PL | Poland |
| PT | Portugal |
| PR | Puerto Rico |
| QA | Qatar |
| RE | Réunion |
| RO | Romania |
| RU | Russia |
| RW | Rwanda |
| BL | Saint Barthélemy |
| SH | Saint Helena |
| KN | Saint Kitts and Nevis |
| LC | Saint Lucia |
| MF | Saint Martin |
| PM | Saint Pierre and Miquelon |
| VC | Saint Vincent and the Grenadines |
| WS | Samoa |
| SM | San Marino |
| SA | Saudi Arabia |
| SN | Senegal |
| RS | Serbia |
| SC | Seychelles |
| SL | Sierra Leone |
| SG | Singapore |
| SX | Sint Maarten |
| SK | Slovakia |
| SI | Slovenia |
| SB | Solomon Islands |
| SO | Somalia |
| ZA | South Africa |
| GS | South Georgia and the South Sandwich Islands |
| SS | South Sudan |
| ES | Spain |
| LK | Sri Lanka |
| SD | Sudan |
| SR | Suriname |
| SJ | Svalbard and Jan Mayen |
| SE | Sweden |
| CH | Switzerland |
| SY | Syria |
| TW | Taiwan |
| TJ | Tajikistan |
| TZ | Tanzania |
| TH | Thailand |
| TL | Timor-Leste |
| TG | Togo |
| TK | Tokelau |
| TO | Tonga |
| TT | Trinidad and Tobago |
| TN | Tunisia |
| TR | Turkey |
| TM | Turkmenistan |
| TC | Turks and Caicos Islands |
| TV | Tuvalu |
| UG | Uganda |
| UA | Ukraine |
| AE | United Arab Emirates |
| GB | United Kingdom |
| US | United States |
| UY | Uruguay |
| UZ | Uzbekistan |
| VU | Vanuatu |
| VA | Vatican City |
| VE | Venezuela |
| VN | Vietnam |
| WF | Wallis and Futuna |
| EH | Western Sahara |
| YE | Yemen |
| ZM | Zambia |
| ZW | Zimbabwe |