

How to Import Property Data to Account (CSV Import)

Make sure you're logged in into your Account. If not, see how to [Here](#)

How to Add Property Unit Owners / Property Clients / Meter Clients to JuaBill

Locate Tenancy on the Menu on the left-side of the page.

Step 1: Click on the arrow and select House Owners.

Navigate to the Top right of your Desktop Screen, click on 'Add owner via excel'.

Step 2: Select 'Download Template'

Populate the Excel sheet and save.

Step 3: On 'Add owner via Excel', select 'Upload Excel'

Step 4: Click on choose file and select the saved excel sheet.

Step 5: Finish off by clicking on upload.

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