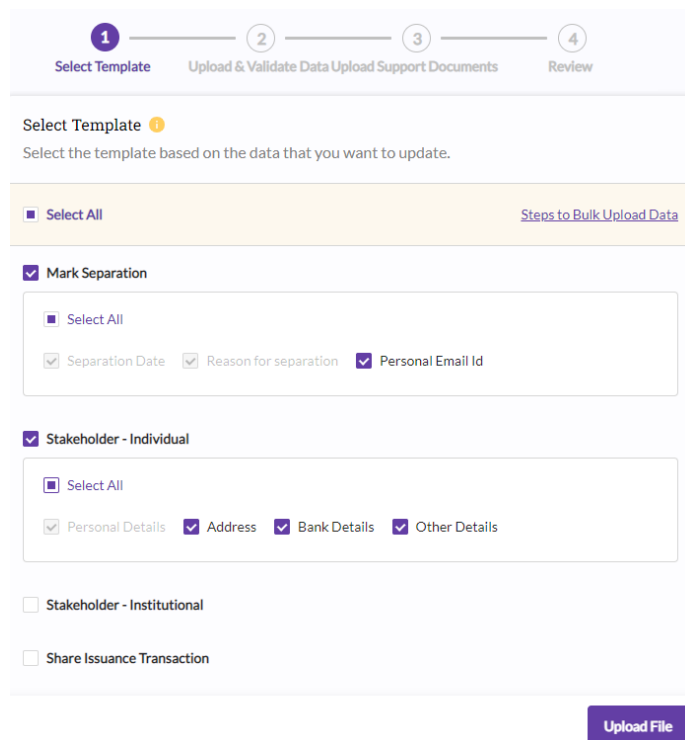# Bulk Upload Multiple Transactions

Modified on: Thu, 26 May, 2022 at 3:23 PM

To bulk upload transaction data:

1. Click **Ownership** > **Transactions** in the left menu.
2. Click ⬆️. The Bulk Upload screen is displayed.
3. Select the details you want to include by clicking the field, and enabling the relevant fields.

1. Click **Download Template** (at the bottom of the screen) to make a copy of it. You can click Download Template with Data to save a copy of the template with sample data.
2. Add data/ make changes to the data to the template and save it.
3. Click **Upload File**.
4. If there are any errors in the upload, click Download Error Spreadsheet and make changes to the spreadsheet.

1. Click **Next**.
2. Click **Choose File** to upload Supporting Documents. Navigate to the file location, select the file, and click **Open**.
3. Click **Save** to complete the bulk upload process.