

## UPLOADING LISTS/FARMS TO TITLE TOOLBOX

### HOW TO UPLOAD:

#### 1. Click on Farming, then mouse down and click on "Upload".

#### 2. Format your Excel file.

- Each list must have a zip code (only the 5-digit zip code, nothing else) and either an assessor's parcel number (APN) or the property address each in separate columns (address example: 1234 Main St.)
- Each column must be labeled exactly as listed below:  
 Zip Code = "sitezip"  
 Assessor's Parcel Number = "APN"  
 Address = "site\_address"  
 (All other columns will be ignored)

#### 3. Title Toolbox will only upload two types of Excel Files.

- Make sure your Excel file is saved into either "CSV" format or "Excel 97-2003".
- You can do this by using the "Save as" feature in Microsoft Excel and selecting one of those two formats. Then save the Excel file into one of those formats to your desktop.

#### 4. "Copy and Paste" your formatted List/Farm into the "Drag and Drop" box on TTB and click on "Upload" – You will receive a "Success" message upon successful import.

### UPLOAD RECORDS ✕

Drag-And-Drop your file here  
[or browse your computer](#)

Create a new Farm
 Add to existing Farm

Upload to Another Account

Reset
Upload

**UPLOAD YOUR FILE**

- Title Toolbox supports Multiple File Types (csv, xls, xlsx, and txt).
- Each list must contain "sitezip" and also included "APN" and/or "site\_address" columns, whose names are case sensitive and must match the example to the right. Please remove all other columns from the file.

	A	B	C	D
1	sitezip	APN	site_address	
2	92646	15339214	9682 Saifish Dr	
3	92646	15339114	9682 Pollack Dr	
4	92646	15338314	9682 Flounder Dr	
5	92646	You can have APN or site_address or both.		
6	92646	sitezip is required		
7	92646			
8	92646			