

# ButterflyMX how to sync

Property access made simple



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## 1. Download FileZilla



<https://filezilla-project.org/download.php?platform=win64>

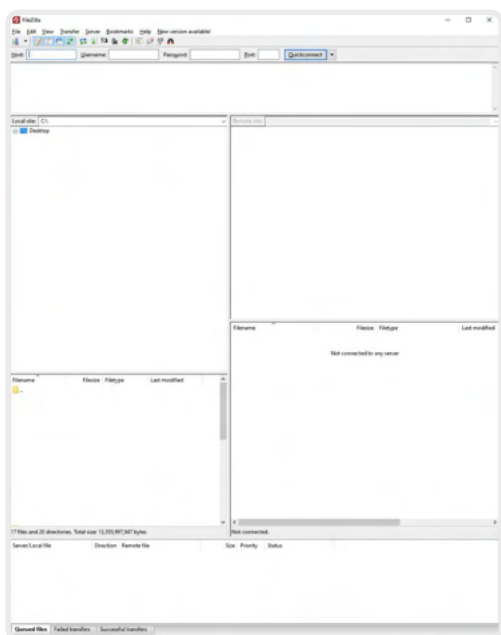
Download

## 2. Download your current tenant list in CSV format.

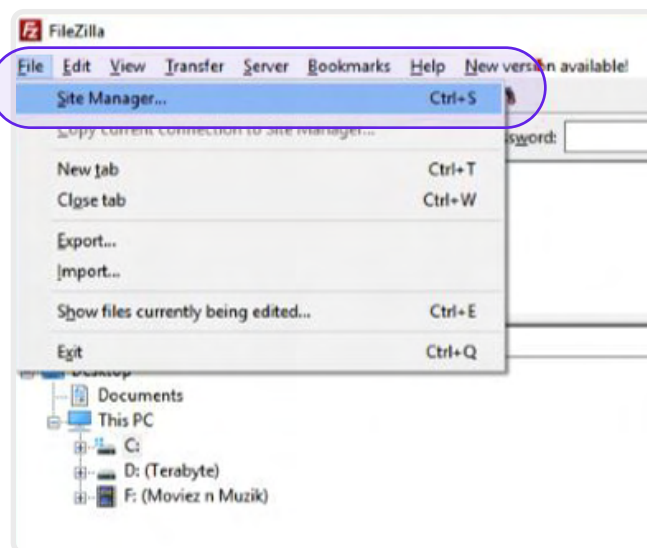


This must include the tenant's first and last name, unique ID, email address, phone number, and unit number.

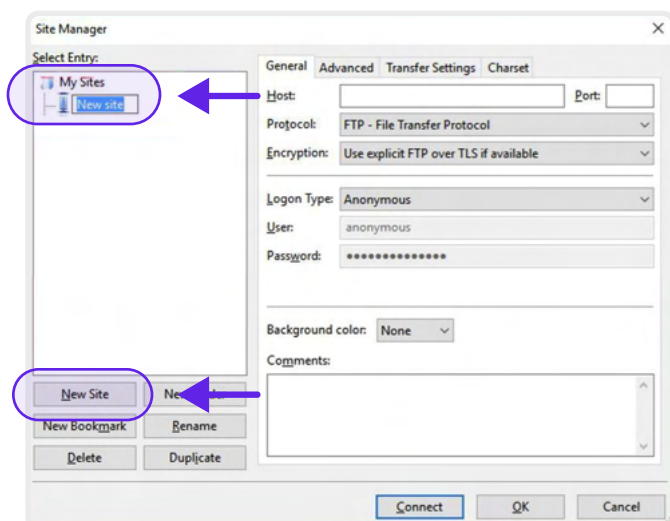
## 3. Open FileZilla



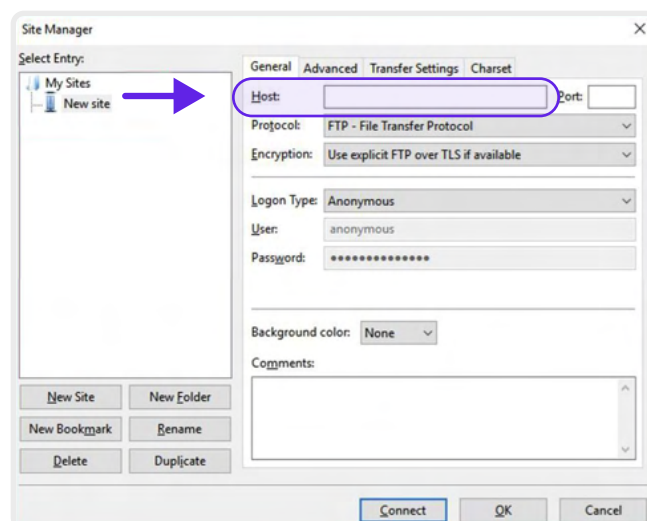
## 4. Open 'Site Manager'



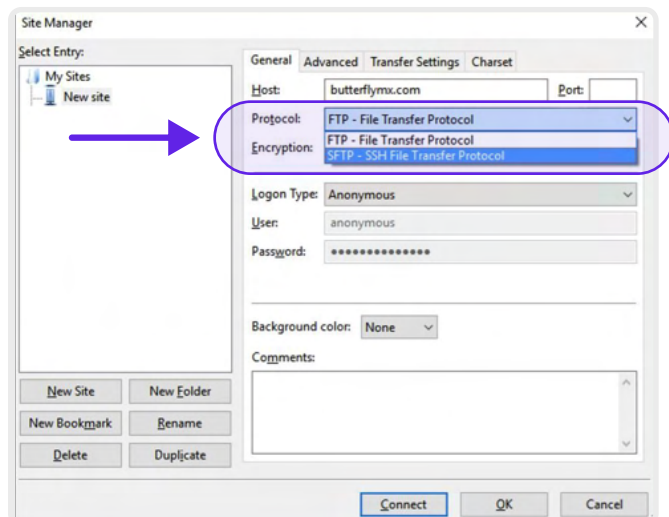
## 5. Enter your building name, then click 'New Site'



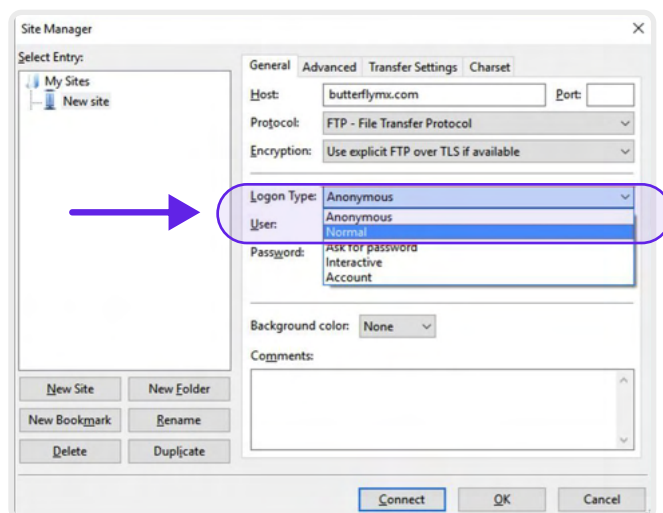
## 6. Enter 'sync.ButterflyMX.com' as the host name



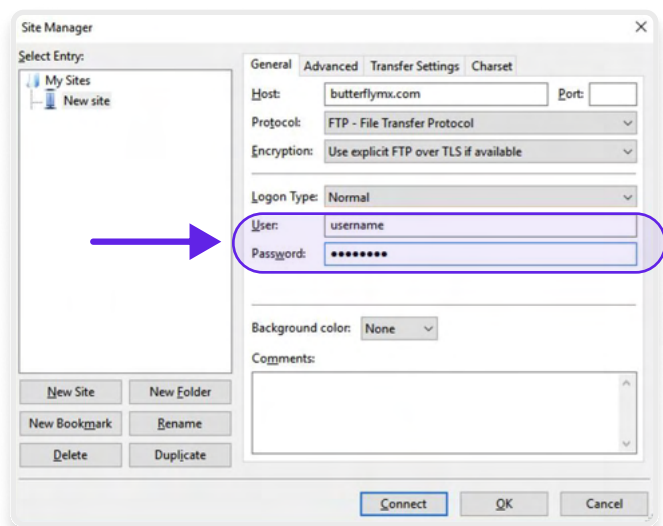
## 7. Change Protocol to 'SFTP - SSH File Transfer Protocol'



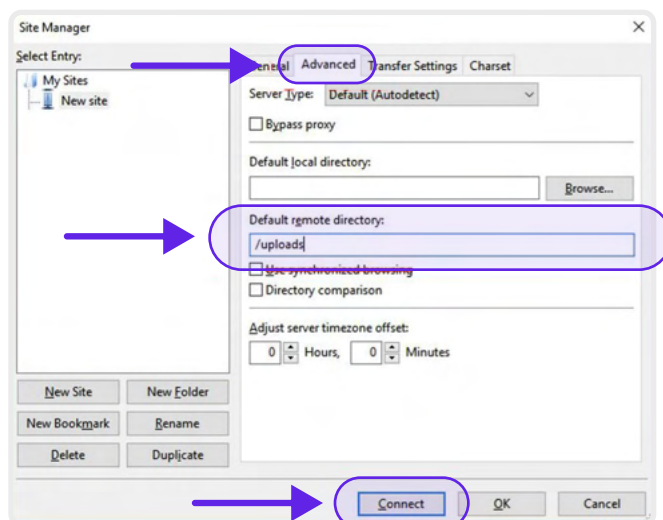
## 8. Change Logon Type to 'Normal'



## 9. Enter the username and password you were given into their respective fields



## 10. Click 'Advanced' and enter '/uploads' into the Default remote directory. Then click 'Connect'



## 11. Drag on the exported .csv file with a file name of 'year-month-day-time' as its name in the lower window

