

## HOW TO USE BOX

After receiving an invitation to Box from your USDA Service Center staff, you can utilize Box to download files for signature or review, return the documents via Box, share documents, photos, and other large files with your service center.

**Note:** Box can be used with a personal computer or smart device. A Box app is available for your smart device on the Google Play Store for Android or App Store for iOS.



*(Box app is not required to use Box.)*

### Receiving an Invitation to Box Overview

1. **VERIFY** your email with your servicing USDA Office to ensure email invitation is being sent to the correct place.
2. **RECEIVE** email invitation saying someone from your service center has invited you to collaborate on a folder in Box.
3. **CLICK** to open the email ▶ Click Accept Invite.
4. **FOLLOW** the prompts to create a **free** account or login. *(login for users who already have a Box account with the invitation email address)*
  - a. Box offers different types of accounts. The free version will never ask for payment information. Keep this in mind to ensure you are signing up for the free version of Box if you do not want to pay a subscription fee.
5. **CLICK "Not Part of FPAC Box Environment"** when you see: **"Part of FPAC Box Environment?"** DO NOT click "Continue".
6. **VIEW:** Once signed in you will be able to see the folder(s) you've been invited to for sharing and accessing files.
7. **TAKE ACTION:** Depending on the action needing to be taken you can now view/download files or upload files. **SEE NEXT PAGE**

## Download Files

1. **LOCATE** files by clicking on the folder name.
2. **HOVER** over the file ▷ a “More Options” menu will appear as a button with three dots.
3. **CLICK** Download from the menu.
4. **REPEAT** as needed for additional files.
5. **VIEW** the files on your computer, save, print, review, etc. as needed.

## Upload Files

1. **LOCATE** and click the Upload button at the right-hand side of the page.
2. **CLICK** File if you need to select single files OR click Folder if you a folder with multiple files to upload.
3. **SEARCH** the file explorer for the files you want to upload ▷ Click to select the file or folder.
4. **CLICK** Open to upload.
5. **WAIT** while Box uploads the files. A progress bar will appear at the bottom of the screen.
6. **As a courtesy, inform your USDA Service Center you've upload files.**

