

## End User Instructions for Uploading a File in BOX

### 1. Permit applicant receives an invitation via email to upload the file

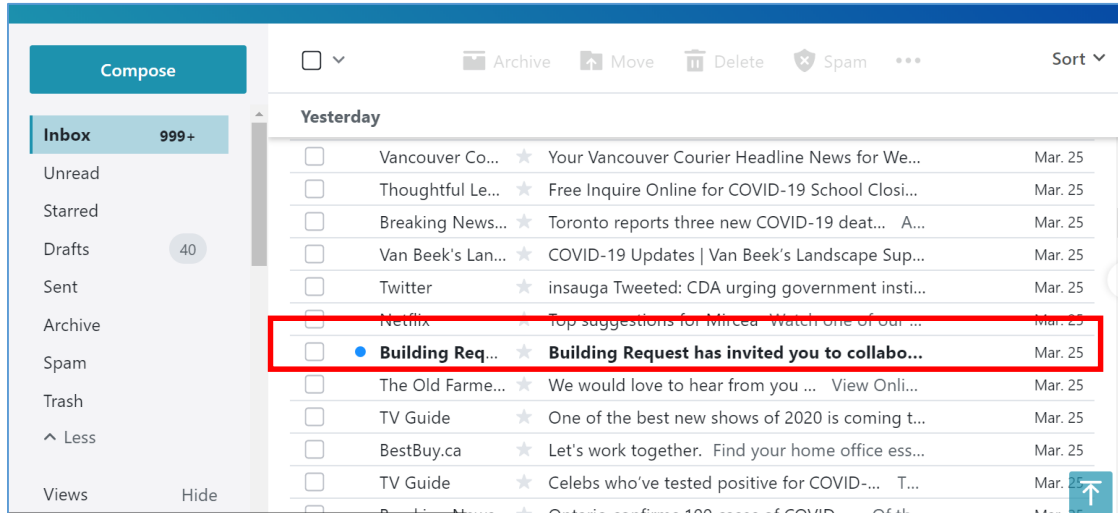


Figure 1 - Applicant receives invite via email

### 2. Permit applicant clicks the Accept Invite Button

If already registered with the Building Request BOX account, the user will see “**Go To Folder**” instead of “Accept Invite” (see Figure 2). In this case, the user logs in with the email and the password previously created.

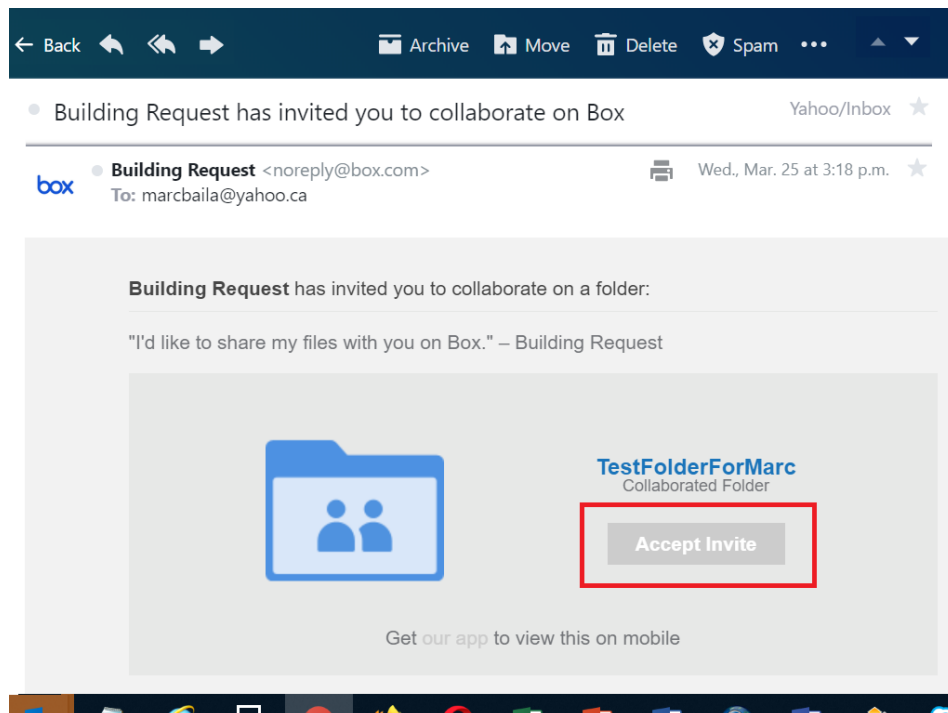


Figure 2 - Content of the email invitation

### 3. If not already registered, permit applicant must create an account using their email

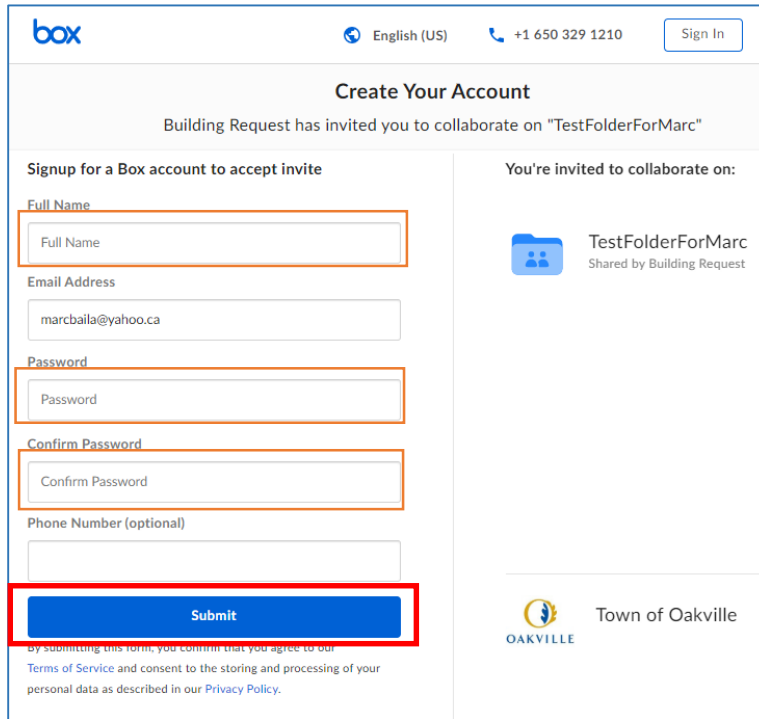


Figure 3 - First time users must register with the respective BOX account

- Upon registration and login, the user gains access to the dedicated folder “TestFolderForMarc” where the file must be uploaded

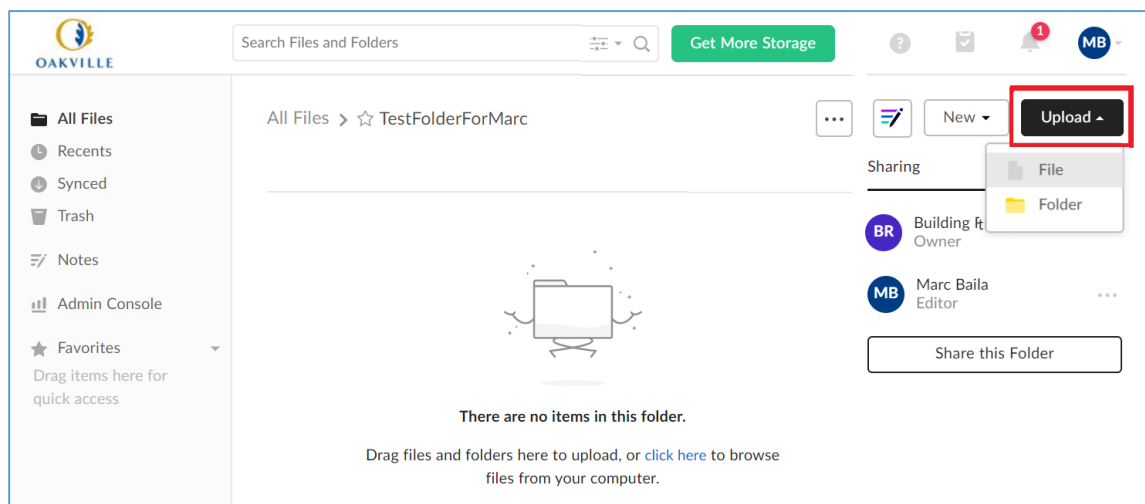


Figure 4 - Upload file in BOX

### 4. Upload the file

- Click the “Upload” button and select “File” (see Figure 4 above).

- Select the file from disk, and click “Open”.

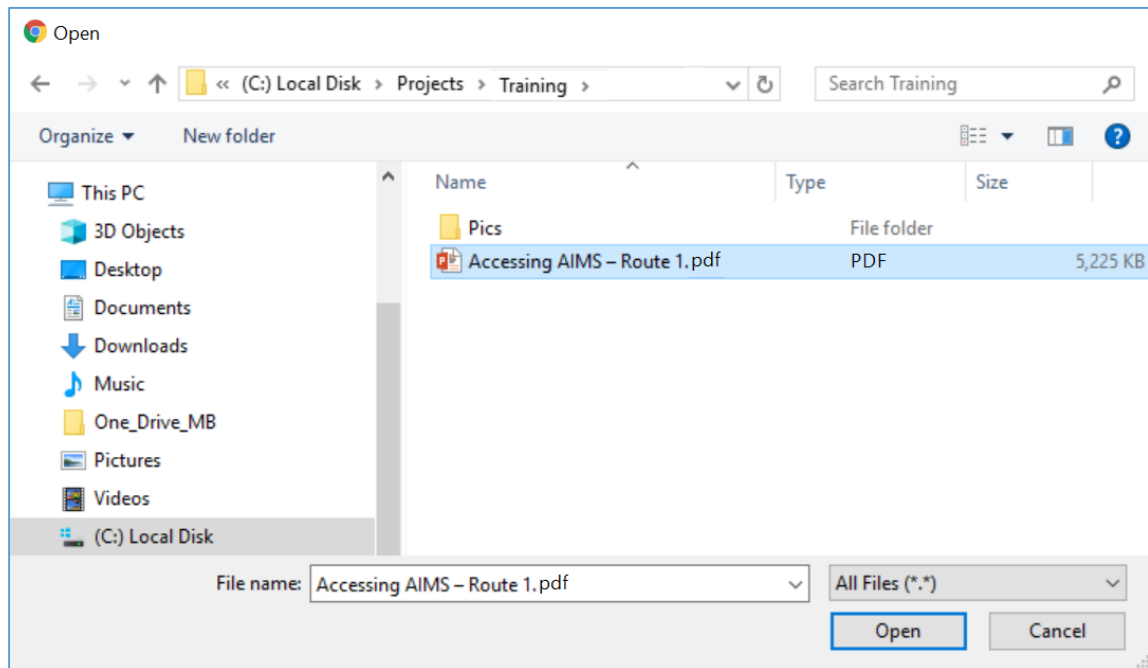


Figure 5 - Select file to upload from disk

- After upload completes successfully the BOX folder looks like below:

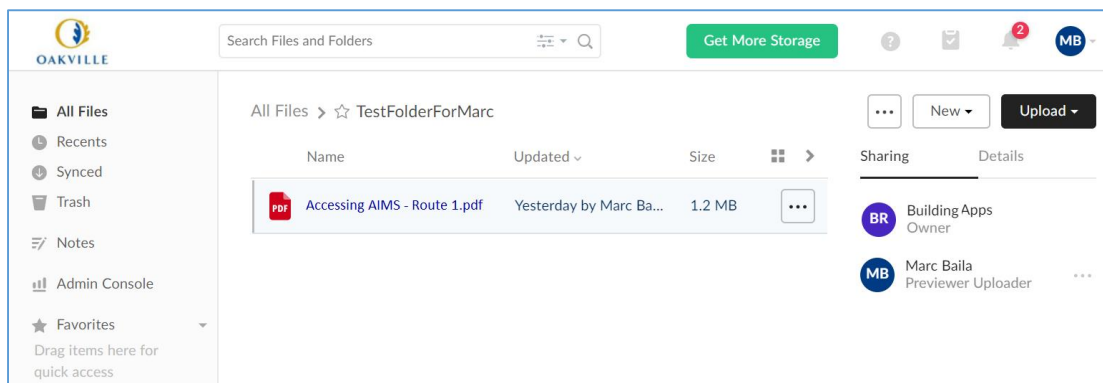


Figure 6 - BOX folder viewv after uploading the file

## 5. When finished with BOX log out

- Select username from the upper right hand corner
- Select “Log Out”

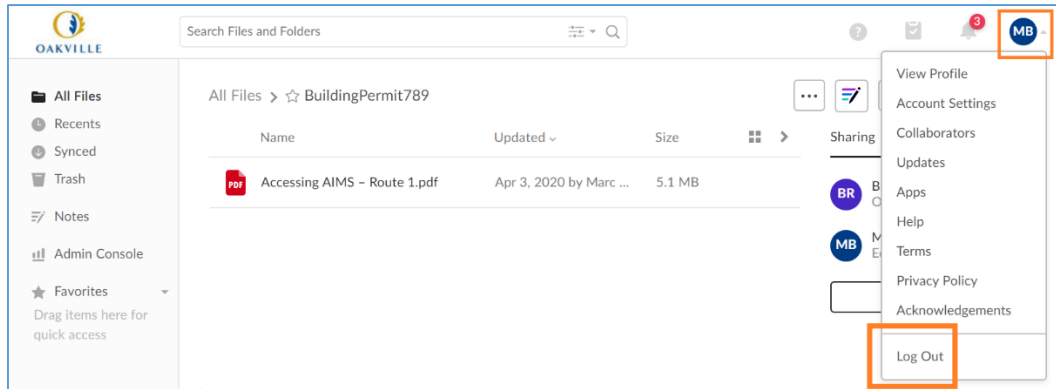


Figure 7 - Log Out

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