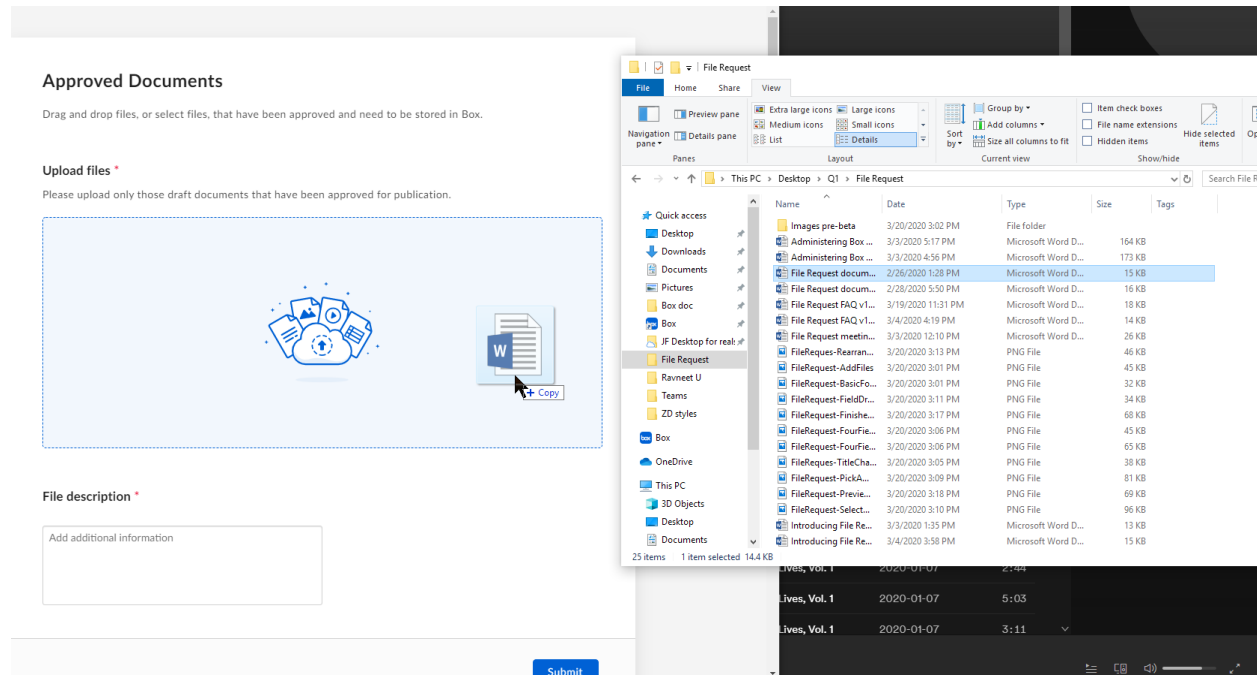**Box Instructions**

You do not need to be logged into Box or have a Box account to submit a file.

Step 1: Click on the link, and the submission form will open in a webpage.

Step 2: Complete all required fields.

Step 3: Upload your file. You may drag and drop your file or select a file from your computer.

Step 4: Review that your submitted file is listed in the upload box. The upload box will display the uploaded file name. If the wrong file is listed, remove the file from the list by clicking the x to the right of the file.

Step 5: When you confirm the correct file has been uploaded, click **Submit**.

When the submission is successful, a "Success!" pop-up will appear on your screen. You will not receive a confirmation email.