

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.

The image shows a screenshot of the Box submission interface on the left and a Windows File Explorer window on the right. The Box interface includes a section for "Approved Documents" with instructions to drag and drop files. Below this is an "Upload files" section with a "Copy" button and a "File description" field. The File Explorer window shows the "File Request" folder on the Desktop, containing various files including Word documents and PNG files. A "Submit" button is visible at the bottom of the Box interface.

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.