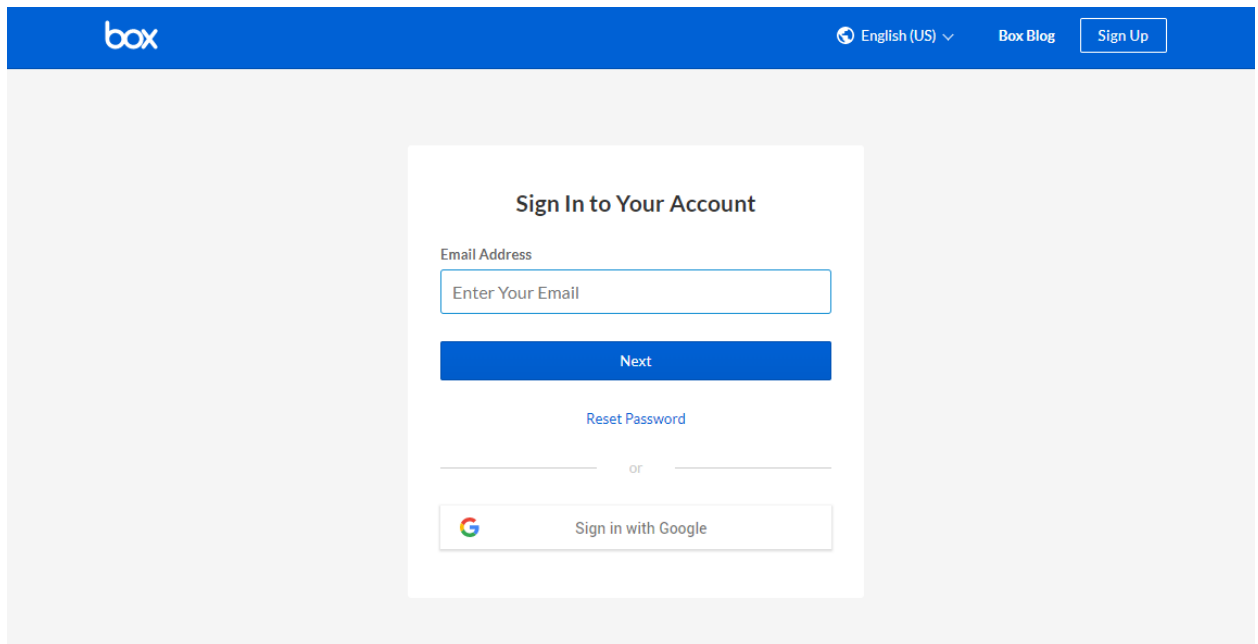
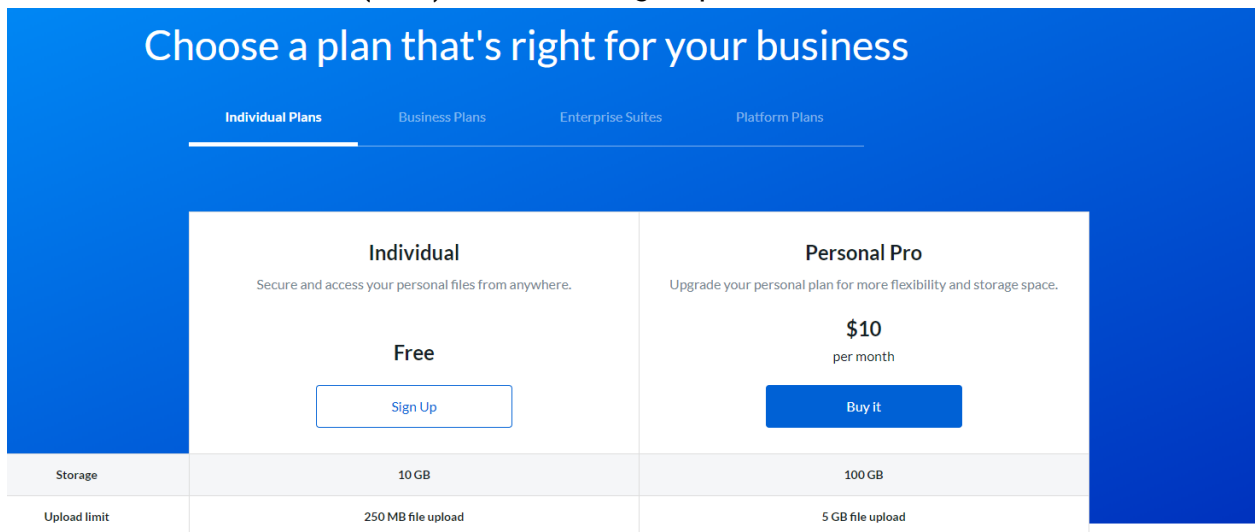


Creating a Box.Com Account

1. Navigate to Account.Box.Com/login
2. Click the Signup in the upper-right corner



3. Click on Individual Plans (Free) and select Sign-Up



4. Enter your Information and select submit



English (US) ▾

1-877-729-4269

Log In

Box Individual

Let's Get Started

Your Information

Full Name

Email Address

Password

Confirm Password

Phone Number

Country

United States ▾

I'm not a robot



reCAPTCHA
Privacy - Terms

Box Individual

Free

10GB Storage

Securely Access Your Content
from Anywhere

✓ Selected

Submit

Create a New Folder

Folder Name

My New Folder

Invite Additional People

Enter email addresses to invite users

Permission

Editor [Learn More](#)

Cancel Create

5. Name the Folder "COVID-19 CARES ACT – Agency Name"

Agency Name:

- Type the Name of your Agency

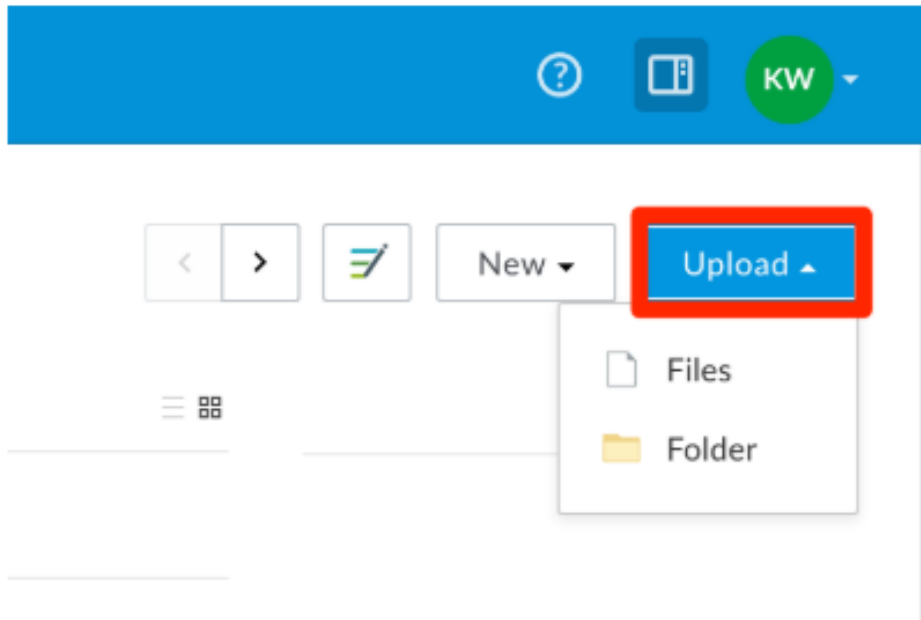
6. Invite Additional Users – Gwinnett Community Development Office

User Email: eryca.fambro@gwinnettcountry.com

Permissions: Editor

7. Click on the Folder that you just created

8. Click on the blue upload button



9. Select the file(s) or folder you'd like to upload.

10. You can select multiple files for upload by holding the Command or Control key (Mac or Windows, respectively) while selecting files. However, you can only select one folder at a time for upload.

11. Click Open or Upload.

If your session is interrupted, Box enables you to resume later uploads of files that are over 100 MB in size.

To resume an interrupted upload:

- In the Uploads Manager header click Resume All, or
- In the Uploads Manager click Resume.

