



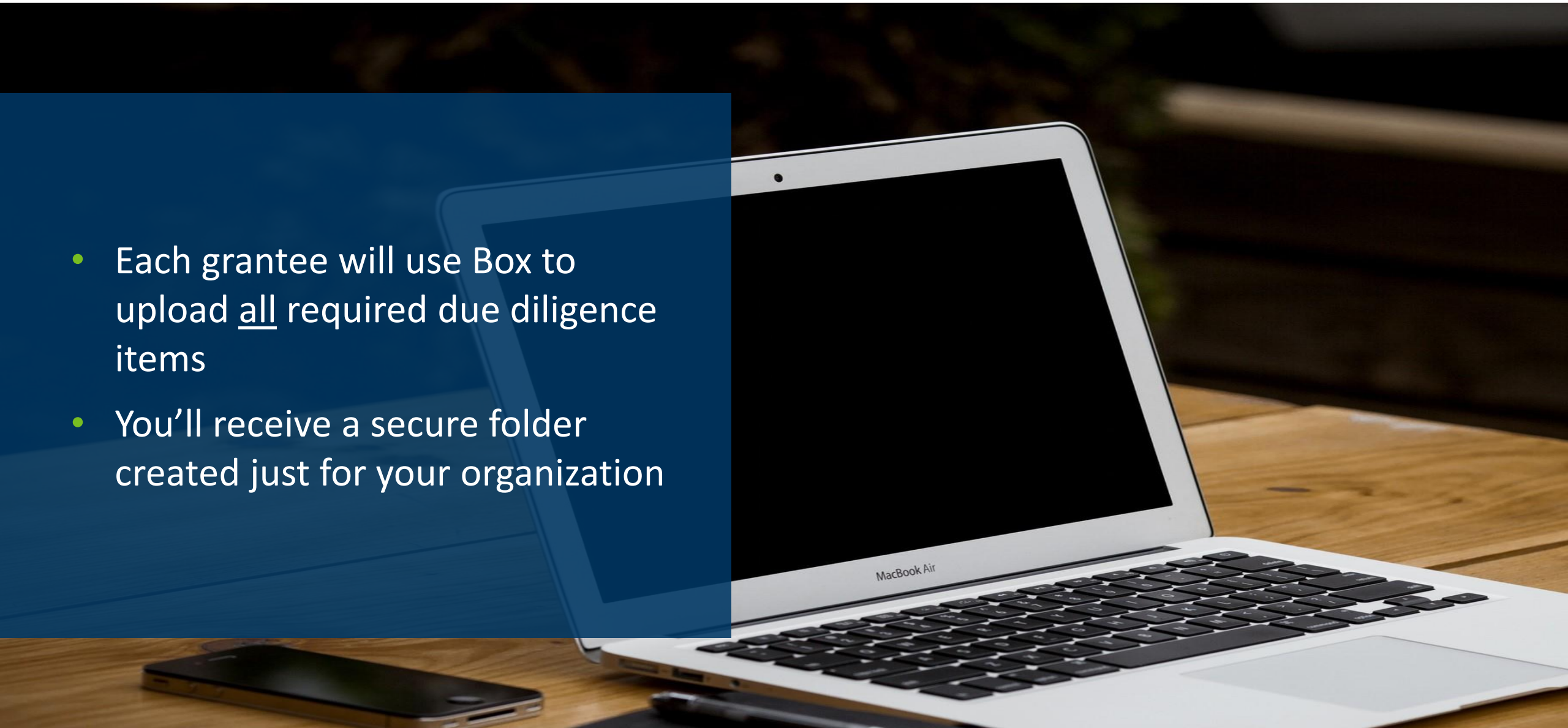
Tip Sheet

Bring It Home Rental Assistance

Submitting Documents Using Box

Submitting Documents Using Box

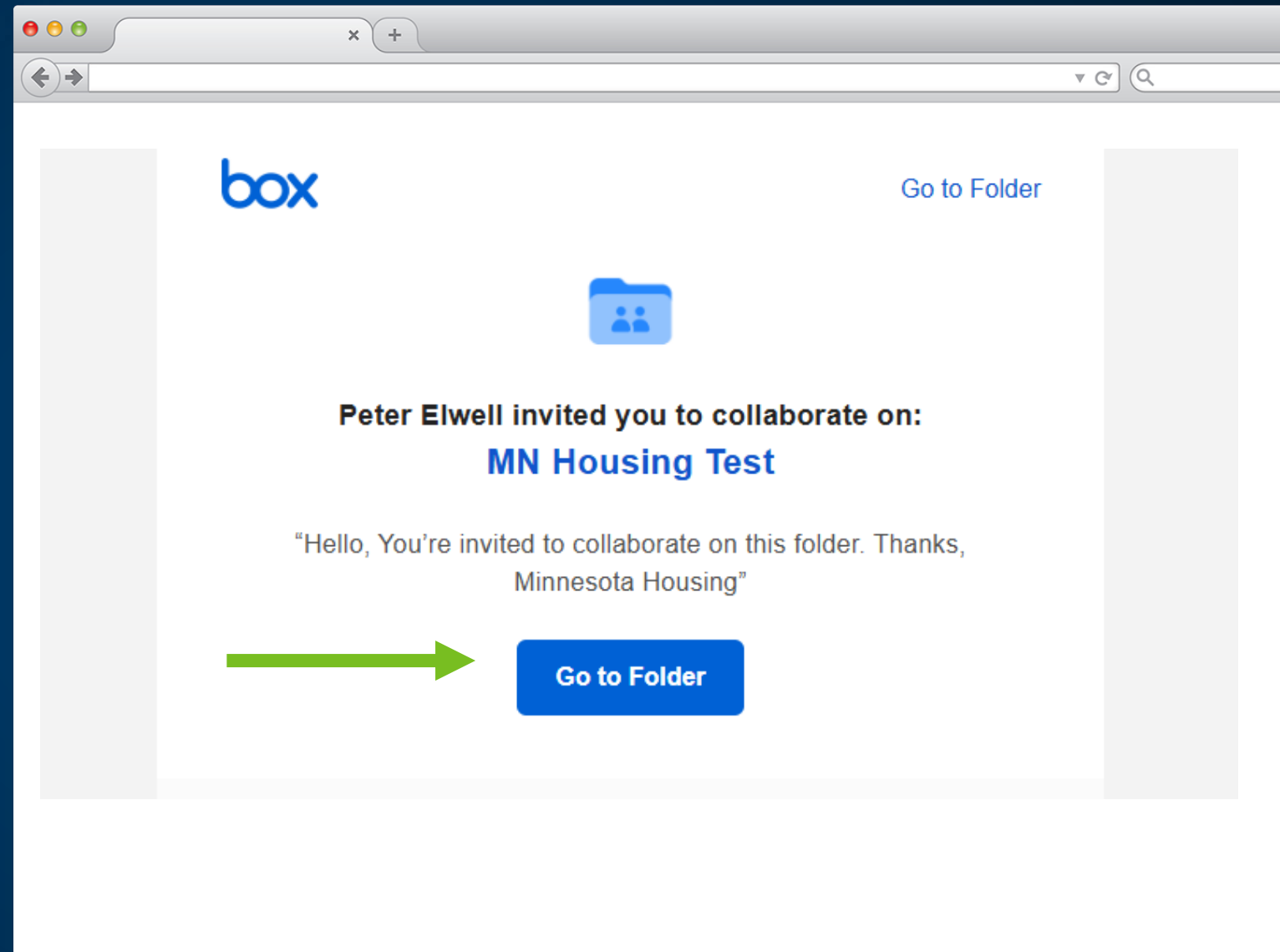
- Each grantee will use Box to upload all required due diligence items
- You'll receive a secure folder created just for your organization



Submitting Documents

Box Folder Invitation

- Receive an email invitation from Minnesota Housing staff via Box
- Email will include a link to your individual grantee folder
- Click the link to access the folder



Submitting Documents

Logging In or Signing Up

- If you already have a Box account, sign in
- If not, register for a free account using the invited email
- You must use the same email the invitation was sent to

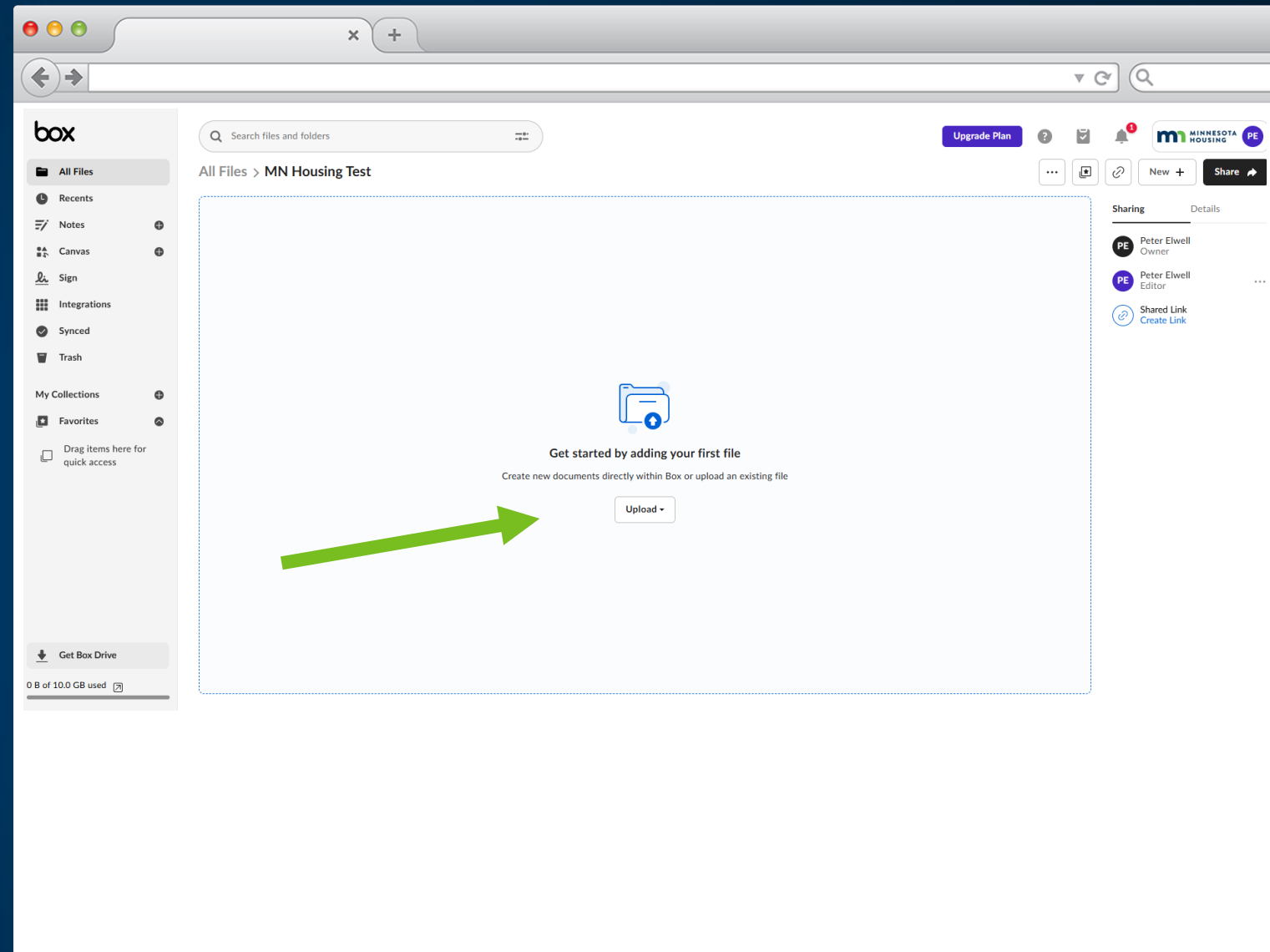


The screenshot shows the Box website interface. At the top, there is a blue header with the 'box' logo, a language dropdown set to 'English (US)', a phone number '1-877-729-4269', and a 'Log In' button. Below the header, the main content area is titled 'Start Using Your Box Account Today' with a subtext 'Tell us a bit about yourself'. A green arrow points from the text 'sign in' in the list above to the 'Sign In to Your Account' form on the left. This form has a title 'Sign In to Your Account', an 'Email Address' field with a placeholder 'Enter Your Email', a 'Next' button, and a 'Reset Password' link. To the right of the sign-in form is the 'Get Started' form, which is highlighted with a green border. This form has a title 'Your Information', fields for 'Full Name', 'Business Email Address', and 'Password', and a 'Get Started' button. Below the 'Get Started' button is a checkbox for 'I am human' and a reCAPTCHA logo. To the right of the 'Get Started' form, there is a section titled 'Your Current Plan: Box Individual' with a list of features: '10 GB Storage', '250 MB file upload limit', and '1 file version'. Below this list is a '+ Show More Features' link. At the bottom of this section, there is a 'Today's Total' section showing 'Free'.

Submitting Documents

Uploading Your Files

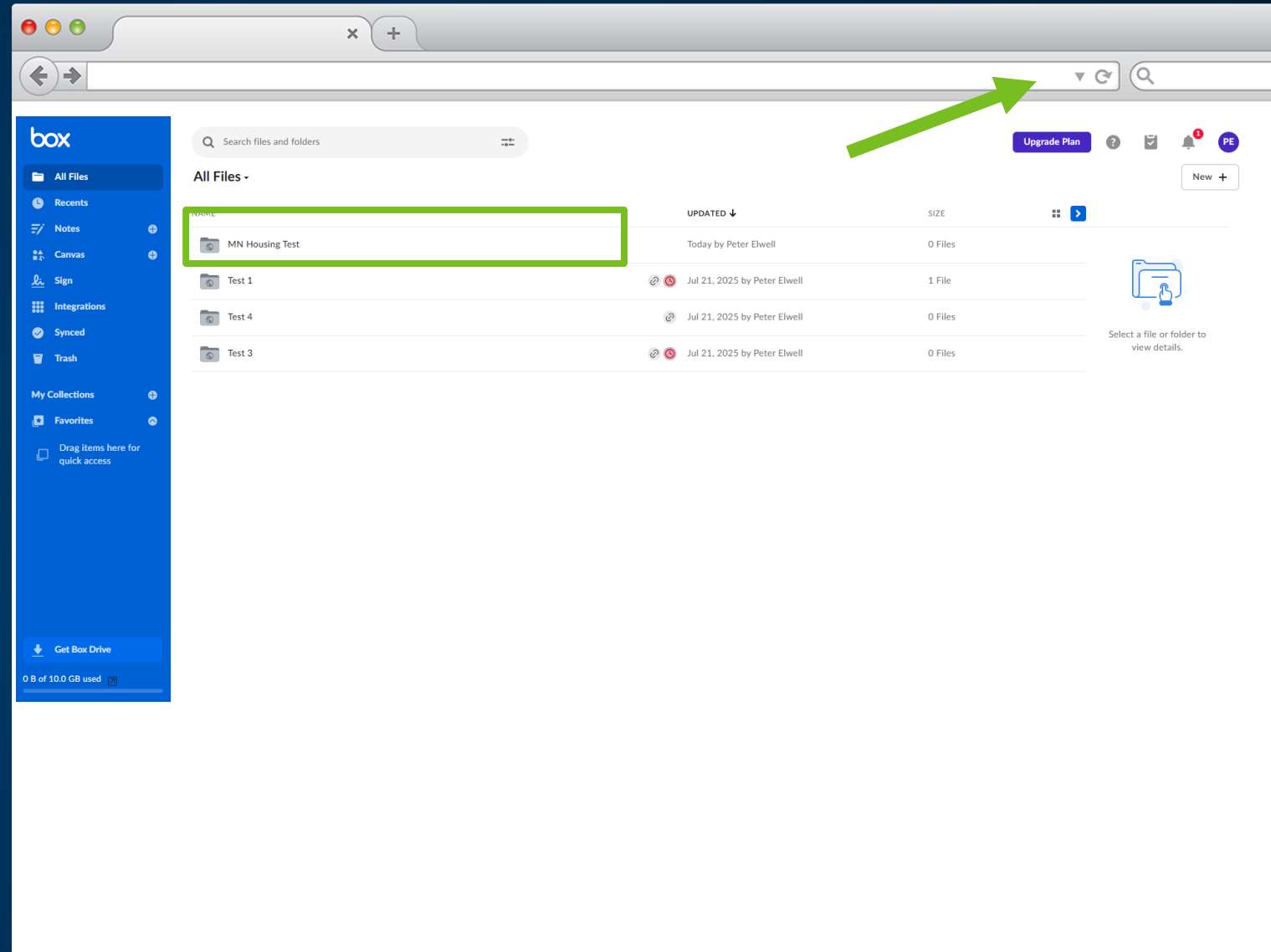
- Drag and drop files into the folder
- Or click “Upload” > “Files” to select from your computer
- Rename files clearly ("Board Resolution – Org Name")
- Upload each document separately



Submitting Documents

Accessing Your Folder in the Future

- Bookmark the link to your folder for quick access
- Or log in to Box using your account
- You must be signed in to see your folder



Submitting Documents

Inviting Other Staff

- Select your folder in Box
- Click “Share” and enter their email address
- Set their permission level (Editor = can upload/edit)

The screenshot shows the Box web interface. On the left is a blue sidebar with navigation options: All Files, Recents, Notes, Canvas, Sign, Integrations, Synced, Trash, My Collections, and Favorites. The main area displays a list of files and folders. A green box highlights the 'MN Housing Test' folder row, and a green arrow points to the 'Share' button in the actions column of that row. Below the main interface, two overlapping 'Share' dialog boxes are shown. The left dialog is titled 'Share 'MN Housing Test'' and contains an 'Upgrade Your Plan' message, an 'Invite People' section with a text input field, and a 'Share Link' section with a toggle for 'Create shared link'. A green arrow points to the 'Add names or email addresses' input field. The right dialog is also titled 'Share 'MN Housing Test'' and shows the 'Invite People' section with the email 'staff@gmail.com' entered, the 'Invite as Editor' dropdown set to 'Editor', and a 'Message (optional)' text area. It also includes a 'Cancel' button and a 'Send' button.

Thank you!

Additional questions:

BringItHome.MHFA@state.mn.us