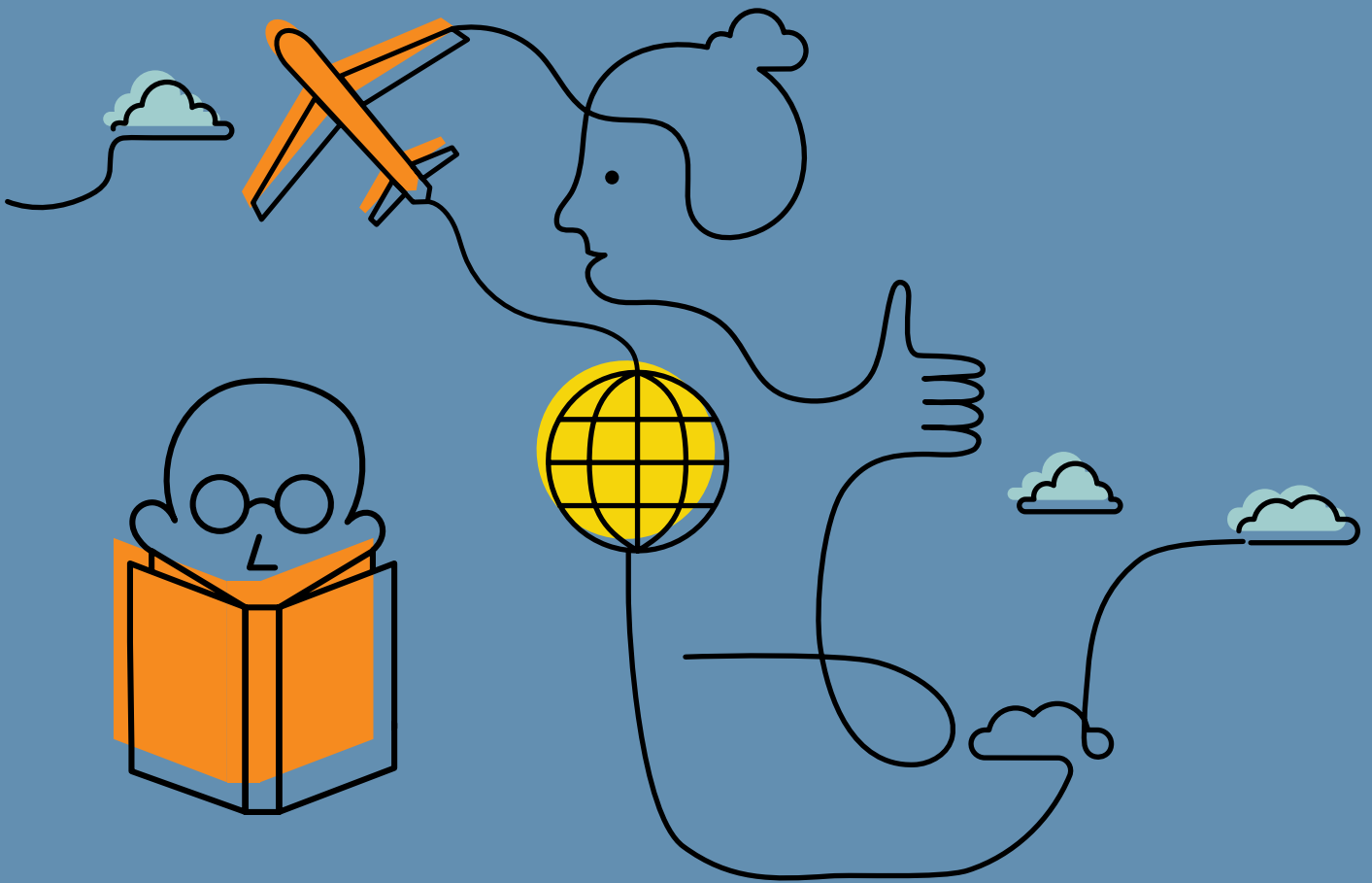


HPH Solutions

GUIDE TO ACCESSING YOUR SECURE BOX FOLDER



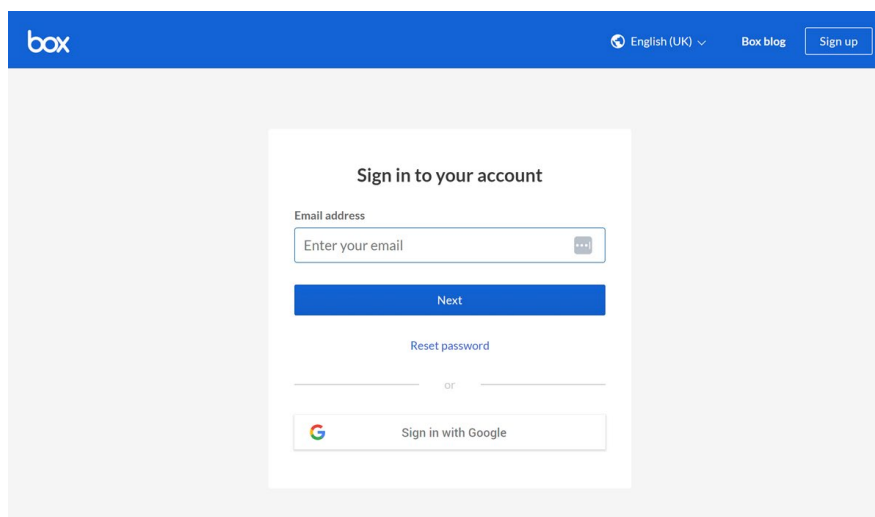
This guide is intended for those who already have a Box account and wish to do one of these four things:

1. View a document in Box
2. Download a document in Box
3. Edit a document that is currently stored in Box
4. Upload a document to Box

If you need assistance with setting up a Box account, please [click here](#) for that guide.

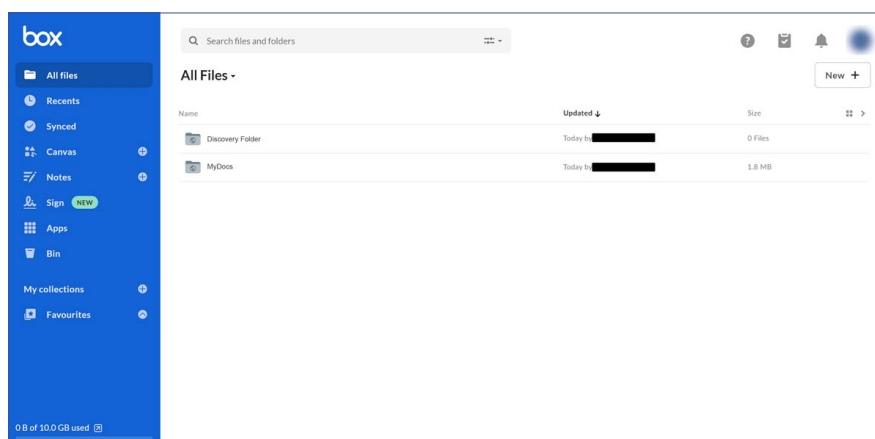
STEP 1

Go to account.box.com/login to login to your Box account.



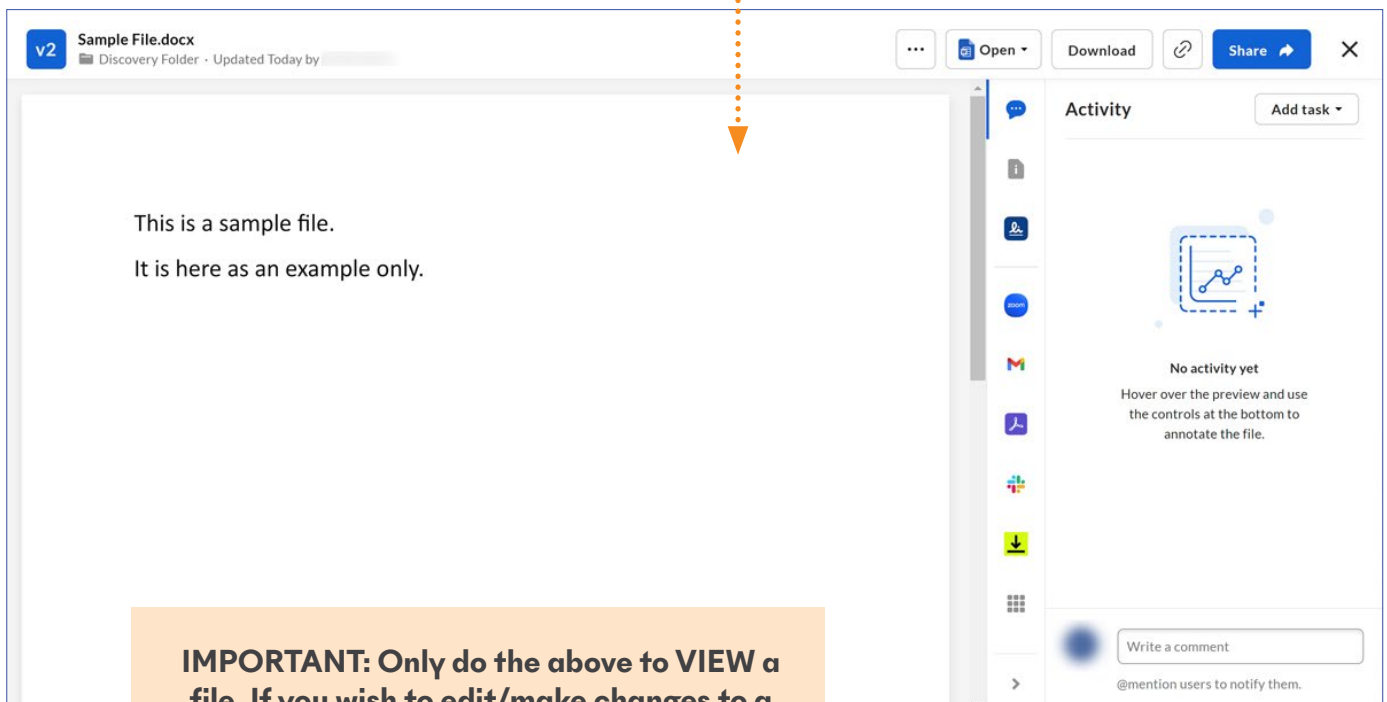
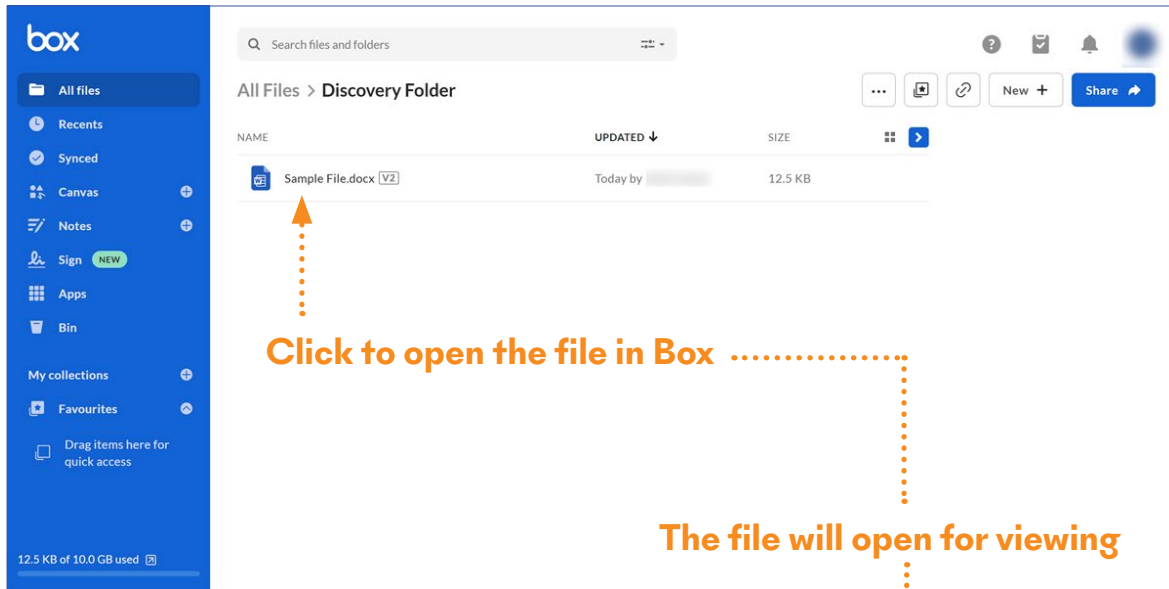
STEP 2

Once logged in, click on the folder you wish to access (either 'Discovery Folder' or 'MyDocs') to open the folder.



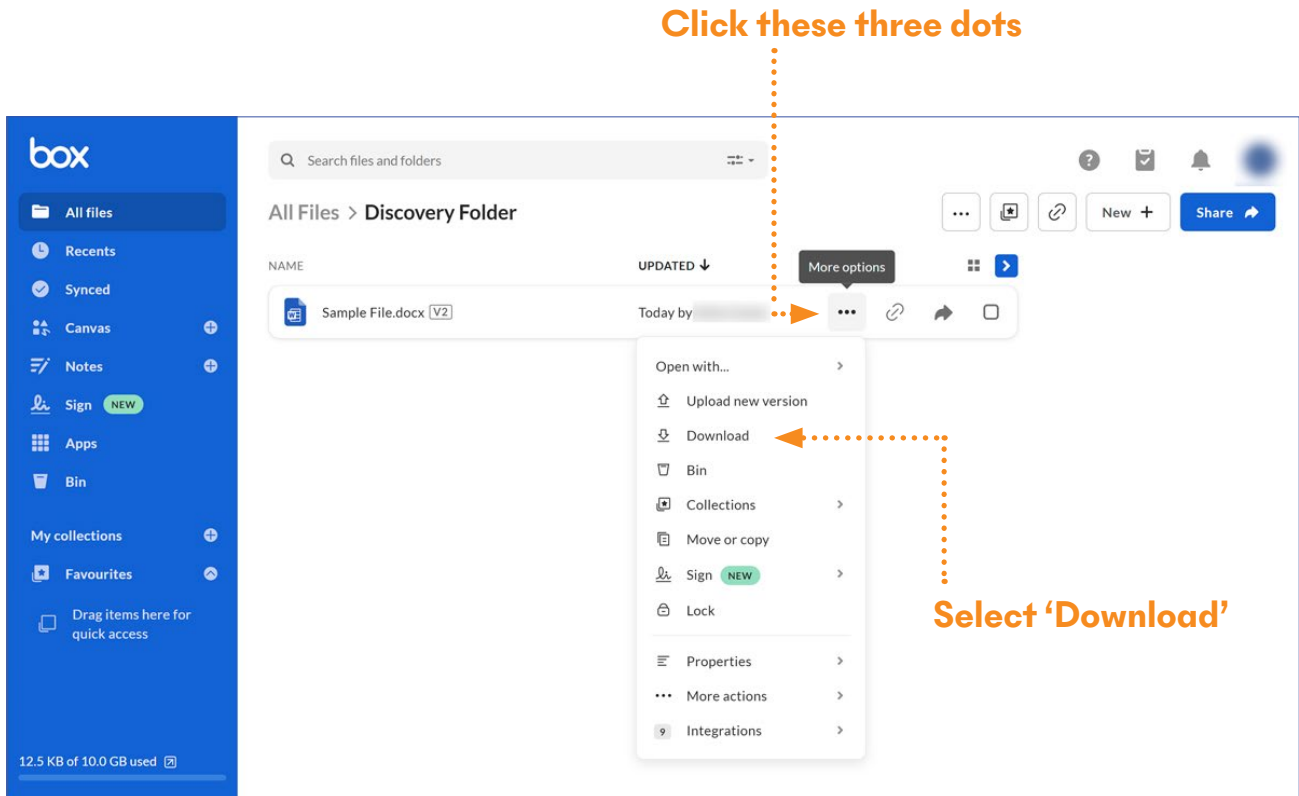
ACTION - VIEW A DOCUMENT

If you wish to view a document, but you don't need to edit it/add information to it, you can simply click on the document and it will open in Box.



ACTION - DOWNLOAD A DOCUMENT

If you wish to download a document so you can keep a copy of it on your computer, follow the instructions below.



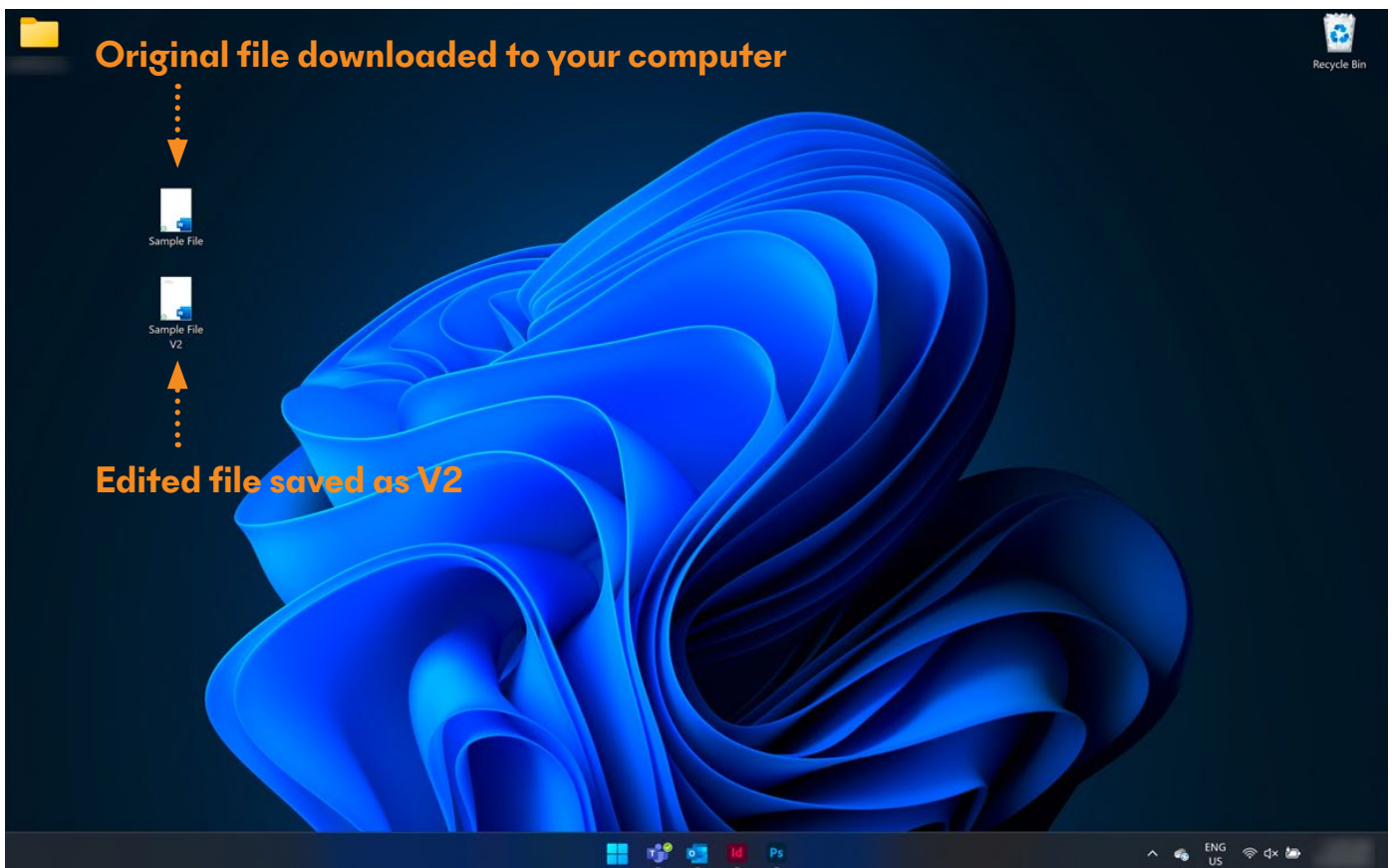
ACTION - EDIT A DOCUMENT

If you wish to edit a document and then upload that edited document to your Box folder, please follow these instructions:

1. **Download the document** from the Box folder to your computer using the instructions on the previous page of this guide.

NOTE: If you try to open the document in Box and edit it, Box will not allow this.

2. **Edit** the document
3. **Save** the document as 'Filename V2'. So, for example, if the original filename was 'Sample File.docx' when you save the new version, you should save it as 'Sample File V2.docx'



4. To **upload** the edited document to your Box folder, please follow the instructions on the next page.

ACTION - UPLOAD A DOCUMENT TO BOX

If you wish to upload a document to your Box folder, please follow these instructions:

1. Login to Box (if not logged in already)
2. Go to the folder where you wish to upload your document(s)
3. Then ...

OPTION 1

You can drag and drop the documents from your computer desktop directly on to the Box folder screen

OPTION 2

You can click the three little dots and then select 'File Upload'

OPTION 1
Drag the file directly on to the Box screen

OPTION 2
Click 'New' and select the 'File Upload' option