

## Directions for Setting up a Box Account for Submitting Proposal Information to NASA

1. Individual(s) who will be responsible for submitting the Offeror's proposal must have a Box account. If the individual does not already have an existing Box account, they must complete the following steps. Individuals who already have a Box account should skip to Step 2.

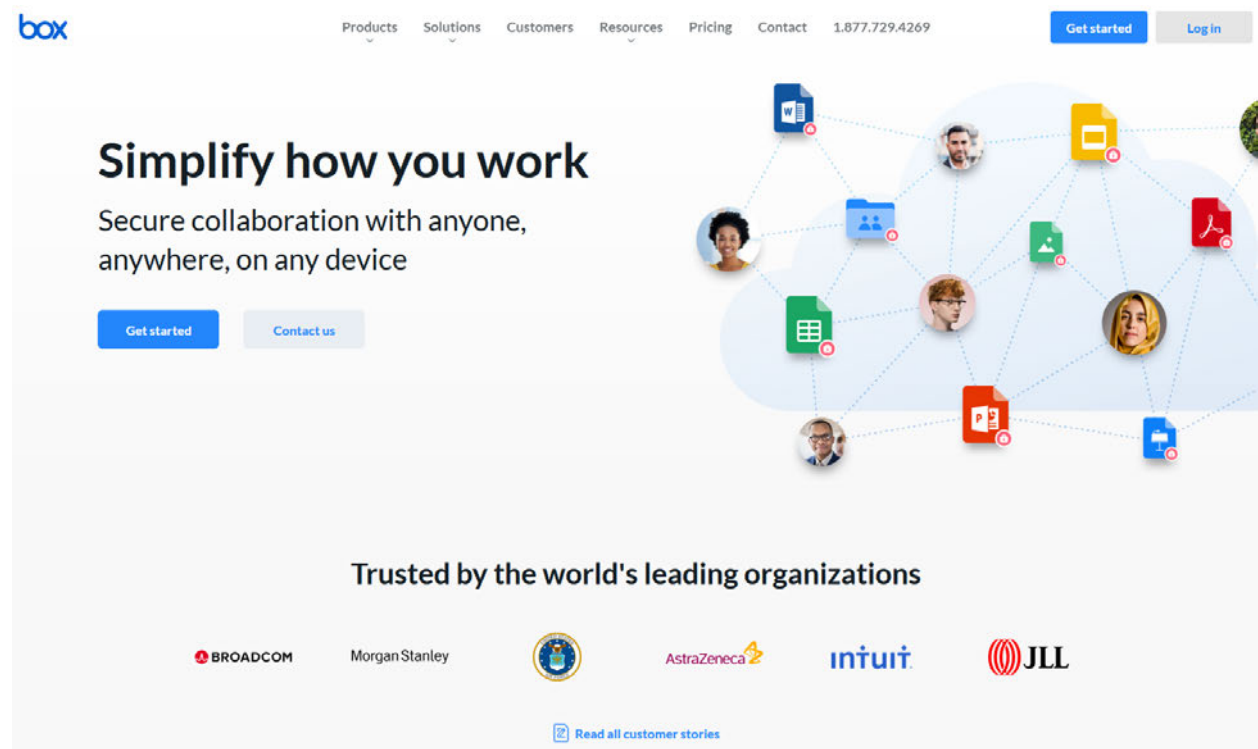
Note: If a message appears that the email address is associated with an existing account, contact your company's/institution's/organization's Box Admin/point of contact to find out the process for signing up.

Note: Only US Citizens, Protected Individuals, or Lawful Permanent Residents can share with NASA via this process.

Note: Screen shots are shared for illustrative purposes only and may look different at later dates or on different devices.

a. Go to <https://www.box.com/>

b. Click on the **Get Started** button or **Sign Up** button.



The screenshot shows the Box.com homepage. At the top, there is a navigation bar with links for Products, Solutions, Customers, Resources, Pricing, and Contact, along with a phone number 1.877.729.4269. On the right side of the navigation bar are buttons for "Get started" and "Log in". The main content area features the Box logo on the left, followed by the headline "Simplify how you work" and the subtext "Secure collaboration with anyone, anywhere, on any device". Below this text are two buttons: "Get started" and "Contact us". To the right of the text is a large graphic showing a network of people's avatars connected by lines, with various file icons (Word, Excel, PowerPoint, PDF, etc.) floating around them. At the bottom of the page, there is a section titled "Trusted by the world's leading organizations" which displays logos for BROADCOM, Morgan Stanley, the U.S. Department of State, AstraZeneca, Intuit, and JLL. Below these logos is a link that says "Read all customer stories".

box

English (US) ▼Box BlogSign Up

### Sign In to Your Account


Email Address

Enter Your Email

Next

Reset Password

or

 Sign in with Google

c. Click on the **Individuals and Teams** tab and click the **Sign Up** button to set up a free account.

## Choose the best plan for your business

Individuals and TeamsBusiness Plans

MonthlyAnnually (Save 25%\*)


FOR INDIVIDUALS

Individual

Free

single user

Sign Up

 Sign up with Google

Secure file storage, sharing and native e-signatures for personal use

FOR INDIVIDUALS

Personal Pro

~~\$14~~ \$10

per month paid annually  
single user

Buy it

Upgrade your personal plan for more flexibility, storage and e-signatures

FOR BUSINESS TEAMS

Business Starter

~~\$7~~ \$5

per user/month paid annually  
minimum of 3 users

Buy It

Try It

Secure file collaboration, storage and native e-signatures for up to 10 users

Note: Individuals may pay to upgrade if desired, but it is not necessary in order to share data with NASA.

d. Fill out and submit the form with the information requested.

### Your Information


Full Name

Email Address

Password

☐ I live in the European Economic Area or U.K.

☐ I am human

  
**hCaptcha**  
Privacy - Terms

By clicking the "Get Started" button, you agree to Box's [Terms of Service](#) and confirm you have read Box's [Privacy Policy](#).

**Get Started**

e. A verification email will be sent to the email address used to create the account. Click the **Verify Email** button.



## Almost there! Please verify your email address

Welcome to Box! Please verify your email to get started.

[Verify Email](#)

2. Once the Box account is set up, log in and email the NASA contracting Officer to confirm account creation. Provide the NASA Contracting Officer with the email address used to create the account.

3. The Contracting Officer will then create a folder and share it with the account. Individual(s) will receive an email invitation to collaborate on a folder.

- Click the link in the email, or log into the Box account where an Action Required notification will appear.
- Set up 2-factor authentication, and view and accept the terms of service before uploading data to share with the NASA Contracting Officer.

### ACTION REQUIRED

Please complete the following actions to access the folders and files that have been shared with you.

	non-se... Two-Factor Authentication Required	<a href="#">Set Up</a>	<a href="#">...</a>
	non-se... Accept Terms of Service	<a href="#">View Terms</a>	<a href="#">...</a>

- Click on each button to complete the requirements for sharing data with NASA.

4. Upload proposal files to this folder.

Note: Entire folders cannot be uploaded or dragged and dropped into the shared folder.

Note: Offerors are responsible for familiarizing themselves with any additional technical requirements specific

to using Box that may not be enumerated within this solicitation, including but not limited to any information available through Box Support (<https://support.box.com/hc/en-us>), Box's Uploads and Downloads support page (<https://support.box.com/hc/en-us/categories/360003187934-Uploads-and-downloads>), and Box's Troubleshooting Uploads page (<https://support.box.com/hc/en-us/articles/360044196773-Troubleshooting>)