

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.

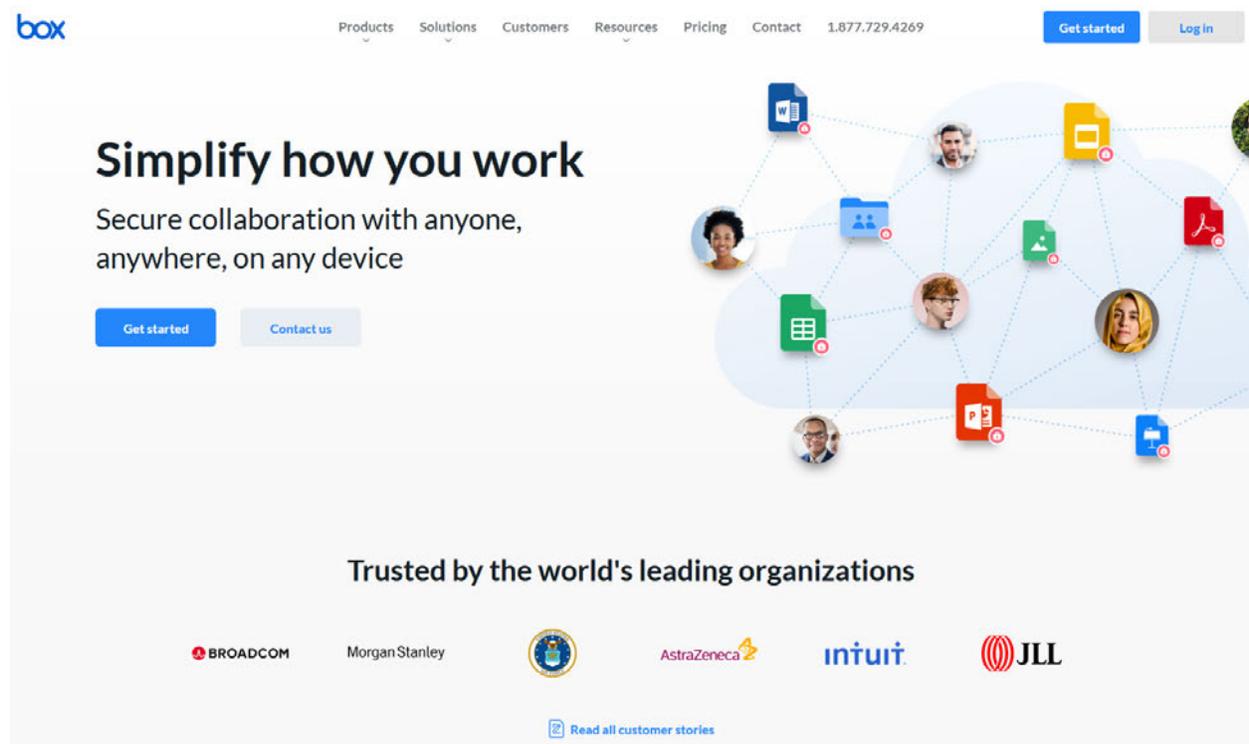
Note: If a message appears that the email address is associated with an existing account, contact your company's/institution's/organization's Box Admin/point of contact to find out the process for signing up.

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

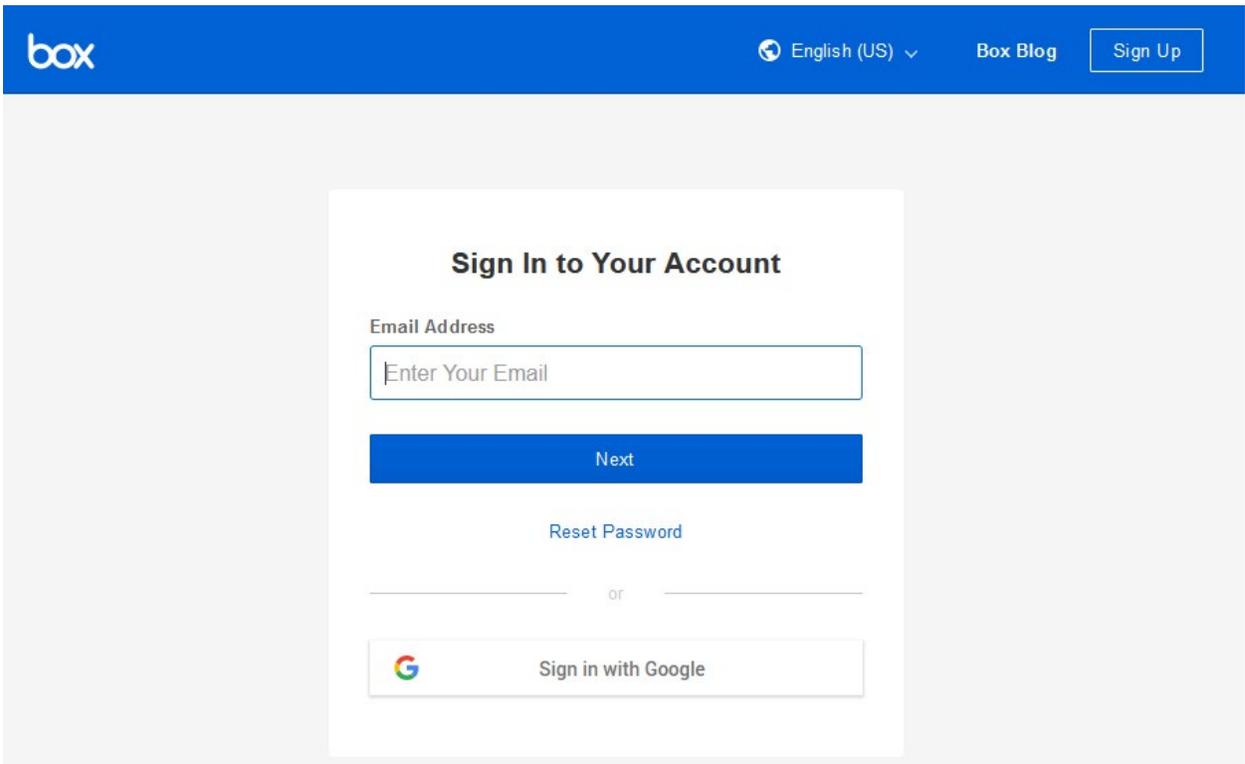
Note: Screen shots are shared for illustrative purposes only and may look different at later dates or on different devices.

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

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



The image is a screenshot of the Box.com homepage. At the top left is the 'box' logo. The navigation menu includes 'Products', 'Solutions', 'Customers', 'Resources', 'Pricing', and 'Contact', with a phone number '1.877.729.4269' to the right. On the far right of the navigation bar are 'Get started' and 'Log in' buttons. The main content area features the headline 'Simplify how you work' and the sub-headline 'Secure collaboration with anyone, anywhere, on any device'. Below this are 'Get started' and 'Contact us' buttons. A large graphic shows a network of people icons connected by dotted lines, with various file icons (Word, Excel, PowerPoint, PDF, etc.) interspersed. At the bottom, it says 'Trusted by the world's leading organizations' and lists logos for BROADCOM, Morgan Stanley, AstraZeneca, intuit, and JLL. A link 'Read all customer stories' is at the bottom center.



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 Teams Business Plans Monthly Annually (Save 25%*)

FOR INDIVIDUALS	FOR INDIVIDUALS	FOR BUSINESS TEAMS
Individual	Personal Pro	Business Starter
Free	\$14 \$10	\$7 \$5
single user	per month paid annually single user	per user/month paid annually minimum of 3 users
Sign Up	Buy it	Buy It
Sign up with Google		Try It
Secure file storage, sharing and native e-signatures for personal use	Upgrade your personal plan for more flexibility, storage and e-signatures	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  [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](#).

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.

	 Two-Factor Authentication Required	Set Up	...
	 Accept Terms of Service	View Terms	...

- 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>)