

## Contract Compliance Unit (CCU)

### Box.com instructions

#### For Agencies

You will receive a link to our Box.com account via email inviting you to Box.com. You will need to:

1. Click on **Accept Invite**
2. Signup for a Box account to accept invite
3. Click on the **“Go to Folder”** link, then create a log in using an email address
4. After signing in, you can drag files from your desktop to the files page in Box. Your files will be uploaded and will appear in the folder where you dropped them
5. You will only be able to add files and then “preview” them to ensure they are uploaded correctly