



**Department of Conservation  
Resource Conservation District  
Financial Assistance Program**

**Uploading Documents to Box.com User Guide**

This guide is intended to provide guidance for submitting an RCD Funding Program request using the Department Box.com site. To get started:

1. Contact Department staff at [rcd@conservation.ca.gov](mailto:rcd@conservation.ca.gov) to inform staff of the RCD's intent to submit a funding request.
2. Department staff will create a box.com folder for the RCD. The folder will have the RCD name (for example XYZ RCD) and the RCD and Department staff will have access to the folder. Once the folder is created, the RCD contact will receive an email invitation from box.com to share the folder. The email will come from DLRP RCD with the subject: "DLRP RCD has invited you to collaborate on Box."
3. Someone at the RCD will need to click on the blue button in the email labeled "Accept Invite". This will open an internet browser screen where the RCD will set up their own Box.com account.

In the Account Information box give the account a name. The email address you provided to Department staff should be automatically entered. If the email is not automatically entered then enter in the email address box. The next steps will be to choose a password, confirm the password, and click the blue button labeled "Continue." You will then see some personalization choices which you can edit, or skip, and go to the RCD folder.

4. The folder with the RCD name will then be ready to receive the information required for submitting a funding request.

At this point you can start uploading files immediately by dragging files from your computer and dropping them onto the Box.com screen. Drop files into the box on the left side of the screen. The box has a cloud icon with an up arrow and the words: "Drag and drop folders and files from your desktop or use the file browser." The first time you drag and drop files you will see a black box open at the bottom that has a white uploading bar. When the upload is complete you will see the word "Completed" at the bottom of the screen. Another option is to click on the "Use the file browser" link which will allow you to upload files through a Windows Explorer window.

5. You can reach your folder again by visiting [www.box.com](http://www.box.com) and providing your login information.
6. Once there you can continue to upload documents using the instructions above.  
*Note*, if you return and upload documents, during the second time uploading documents you may not see the black box open at the bottom with the upload bar. Instead, you will see a progress bar on the right side next to the name of the file you are uploading. Once the upload is complete, the file or folder name will show in the Box.com folder. Be sure to confirm that the files have finished uploading before you logout or close the screen.
7. Once your application submission is complete, indicate this by sending an email to [RCD@conservation.ca.gov](mailto:RCD@conservation.ca.gov).

Note: Box.com seems to work best using the Google Chrome or Firefox browsers.

## If Box.com Does Not Work

If Box.com does not work as a result of software or security issues, the Department will accept financial request documents and supporting materials by email at [rcd@conservation.ca.gov](mailto:rcd@conservation.ca.gov). If email does not work, please send electronic documents by mail on a CD, DVD or USB drive to:

RCD Assistance Program  
Attn: Funding Request  
801 K St MS 14-15  
Sacramento, CA 95814

Please DO NOT send hard copy documents.