

Appendix F – Box.com Instructions

Below please find step-by-step instructions to create a new box.com folder and to upload your proposal to that folder. There are numerous ways to complete this but the instructions below are straightforward to follow if you are unfamiliar with the box.com platform. CWR suggests setting up a box.com folder well ahead of the proposal deadline in case any issues arise.

To create a new box.com folder:

1. Navigate to the main box.com website: <https://app.box.com/>
2. Log into your account if necessary on the right side of the screen (you may already be logged in if you've been accessing RFP files). Note that your log-in information is the same as the account you used/created to access the RFP files in the first place.
3. You will be taken to your "All Files and Folders" page within the box.com website (you should see the "LUCELEC Solar PV Proposal" folder on this screen but do *not* click on it)
4. In the main "All Files and Folders" page, click the "New..." button and select "New Folder" (this button is located near the top and is next to the "Upload" button). A window will pop-up titled "Create New Folder".
5. In the "Create New Folder" window, type your folder name. Please name your folder in the following format: "LUCELEC Solar PV Proposal - [Company Name]".
6. Under "Collaboration" ensure the button next to "Invite people to upload or download files" is clicked.
7. Enter the following email address in the "Names or email addresses" field (_____).
8. Ensure the box below the "Names or email addresses" field says "Select access type: Editor".
9. Click the "Okay" button.
10. Shortly thereafter CWR will receive an automatic email from box.com telling us that you have shared the folder. We suggest you send a separate email stating you've shared the box.com folder and asking for confirmation that it has been received.

To upload your proposal to the folder:

1. Ensure your proposal files/folders on your computer are organized and named as required in the RFP (refer to Appendix E - Proposal Checklist)
2. Follow steps #1-3 above to navigate to your "All Files and Folders" page within the box.com website.
3. Click on your proposal folder "LUCELEC Solar PV Proposal - [Company Name]"
4. Click the "Upload" button near the top-left of the screen (next to the "New..." button as described in #4 above) and select "Upload Folders"
5. A "Browse for Folder" window will pop-up. Navigate to the location of your proposal folder(s), select the proposal folder(s), and click "OK" in the bottom right corner of the window.