2023 Corps Member Drop Box Instructions

Step 1: Click on your unique link, that should look something like this:
**https://www.dropbox.com/request/xxxxxxxxxxxxxx**

You will have already received this in an email with your onboarding information (we can always resend it if you can't find it – just let us know).

Step 2: This is what you should see after clicking your unique Dropbox Link. Your folder will include your name and position as well as some reminder instructions and contact info for assistance.
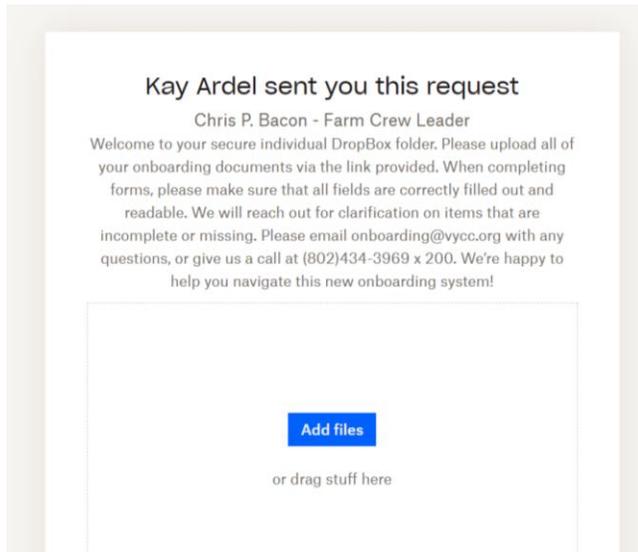

Step 3: Next click " Add Files" - You will be given the option to select Files or Folders from your computer – or another Drop Box account.
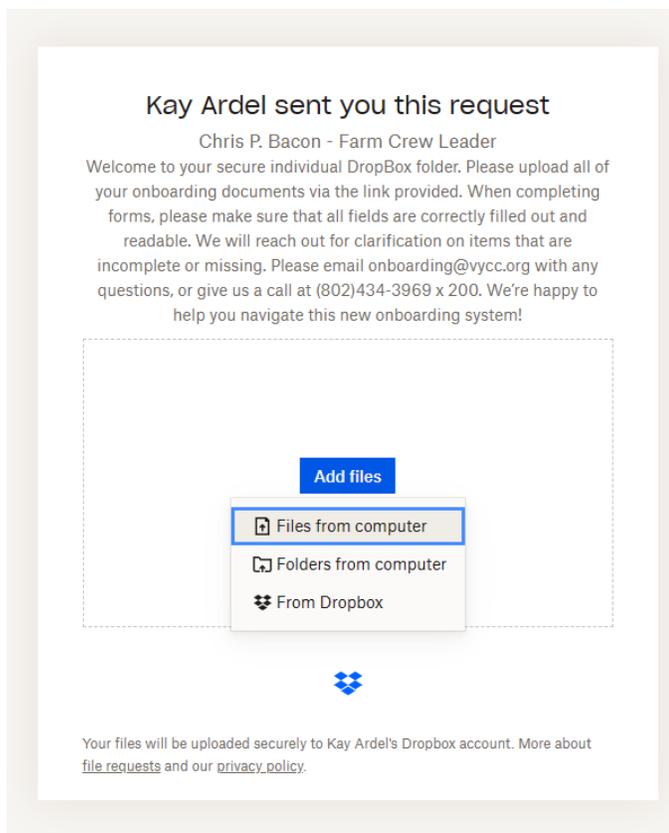
Step 4: Once you make your selection it should look something like this – popping up with your computer's files (mine is a Dell PC format – so Apple/Macs or other operating systems might look a little different…)
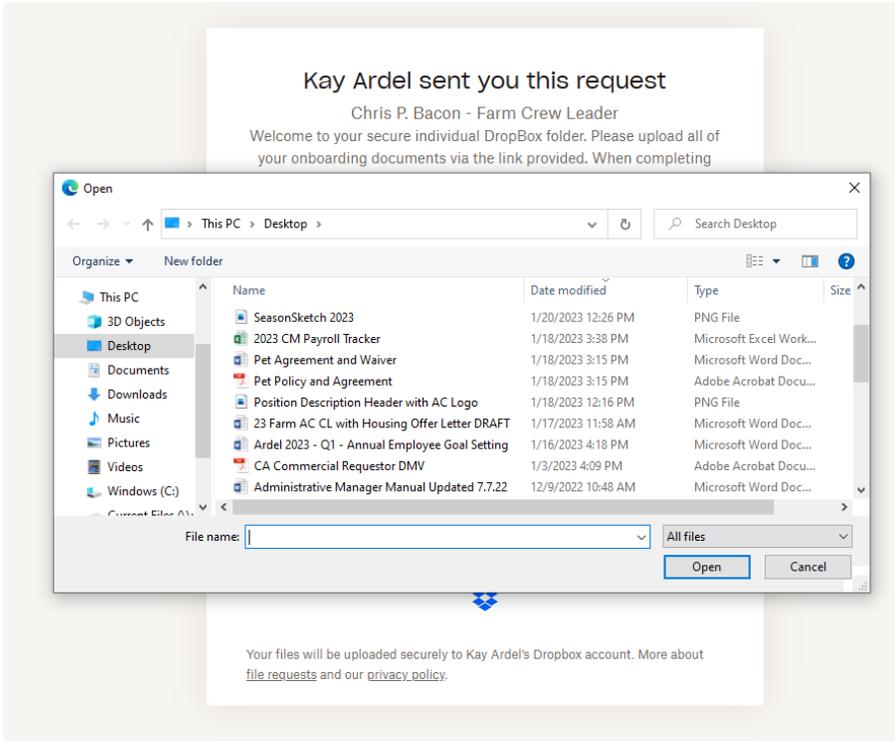
Step 5: You will then be able to select documents individually or by folder, and can click "add more files" to upload multiples. Once you've selected your files / folders click "upload."
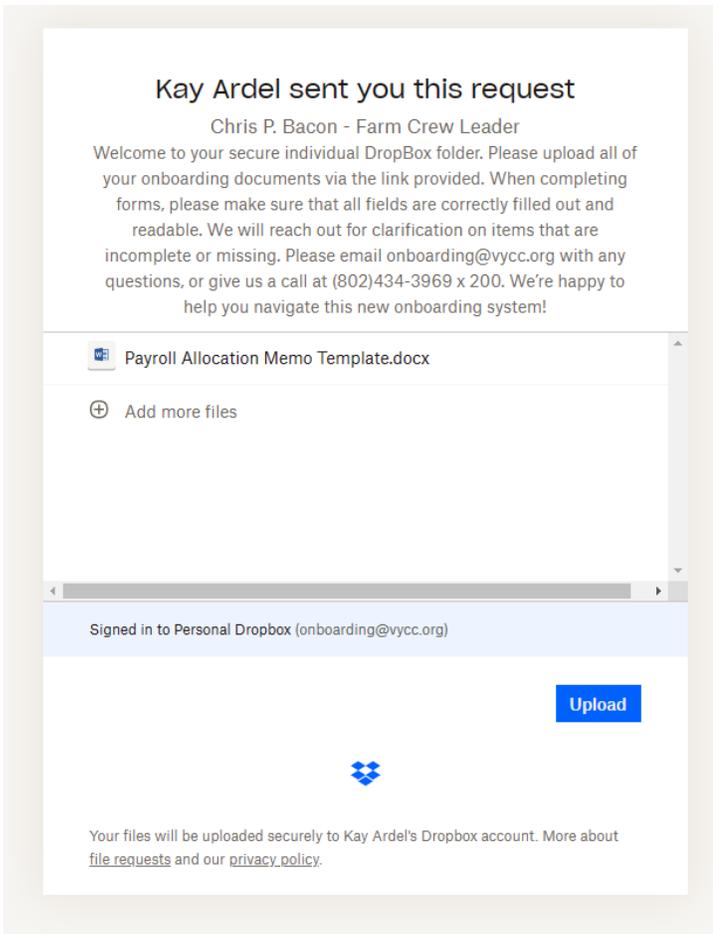
Step 6: Once your upload has completed you will see a screen like this, and our onboarding staff will get an email notification that your files have been uploaded. (woohoo!) Your unique Drop Box link will not expire – but it is best to get your paperwork in before your first day (we recommend at least two weeks prior) so that staff can file and process your materials for your arrival (background checks, state paperwork, grant submissions, etc).
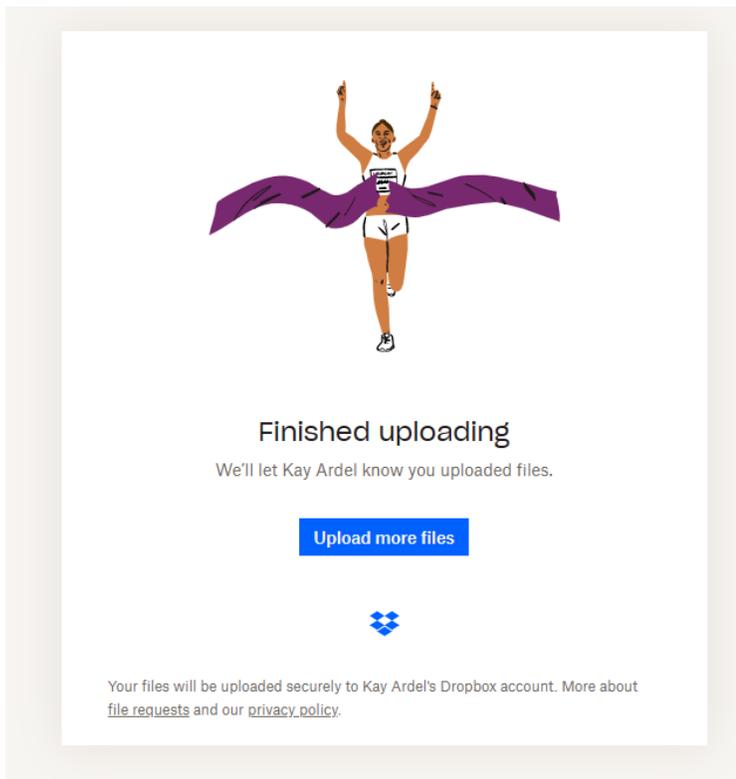
Please note: If you are unable to access DropBox please let us know so that we can find another way for you to securely file your paperwork (most likely we will wait until your first day to file them in person).