2023 Corps Member Drop Box Instructions

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.

Chris P. Bacon - Farm Crew Leader
Welcome to your secure individual DropBox folder. Please upload all of
your onboarding documents via the link provided. When completing forms, please make sure that all fields are correctly filled out and
readable. We will reach out for clarification on items that are
incomplete or missing. Please email onboarding@vycc.org with any questions or give us a call at (802)434-3969 x 200. We're happy to
help you navigate this new onboarding system!
Add files

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...)

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Organize 🔻 New fo	lder				?
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SD Objects	a 2023 CM Payroll Tracker	1/18/2023 3:38 PM	Microsoft	Excel Work	
Desktop	Pet Agreement and Waiver	1/18/2023 3:15 PM	Microsoft	Word Doc	
Documents	Pet Policy and Agreement	1/18/2023 3:15 PM	Adobe Ad	robat Docu	
Downloads	Position Description Header with AC Logo	1/18/2023 12:16 PM	PNG File		
Music	23 Farm AC CL with Housing Offer Letter DRAFT	1/17/2023 11:58 AM	Microsoft	Word Doc	
Pictures	Ardel 2023 - Q1 - Annual Employee Goal Setting	1/16/2023 4:18 PM	Microsoft	Word Doc	
Videos	📜 CA Commercial Requestor DMV	1/3/2023 4:09 PM	Adobe Ad	robat Docu	
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File	e name:	`	All files		~
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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."

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	Payroll Allocation Memo Template.docx	
4		•
4	Signed in to Personal Dropbox (onboarding@vycc.org)	•
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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).