

## BOX ACCOUNT INSTRUCTIONS FOR ATTORNEYS

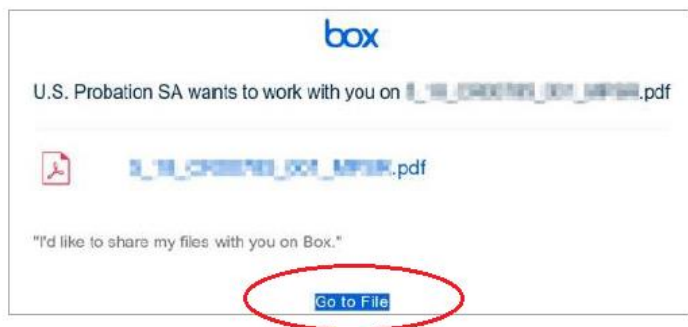
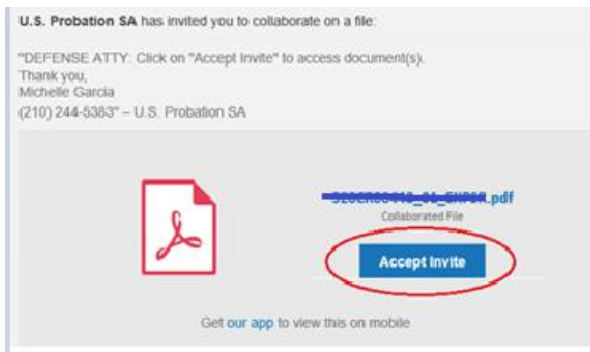
1. You will receive an email from U.S. Probation inviting you to collaborate on appropriate case file or document:

U.S. Probation SA has invited you to collaborate on Box

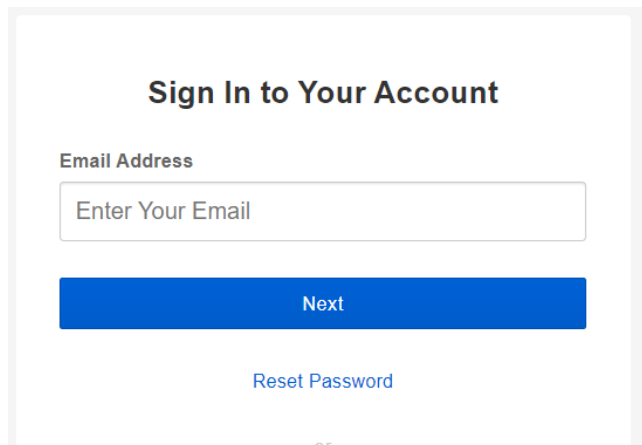
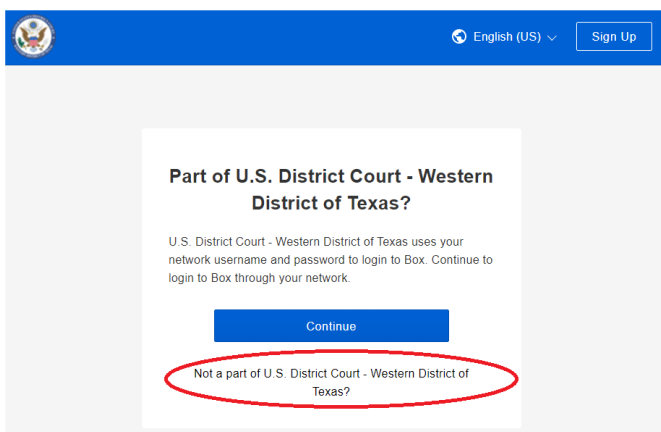


2. The body of the email will display one of two ways. To view the folder or document, click on the “Accept Invite” or “Go to File” button, as listed in the email.

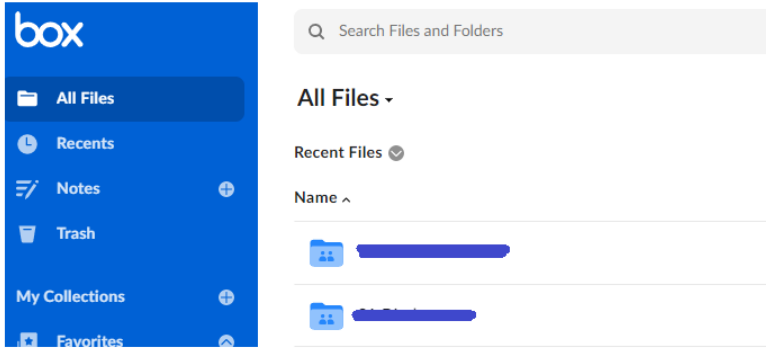
**Please note:** The notification will indicate the name of the folder in which the documents are located



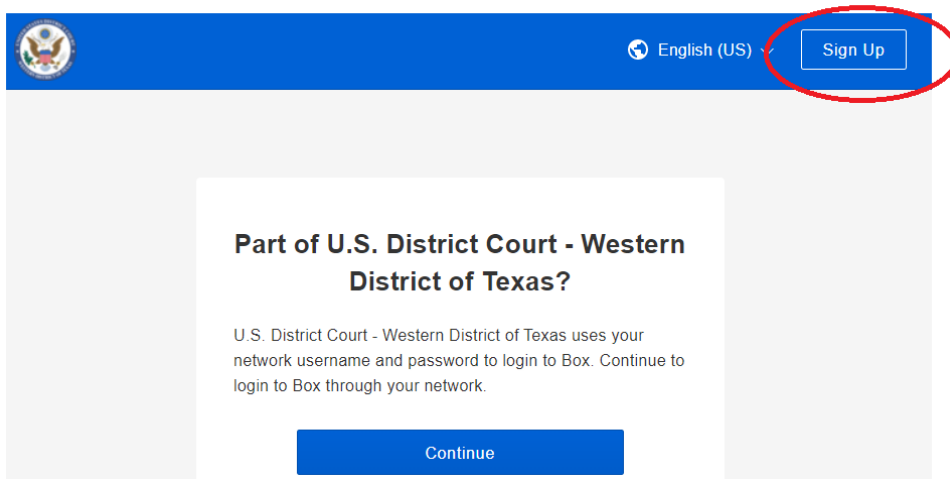
3. You will be directed to the Box website. **DO NOT** click on the blue “Continue” button. Instead, click on the language directly below. You will then be directed to sign-in to your account.



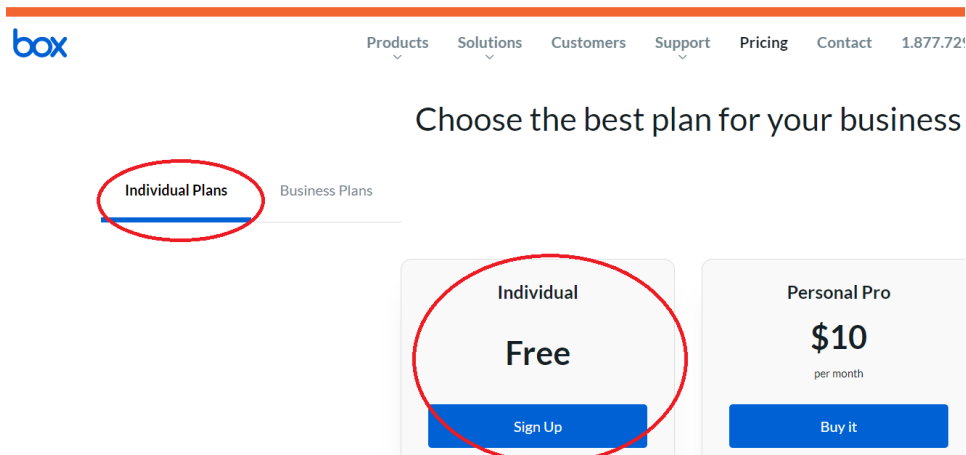
4. Login to your Box account to view documents. The file or document will appear under your “All Files” list. Click on the associated file to view documents.



5. If you do not have an account with Box, you will need to set one up in order to access documents. Click on the “Sign Up” button in the upper right corner of the screen and follow the instructions to setup an account.  
**Please note:** The Box sign-up page offers individual and business type accounts. Basic individual plans are free. Business or paid plans are **not required** to view documents.



6. Click on Individual Plans to access the free registration. Complete requested information and then click the “Submit” button.



**Box Individual**  
Let's Get Started

**Your Information**

Full Name

Email Address

Password

Confirm Password

I live in the European Economic Area

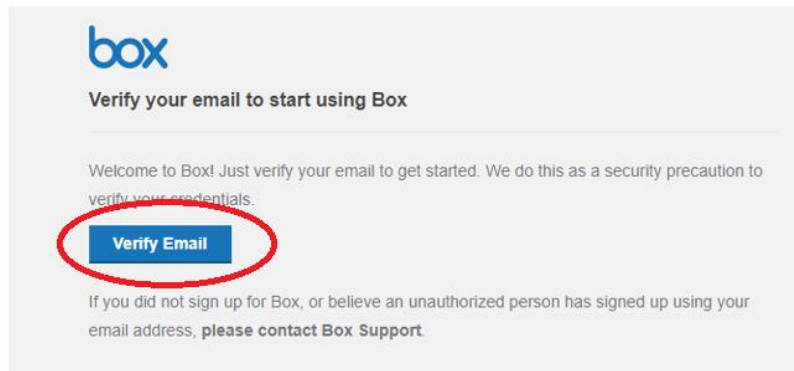
I'm not a robot

reCAPTCHA  
Privacy - Terms

**Submit**

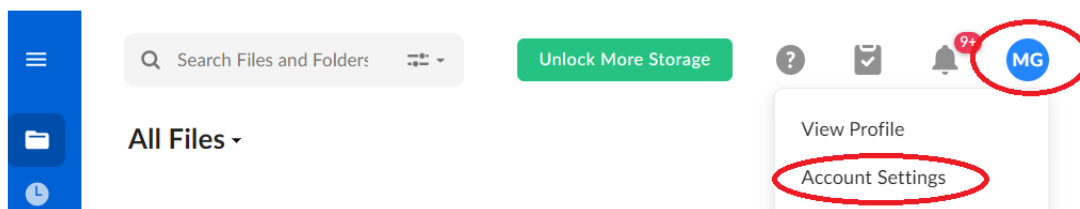
By registering, you agree to Box's [Terms of Service](#) and [Privacy Policy](#). You also agree to receive emails from Box regarding product and service updates, special offers, events and webinars, and other marketing materials. You may unsubscribe at any time.

7. You will receive an email to confirm registration. Follow the instructions provided.



8. Once you have confirmed registration, you are now ready to login to Box to complete the set up.

9. Login to your Box account. Click on your Profile image to open menu. Click on Account Settings



10. Scroll down to Authentication. Click “Require 2-step verification to protect your account” box. You will be prompted to enter your cell phone number. This step is required for security purposes.

Authentication

Current Password  
●●●●●●

[Change Password](#)

Extra Verification

Require 2-step verification to protect your account

Enable Login Verification ×

Country  
Afghanistan (+93)

Mobile Phone Number  
Enter a mobile phone number

11. You will receive a text to the number you provided. Enter the confirmation code.

Enable Login Verification

A confirmation code was sent via text message to the phone number you provided. Please enter the code below.

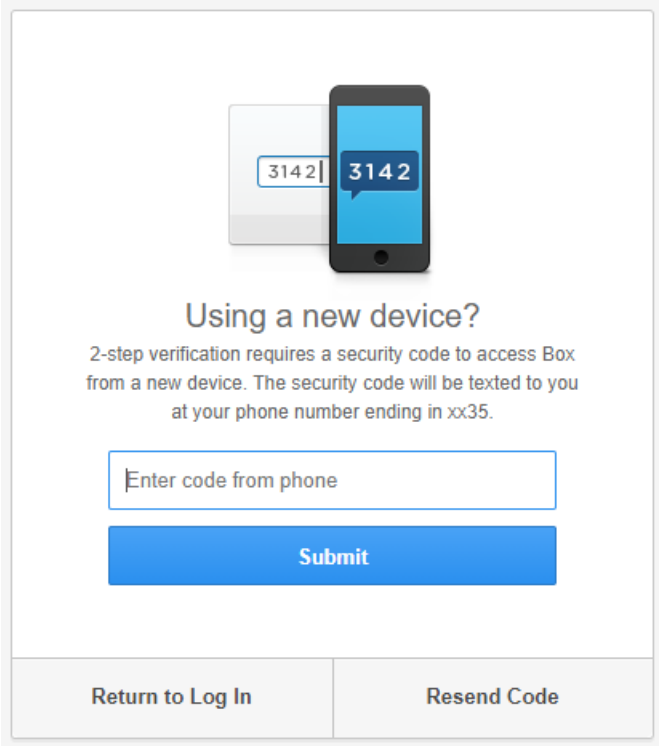
Country  
United States (+1)

Mobile Phone Number  
2107102935

Confirmation Code  
Enter the code you received on your phone

Field Required.

12. A second text will be sent to your cell phone. Enter the code and click "Submit" then click "Save Changes" under your profile image.



Using a new device?

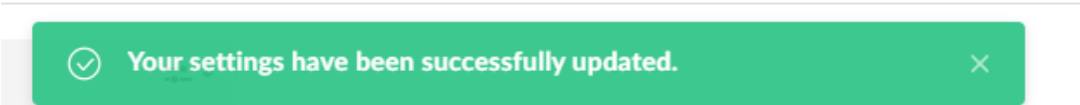
2-step verification requires a security code to access Box from a new device. The security code will be texted to you at your phone number ending in xx35.

Enter code from phone

Submit

Return to Log In      Resend Code

13. The following confirmation notice will appear. You are now set up to receive notifications from U.S. Probation Office.



14. You may be required to accept BOX terms before continuing. Click on "View Terms" tab and click "Agree"

All Files -

ACTION REQUIRED

Please complete the following actions to access the folders and files that have been shared with you.



PDF BOX Instructions Test.pdf      Accept Terms of Service      View Terms      ...