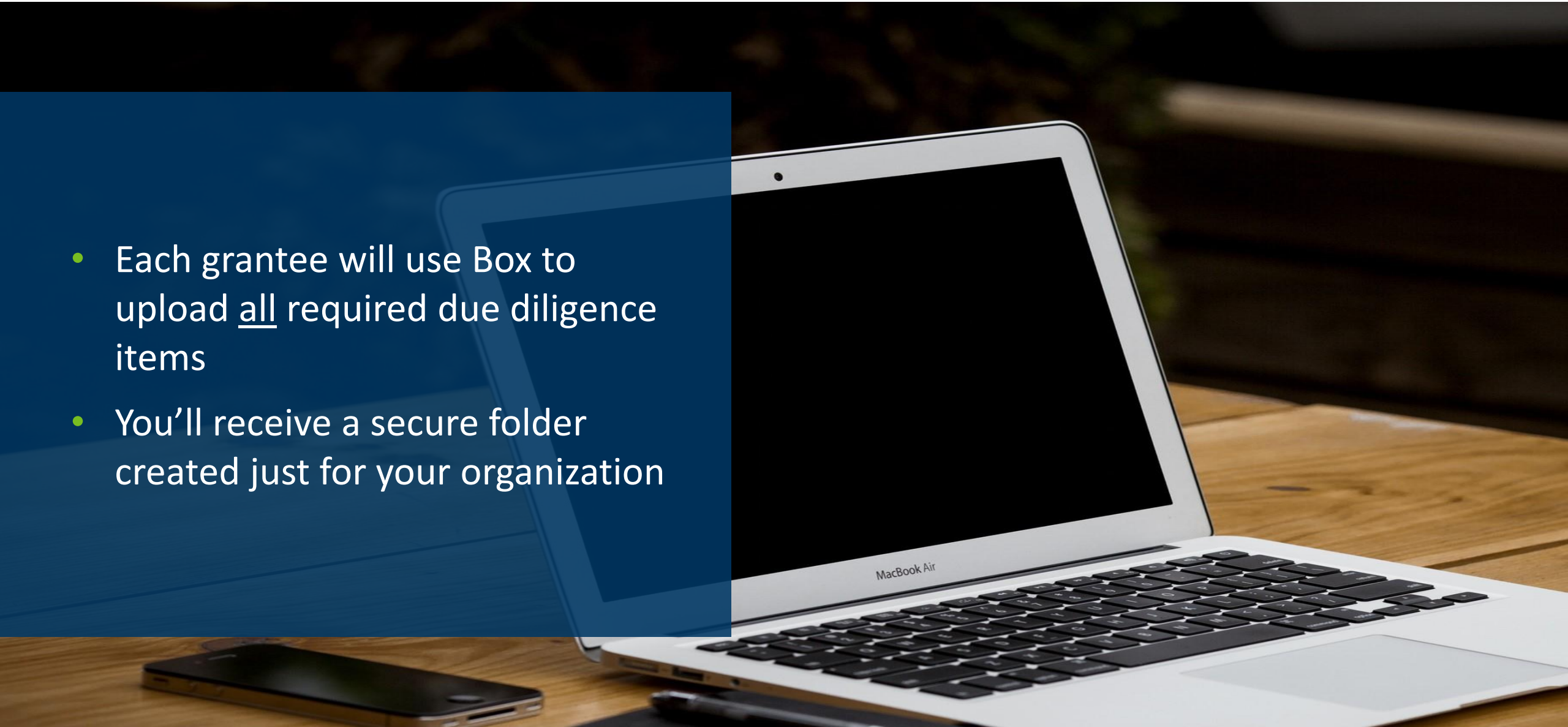
Tip Sheet
Bring It Home Rental Assistance
Submitting Documents Using Box

MINNESOTA HOUSING

Submitting Documents Using Box

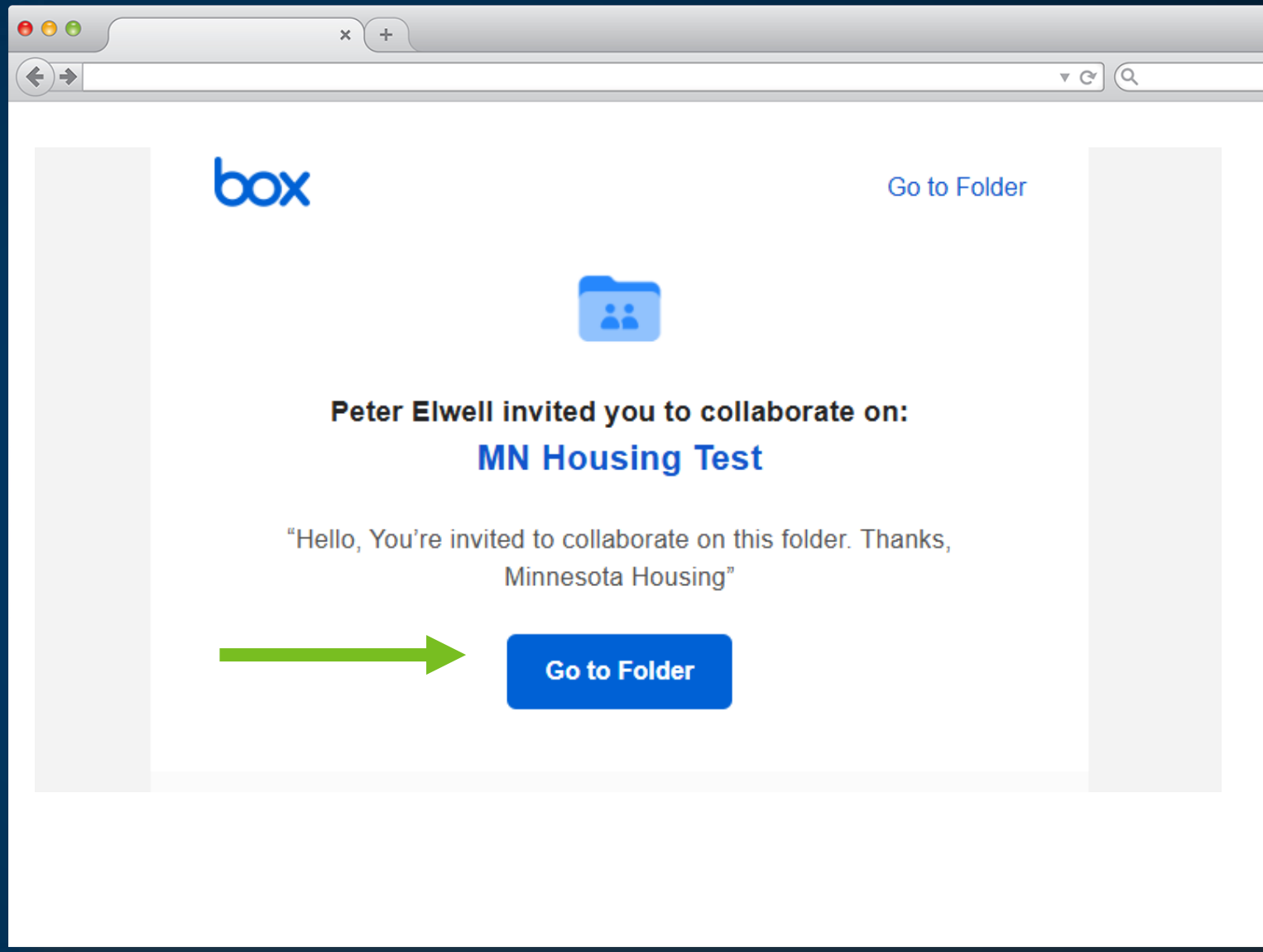


- Each grantee will use Box to upload all required due diligence items
- You'll receive a secure folder created just for your organization

Submitting Documents

Box Folder Invitation

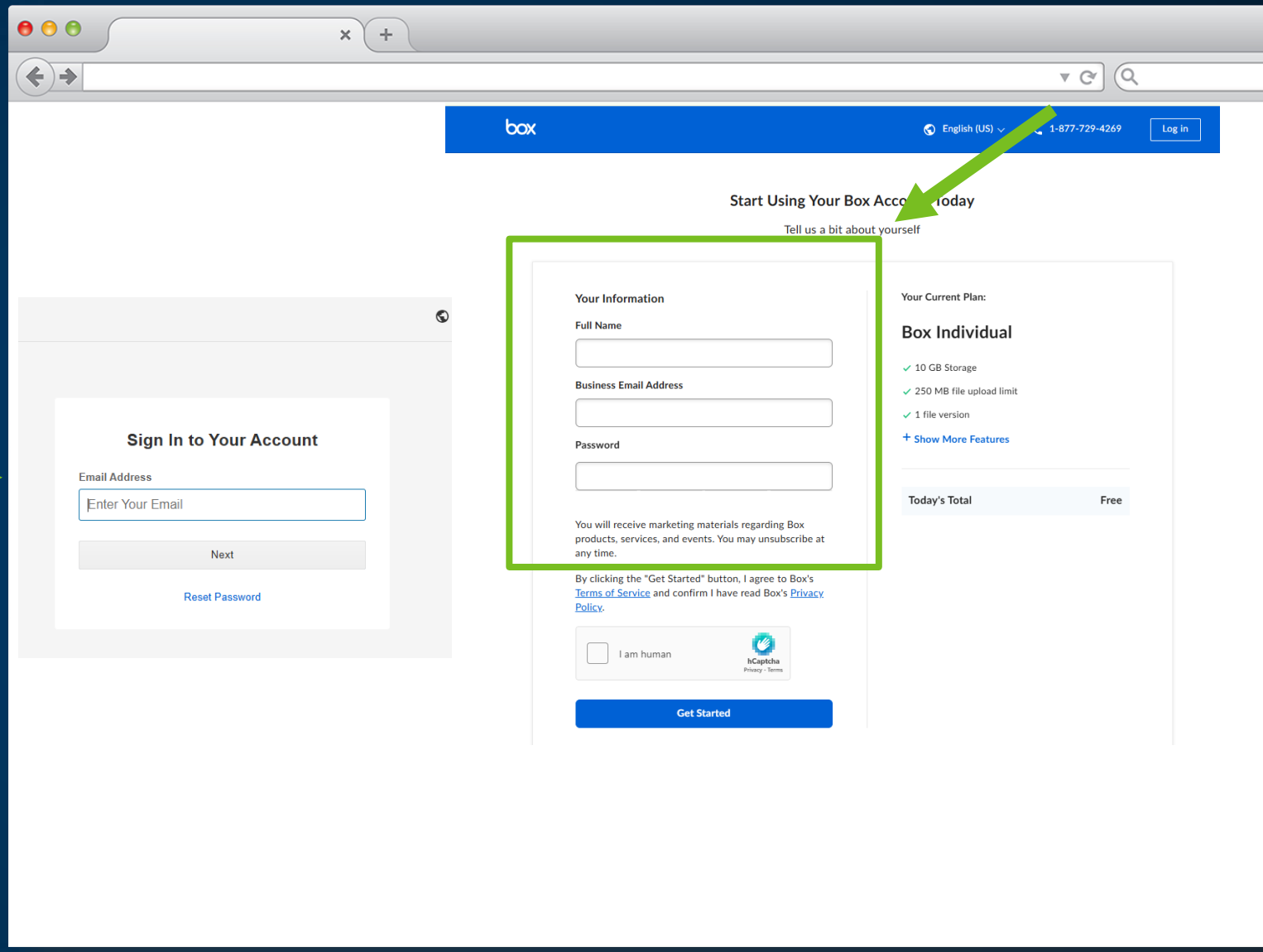
- Receive an email invitation from Minnesota Housing staff via Box
- Email will include a link to your individual grantee folder
- Click the link to access the folder



Submitting Documents

Logging In or Signing Up

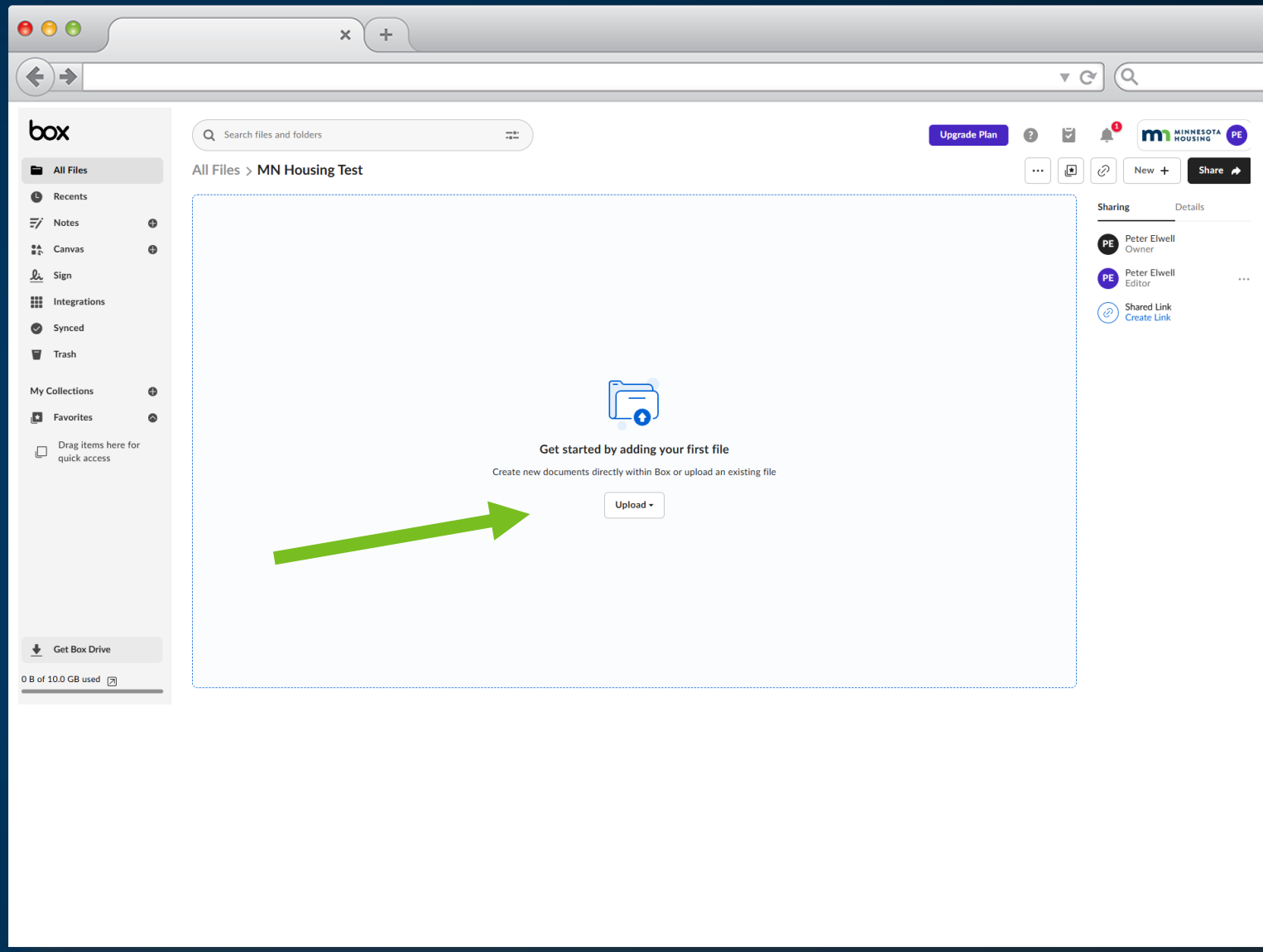
- If you already have a Box account, sign in
- If not, register for a free account using the invited email
- You must use the same email the invitation was sent to



Submitting Documents

Uploading Your Files

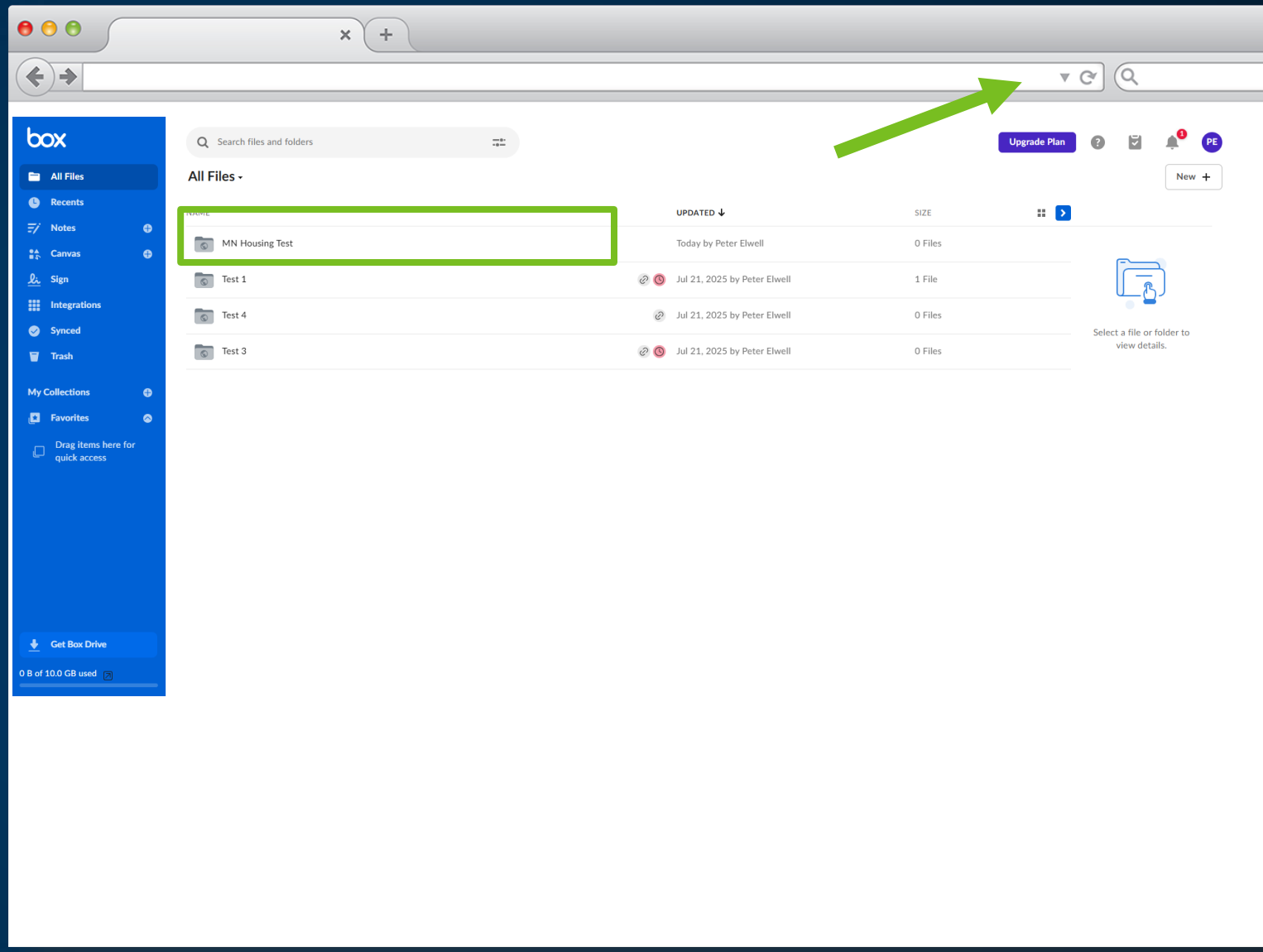
- Drag and drop files into the folder
- Or click “Upload” > “Files” to select from your computer
- Rename files clearly ("Board Resolution – Org Name”)
- Upload each document separately



Submitting Documents

Accessing Your Folder in the Future

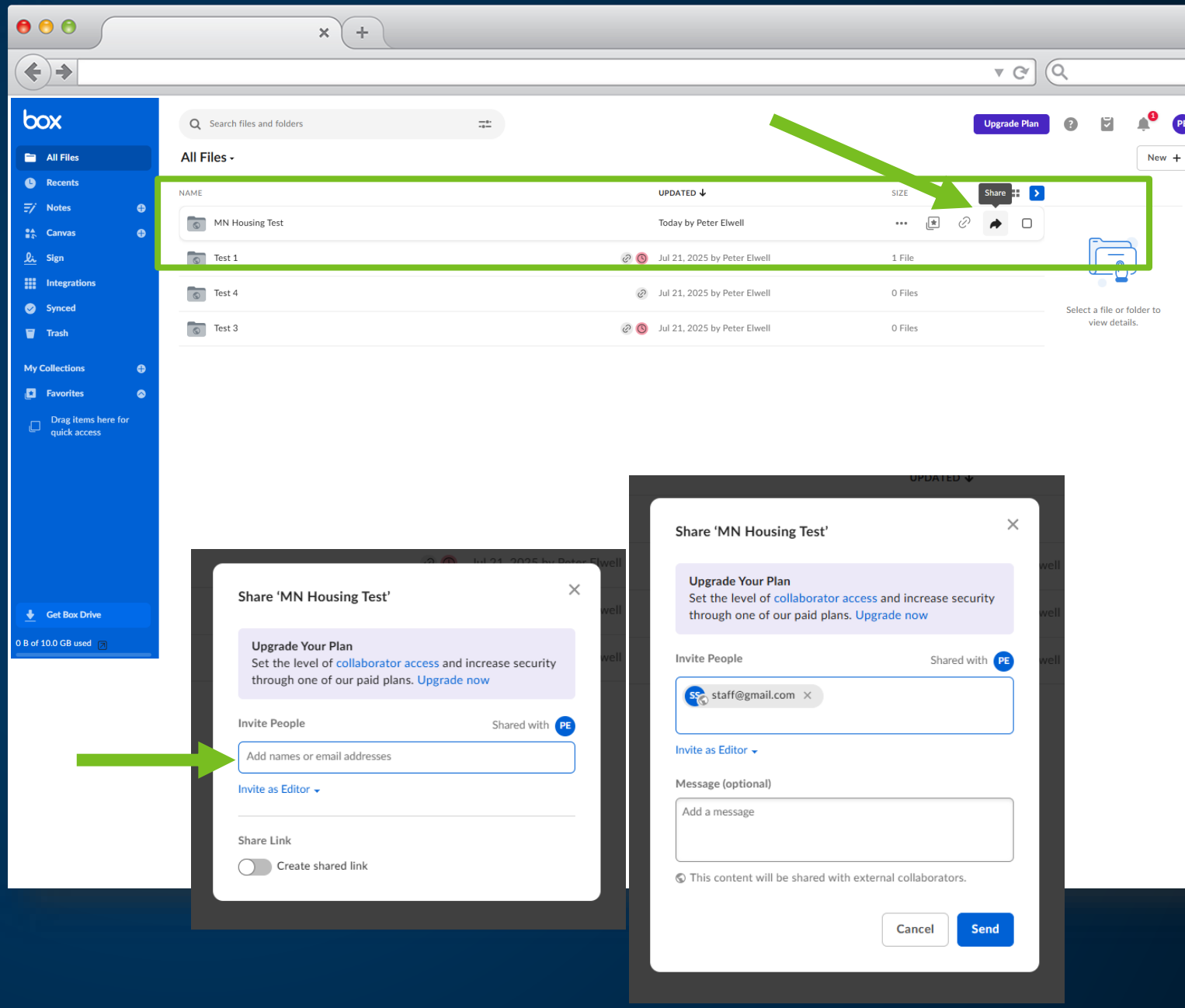
- Bookmark the link to your folder for quick access
- Or log in to Box using your account
- You must be signed in to see your folder



Submitting Documents

Inviting Other Staff

- Select your folder in Box
- Click “Share” and enter their email address
- Set their permission level (Editor = can upload/edit)



Thank you!

Additional questions:

BringItHome.MHFA@state.mn.us