



**OCED**  
Office of Clean Energy Demonstrations

# THE OFFICE OF CLEAN ENERGY DEMONSTRATIONS



**Box Introduction for  
OCED Selectees/Recipients**

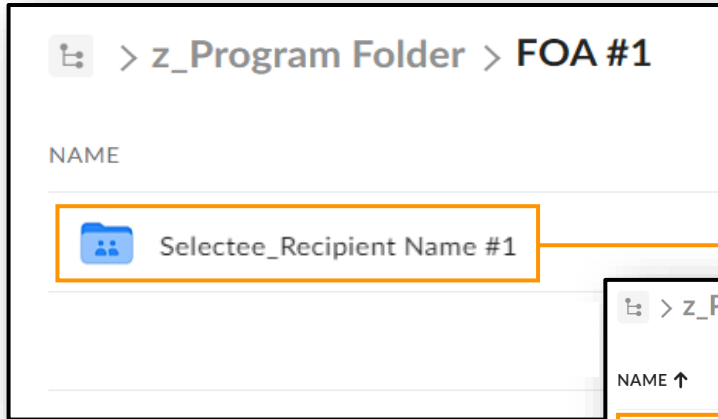
# What is Box and How Does OCED Use It?

- Box is a secure, web-based commercial platform that allows OCED personnel and Selectees/Recipients to transfer, share and/or collaborate on documents in a centralized location.
- OCED's Box environment is hosted on a U.S. government cloud server that meets all requirements for securely sharing and storing "controlled unclassified information," which includes the confidential business information provided by OCED's Selectees/Recipients.
- Each organization that uses Box decides how to manage their Box environment. OCED has elected to use a highly-structured, centrally-controlled model to ensure that documents provided by each Selectee/Recipient are segregated into a space created solely for that Selectee/Recipient (or, in some cases, for a specific type of sensitive information).
- If you have questions about Box after reviewing this guidance, please reach out to your OCED Grants and Agreements Officer.

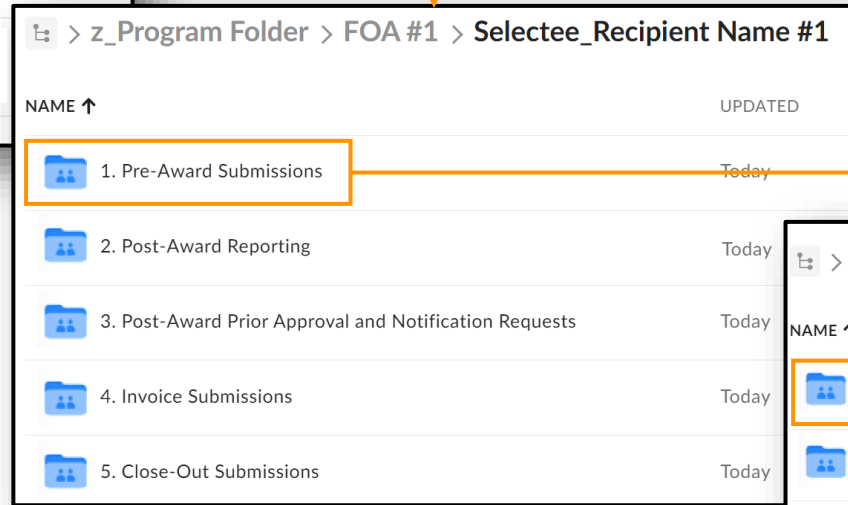


# Where are Selectees'/Recipients' Documents Stored?

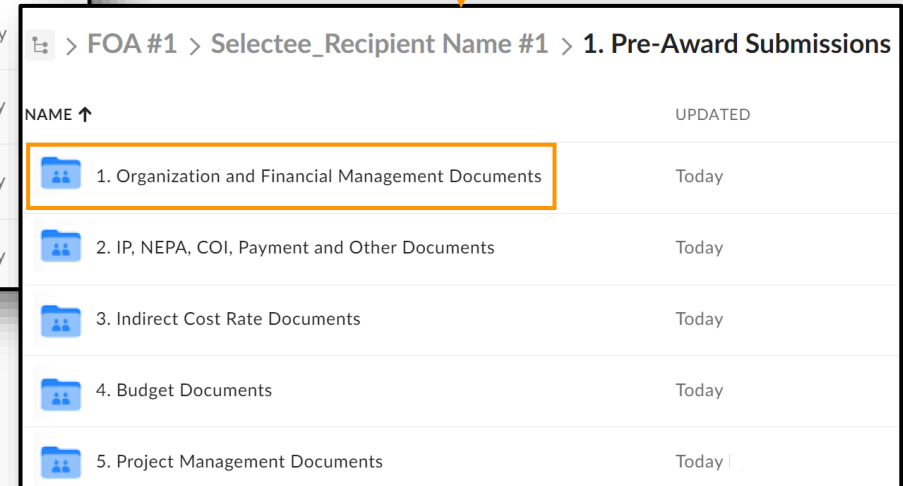
- There will be a designated space for each Selectee/Recipient. Points of Contact for a Selectee/Recipient will only be invited to access the space for their **own** organization/group. No Selectee/Recipient personnel will ever have access to documents uploaded by another Selectee/Recipient.



- OCED personnel who are authorized Box users will be able to access the spaces of all the Selectees/Recipients since they may be working with many different parties.



- Document requests will usually specify in which folder or subfolder a document should be uploaded.

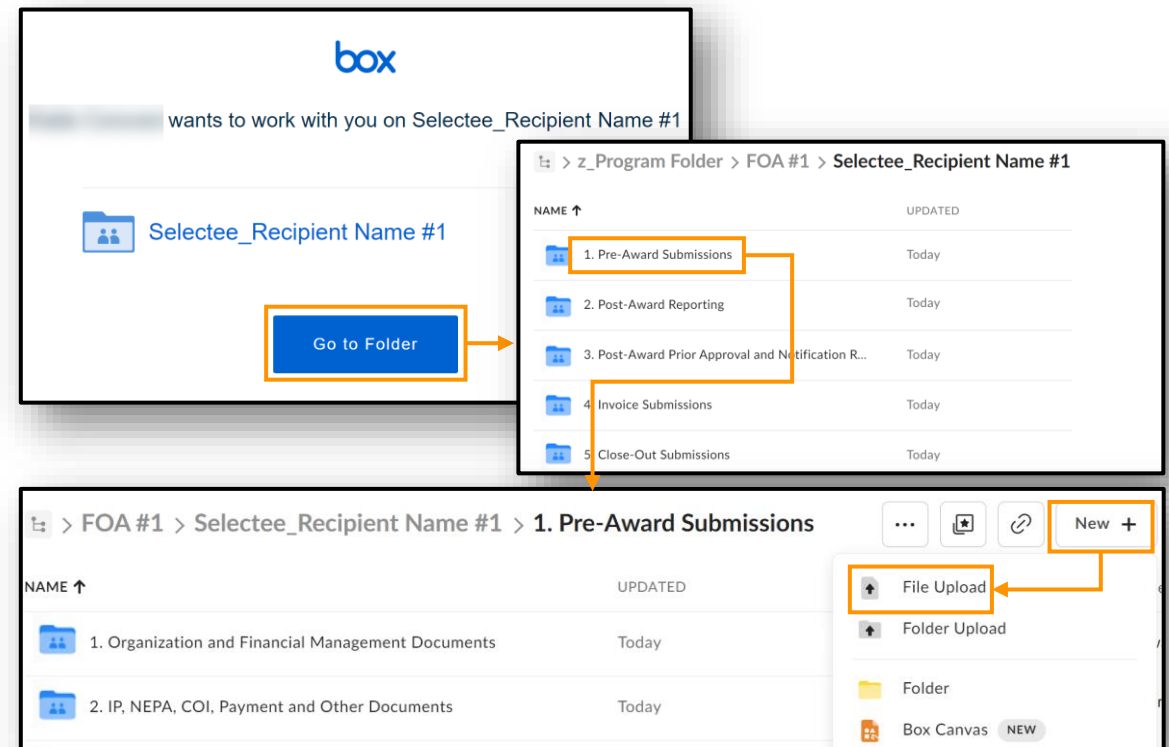


# Uploading Files: Folder Sharing Method

If you have a Box account (existing corporate or a newly-created free personal account), your OCED contact can invite you to collaborate using **Folder Sharing**, which enables you to **upload documents directly to your shared space within Box**. Please refer to slide 5 for instructions on how to create a free Box account.

**Note:** As an external OCED collaborator, you will only have access to a shared folder for 90 days. After 90 days, your OCED contact will need to “renew” your access.

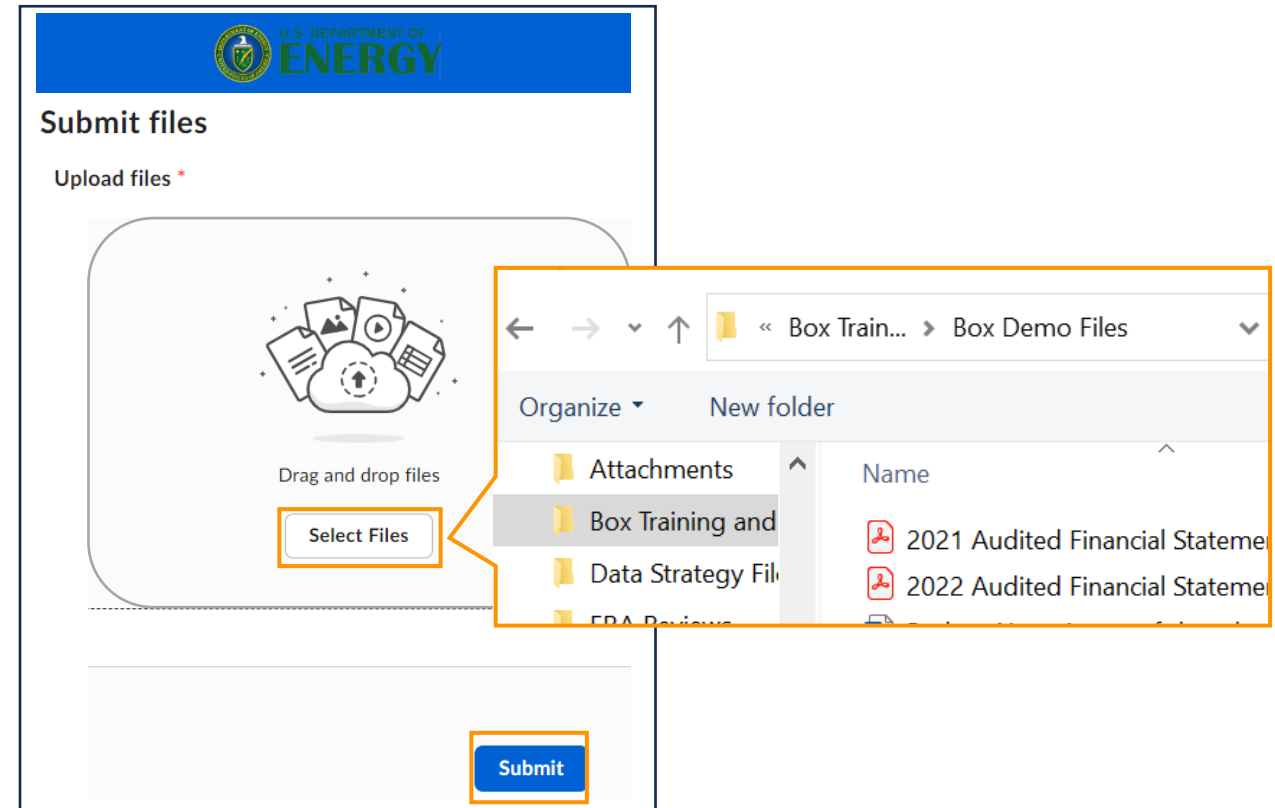
- If your OCED contact uses this method, you will receive an email from Box indicating that they want to work with you in your shared space.
- Select the **Go to Folder** button provided in the email. Your shared space will open directly in Box.
- From the shared space, you can drill down into specific subfolders by selecting the appropriate **Folder Name** link.
- To upload a file, select the **New** button, then select the **File Upload** option from the drop-down menu. Browse for and select the appropriate file for upload. The file will be uploaded to the selected folder (or subfolder).



# Uploading Files: Web Link Method

Your OCED contact can invite you to collaborate using a **Web Link**, which allows you to upload documents to a specific folder or subfolder **without logging into a Box account**.

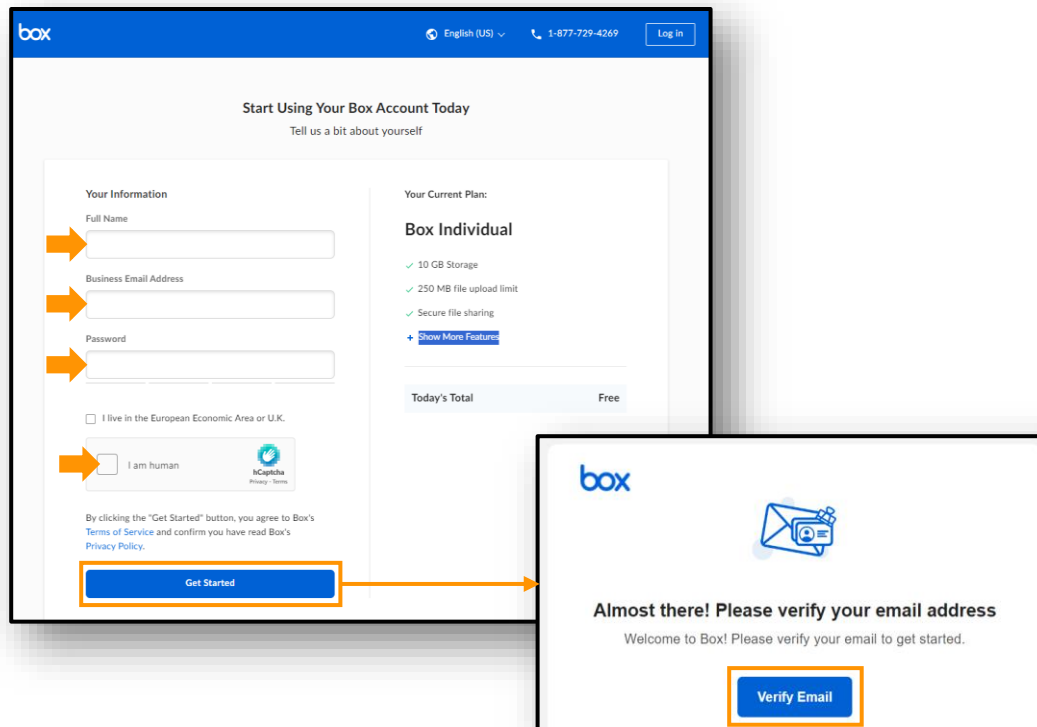
- If your OCED contact uses this method, they will generate a File Request link for the relevant folder and email the link to you.
- You will click on the link in the email to open a Submit files web page (which may have additional explanatory information if the OCED contact has chosen to customize it).
- On the web page, click on the **Select Files** button. You will be prompted to browse for and select the appropriate file(s) for upload.
- After selecting the requested file(s), click the **Submit** button. The file(s) will be uploaded to the appropriate folder (or subfolder) in Box.



# Creating a Free Box Account

If you or your company already use Box, any folder shared with you by OCED will display in your existing Box view (provided you use the email address tied to your existing Box account). However, if you do not already use Box and would like to use it for collaborating with OCED, you can create a free personal Box account.

To create a free personal account, navigate to <https://account.box.com/signup/personal> and follow the instructions below:



- Enter your **Full Name**, **Business Email Address**, and a **Password**.
- Select the checkbox to indicate that you are human, then select the **Get Started** button. Box will send a confirmation message to the email address provided.
- Select the **Verify Email** button in the confirmation message to complete your Box signup and log into your newly created account.





# Thank you!



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For more information, please contact [oced@hq.doe.gov](mailto:oced@hq.doe.gov)