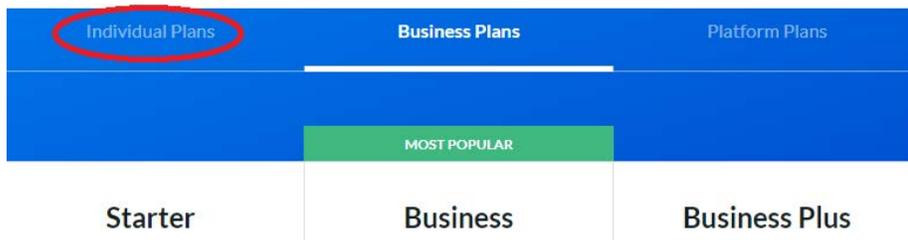# BOX ACCOUNT SETUP

1. Navigate to https://www.box.com
2. Select "Get Started"
3. On the next page, there are three tabs – you will want to select the Individual Plans option

4. To choose the Free option, select "Sign Up"
5. Enter your information

   It must be a non-"ok.gov" email address or ITS will delete your account

   OSDH employees - DO NOT use your OSDH email address

6. Select "Submit"
7. Check the email you entered in Step 5 for the "Confirm your Email" mail
   a. Follow the instructions to activate your box account