

## How to Submit Your Grant Attachments with Dropbox

These instructions will help you upload the required attachments for Division of Historical Resources grant applications through Dropbox. If you have any questions or issues in submitting the attachments please contact 850.245.6333 or [DHRattachments@dos.myflorida.com](mailto:DHRattachments@dos.myflorida.com). A description of each application attachment is included in the grant guidelines.

### Step 1:

Go to [www.dropbox.com/login](http://www.dropbox.com/login)

- Sign in to your existing account
- Or Create an Account



Sign in [or create an account](#)

Remember me

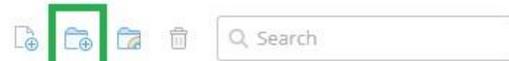
Sign in

[Forgot your password?](#)

### Step 2:

Create a New Folder

Dropbox



Name ▲

Kind

Modified

Create new folder



### Step 3:

Name the folder after your organization

Dropbox



Name ▲

Kind

Modified

 CityofPalmBeach	×	folder	
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#### Step 4:

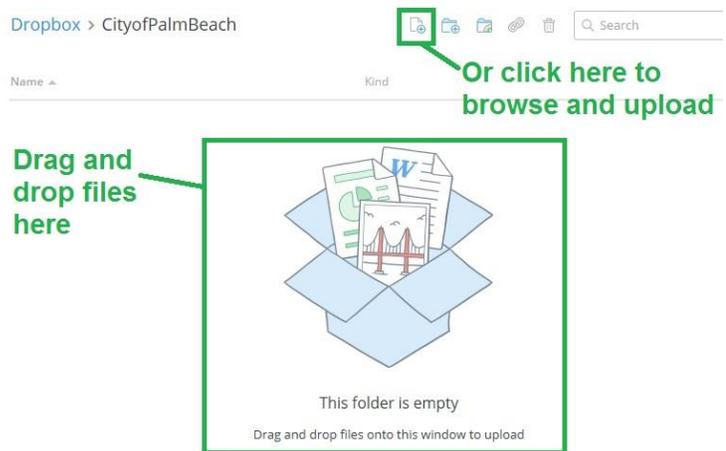
Click on the folder to open it



#### Step 5:

Add your attachments to the folder

- Drag and drop them into the window
- Or click the upload button to browse for your files



#### Step 6:

Name each attachment according to the format:

“Attach\_[insert letter of attachment].doc”

- For example: Attach\_b.pdf
- You can change the name before uploading the document
- Or right click the file in Dropbox and choose “Rename”
- If you have multiple documents such as letters or images for one required attachment, you should compile them into a single PDF file.



#### Step 7:

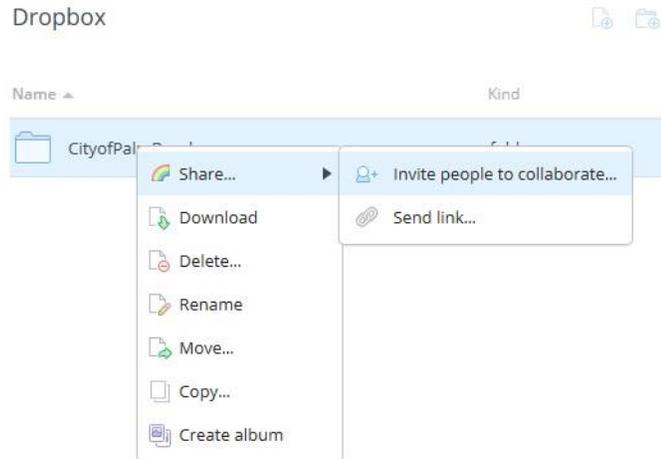
Once all attachments are uploaded, share the entire folder with [DHRAttachments@dos.myflorida.com](mailto:DHRAttachments@dos.myflorida.com)

- When inside the folder you can click the “Share this folder” icon

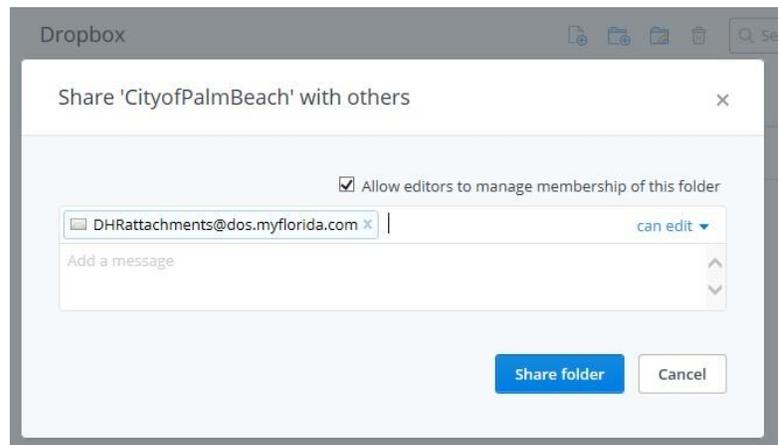
Dropbox > CityofPalmBeach



- Or from the main Dropbox screen, right click the folder, choose “Share” and “Invite people to collaborate”



- Type in the [DHRattachments@dos.myflorida.com](mailto:DHRattachments@dos.myflorida.com) and click “Share folder”



**Step 8:**

You are finished! You will receive a confirmation e-mail once a staff member confirms that your attachments were successfully shared. Do not delete or remove any contents from the Dropbox folder until the grant applications have been reviewed or you have received additional instructions from Division of Historical Resources staff.

If you have any questions or issues in submitting the attachments please contact 850.245.6333 or [DHRattachments@dos.myflorida.com](mailto:DHRattachments@dos.myflorida.com); or the attachments may be submitted by mailing the files on a CD or flash drive by the deadline date. A description of each application attachment is included in the grant guidelines <http://dos.myflorida.com/historical/grants/small-matching-grants/>