# Working with Box during Peer Reviews

1. Create a folder under <https://pentaho.box.com/s/jbqc5k1dor2k5j8bfz1liwjowaguw79w> and the folder of your name and name it per the related JIRA case ID.
2. Upload Word document to the new folder.
3. Upload your checklist to the new folder.
4. Send out links for review.
5. Meet for the review.