ILD AE Box Access – Secure Submission Delivery

STEP 1. Login to your BOX account, input your email address and password if logging in for the first time then select NEXT.

STEP 2. Select LOGIN.

STEP 3. Locate your assigned "DROP" folder.

Robert Jennings Drop	Today by FileDrop	3 Files
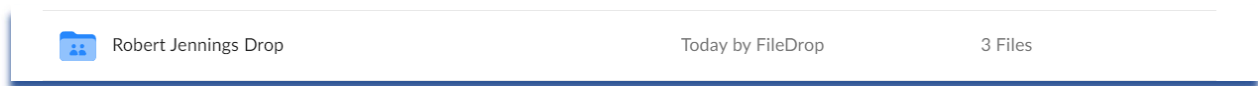
This DROP folder will contain items that a user delivered through the Acra Lending Fix & Flip website.

https://acrafixandflip.com/newfileupload
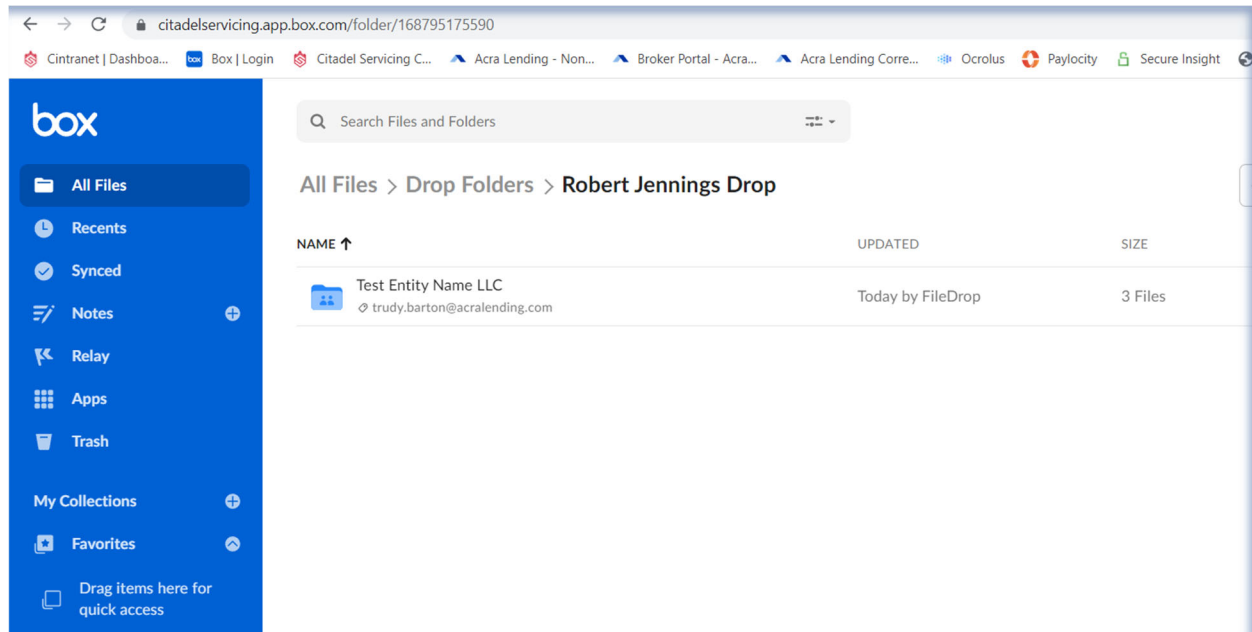
**STEP 4. Open the FOLDER to view the content uploaded.**

If the file is incomplete, obtain the missing documentation and add those PDFs to this folder PRIOR to sending the file to Loan Set Up.
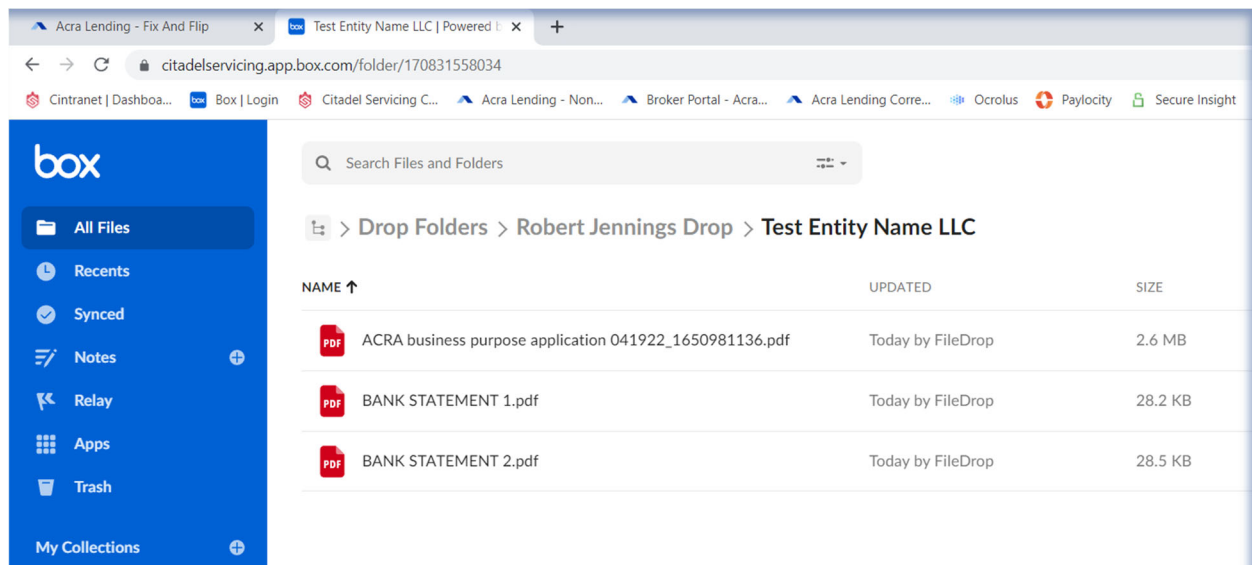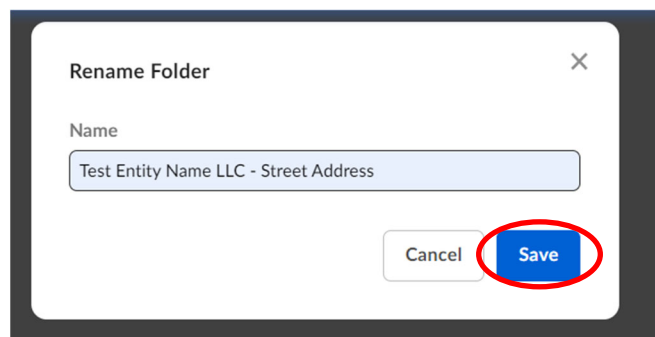
STEP 5. Once determined that you have received the minimum submission requirements, you should rename the folder to include the ENTITY NAME – STREET ADDRESS.

<u>**TO RENAME THE FOLDER:**</u>

Select the [✎] **to the right of the existing folder name.**
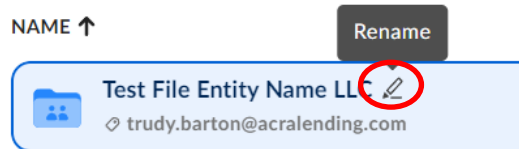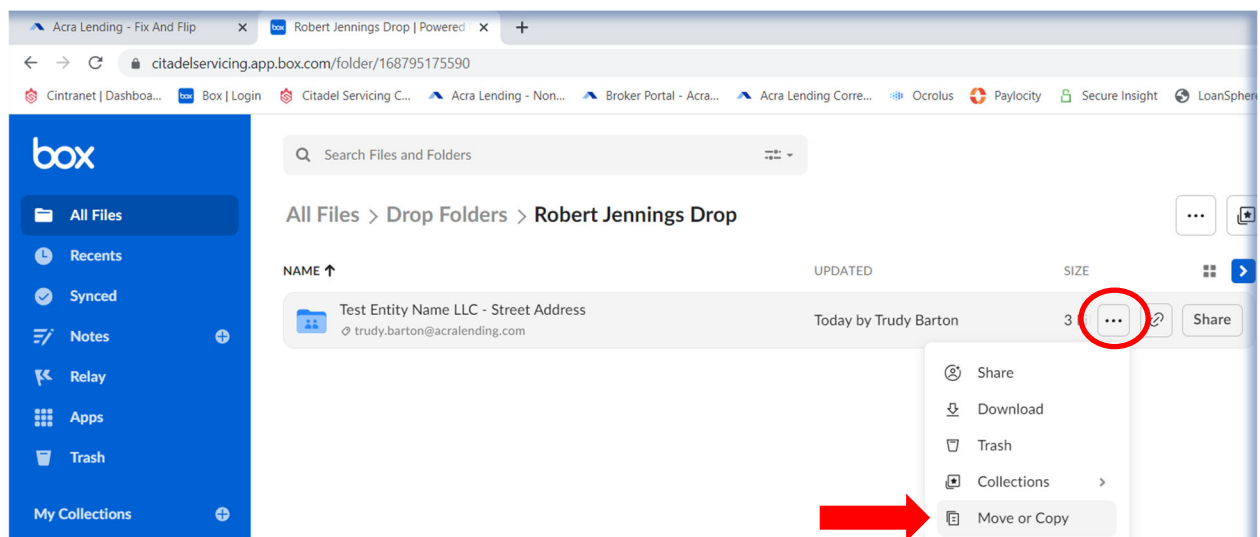

The FOLDER name should include the ENTITY NAME and the STREET ADDRESS. Click SAVE.
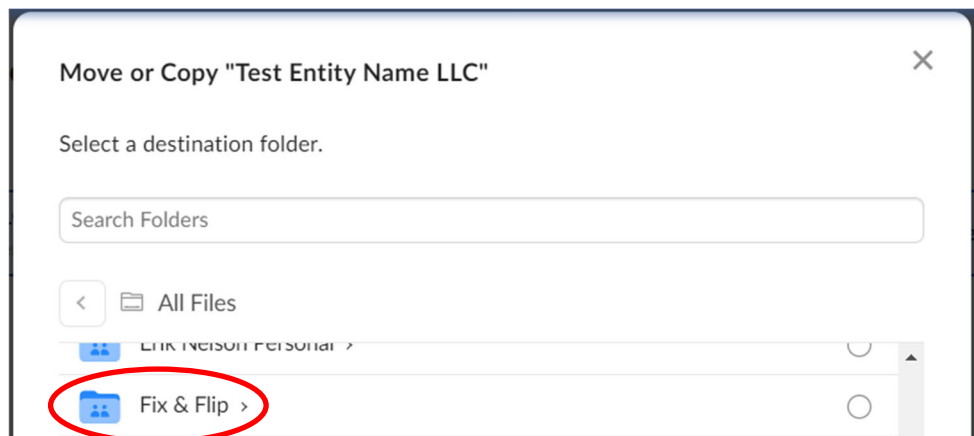

STEP 6. Right click the [···] **and select MOVE OR COPY option.**

You will need to locate the submission folder to COPY your new submission to.

➢ **Select ALL FILES > FIX & FLIP > 1 – FNF SUBMIT TO SET UP – AE Submissions**

![Acra Lending - FIX & FLIP]

> **CLICK** ALL FILES > FIX & FLIP > 1 – FNF SUBMIT TO SET UP – AE Submissions
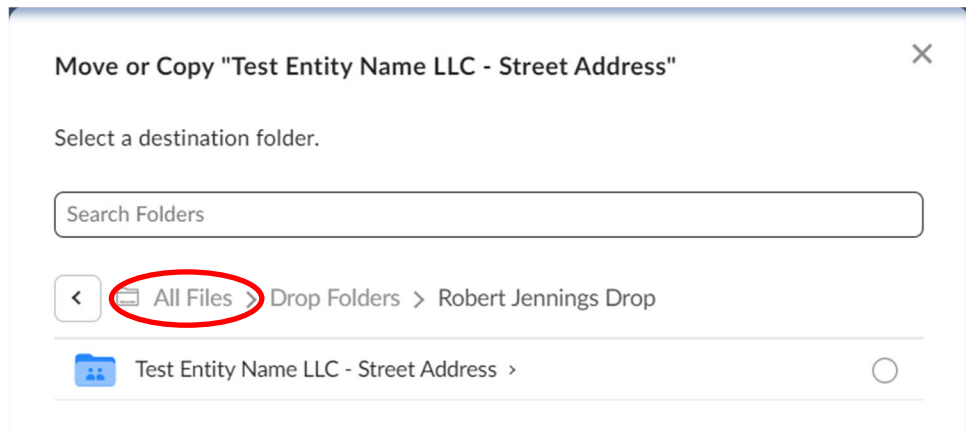
Select the **1 – FNF SUBMIT TO SET UP – AE Submissions** with the dial button to identify that this is where the file should be COPIED to.

![Acra Lending Fix & Flip logo]
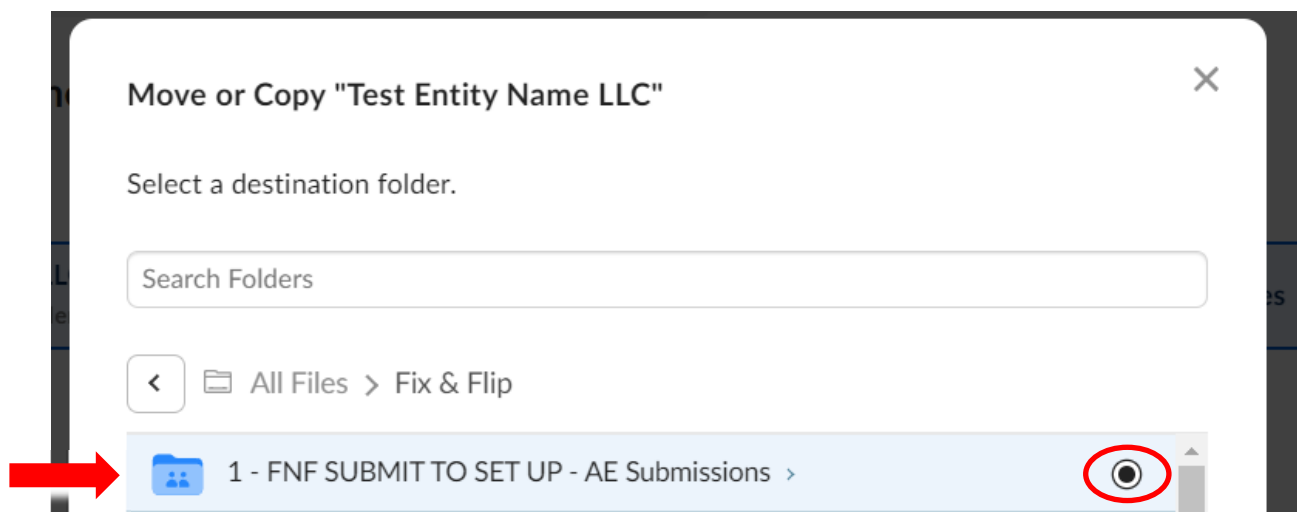
Select the COPY button.

| Cancel | Move | **Copy** |

NOTE: Once ILD Loan Set Up is completed with this file, this folder will no longer be accessible to you.

STEP 7. Once you have 'submitted' the file to set up, you should MOVE the folder into your PERSONAL Box Folder. Review STEP 6, but locate your PERSONAL folder and select MOVE rather than COPY.

Your DROP folder should remain 'clean' so that you can easily identify new items being uploaded from the website.

Robert Jennings personal
Sales • Aug 1, 2022 by Joshua Porras

< All Files > Sales > Robert Jennings personal

There are no subfolders in this folder.

| Cancel | **Move** | Copy |

All Files > Sales > **Robert Jennings personal**

NAME ↑	UPDATED	SIZE
Test File Entity Name LLC - Street Address trudy.barton@acralending.com	Today by Trudy Barton	1 File

2022.29.08