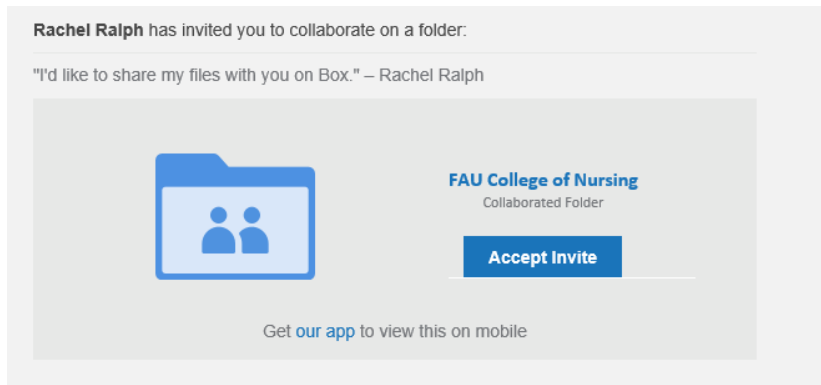


# Transcription Outsourcing Instructions

1. Please contact [Rachel Ralph](#) at the company who will set up your account.
2. You will then receive an email inviting you to the Box platform.

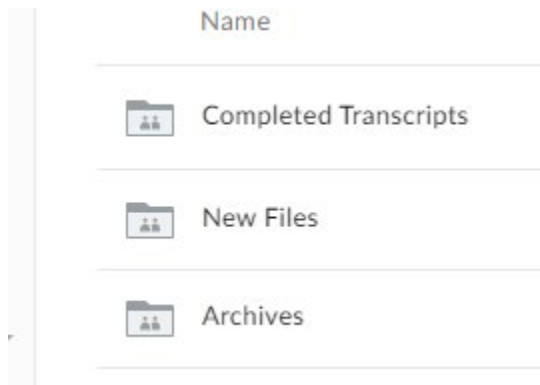


3. Accept the invitation and then fill out the form to sign up for Box

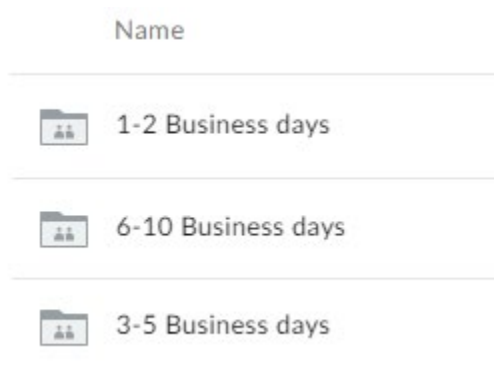
A screenshot of the Box Individual sign-up form. The top of the page has the Box logo, language and contact information, and a "Log In" button. The main heading is "Box Individual" with the subtext "Let's Get Started". The form is divided into two main sections. The left section, titled "Your Information", contains fields for "Full Name", "Email Address", "Password", "Confirm Password", "Phone Number", and "Country" (set to "United States"). There is a checkbox for "I'm not a robot" with a CAPTCHA icon. The right section, titled "Box Individual", shows the "Free" plan with "10GB Storage" and "Securely Access Your Content from Anywhere". A green checkmark and the word "Selected" are shown next to the "Free" plan. A blue "Submit" button is at the bottom of the form. Below the button, small text reads: "By submitting this form, you confirm that you agree to the storing and processing of your".

4. After you sign up and login, click on your Folder (has your name) in Box.

5. You will then see 3 boxes as shown below



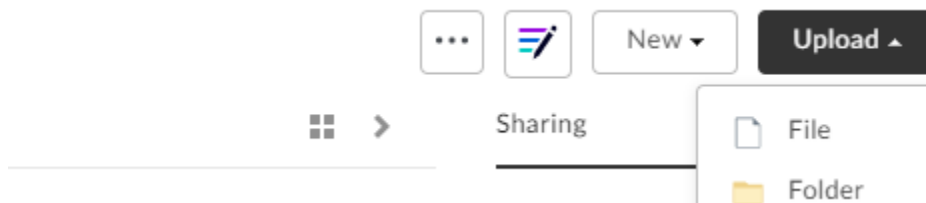
6. To upload your audio file for transcription, click on the New Files Box. Then select the box with the turnaround time you want.



7. To then upload the file, click on the upload button located in the top right corner.



You can choose to upload a single file or a folder containing all the files



8. After the file is uploaded, depending on the turnaround time you selected, the company will inform you that your transcription is ready which you will find in the 'Completed Transcripts' folder

Name



Completed Transcripts

9. On the completed file on the right-hand side click on the below button



This will give you the following options one of which will allow you to download the file.

