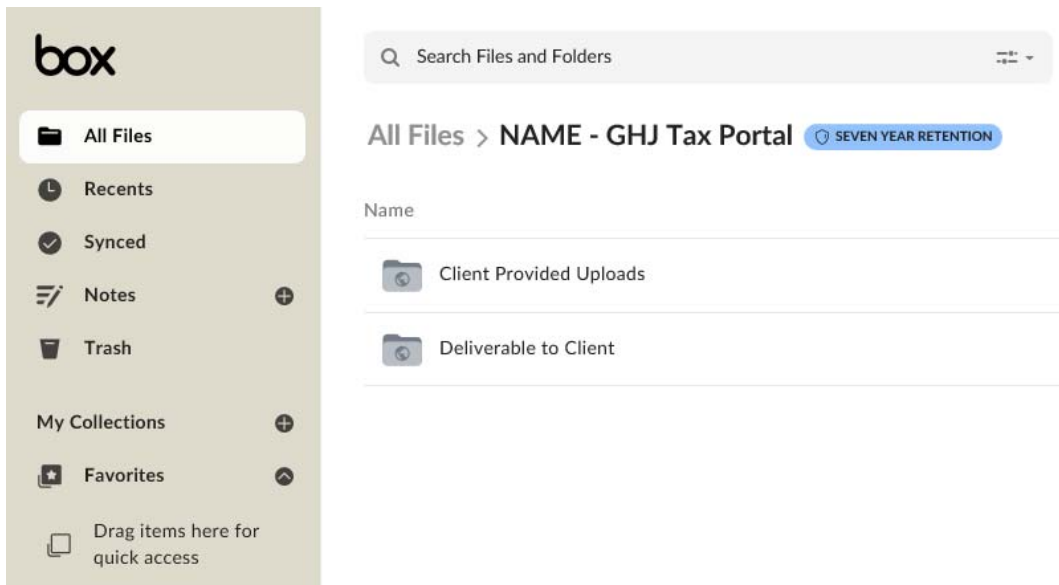


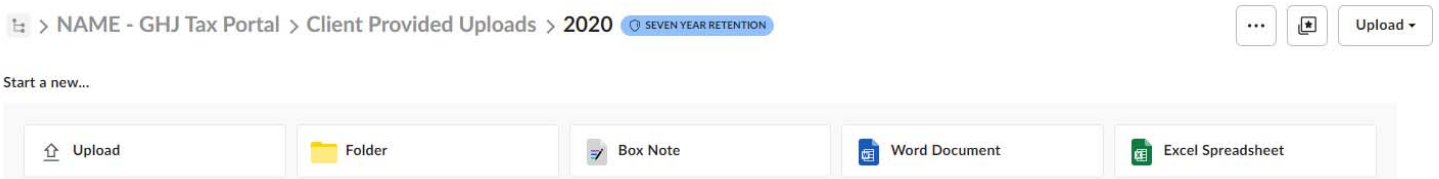
## UPLOADING AND DOWNLOADING FILES FROM BOX GHJ TAX PORTAL (BOX ACCOUNT SET-UP)

*2 min read*

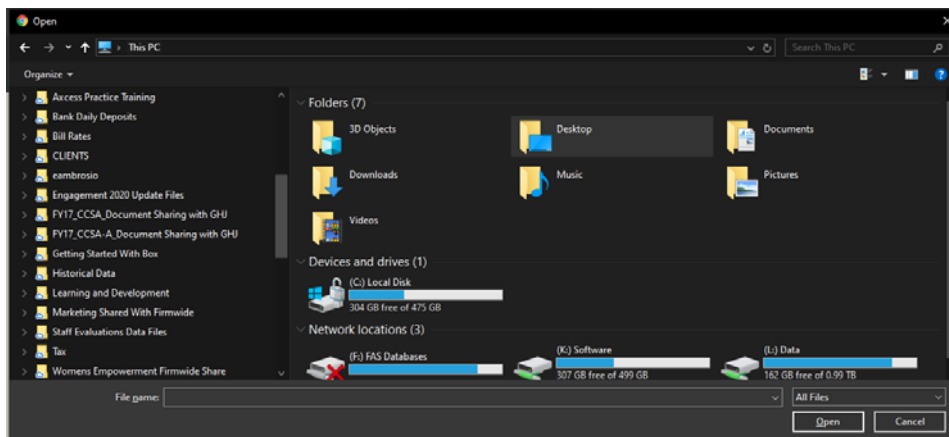
1. Log in to Box.com to access your assigned client GHJ Tax Portal folder



2. Use the “**Client Provided Uploads**” subfolder to upload any tax information to the relevant tax year



- a. To upload files you can either:
  - i. Select the “Upload” icon, and select the files you would like to upload **or**,



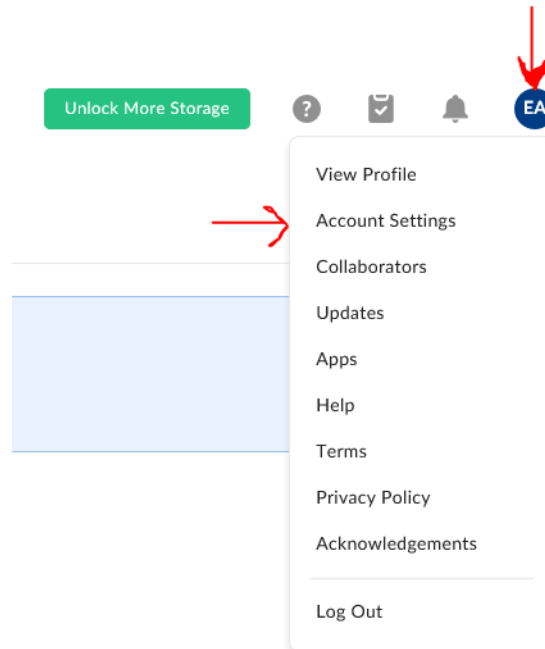
- ii. Drag and drop the desired files into the folder



There are no items in this folder.

Drag files and folders here to upload, or [click here](#) to browse files from your computer.


- b. Please email the tax engagement team directly with any notes, comments, or questions that may arise during the engagement.
  - c. Please also email the tax engagement team once the Tax Information requests have been uploaded.
3. Use the “**Deliverable to Client**” subfolder to access electronic copies of your finalized tax return, E-File authorizations forms, payment vouchers, and any additional deliverables that we may provide you with.
  4. To receive email notifications when documents have been uploaded to or downloaded from your GHJ Tax Portal, turn on notifications by following the steps outlined below:
    - a. Click on your Account Icon on the top right-hand corner and select Account Settings.



- b. Click on the Notifications Tab and select the types of notifications you would like to receive. We suggest you turn on the following option:
  - i. Receive notifications for uploads “In Items I Own” and “In Items I’ve Joined”

**Account Settings**

Account   Sharing   **Notifications**   Security   Profile   Diagnostics   Integrations

 **Want to get more granular permission settings to further protect your content?**  
Join the 62% of customers on your plan who upgrade to better manage shared content while further controlling your collaborator and account settings.  
[Upgrade Your Account](#)

**Email Notifications**  
Select for which actions and on what type of content you would like to be emailed.

**Notification Email**  
[Redacted]

Select Notifications to Receive

	In Items I Own	In Items I've Joined
Downloads	<input type="checkbox"/>	<input type="checkbox"/>
Uploads	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<input type="checkbox"/>	<input type="checkbox"/>
Previews	<input type="checkbox"/>	<input type="checkbox"/>
Deletes	<input type="checkbox"/>	<input type="checkbox"/>

---

**General Emails and Notifications**

Keep me updated with

Login Activity: Get notified when your account is accessed from a new device.