BONNEVILLE POWER ADMINISTRATION

Box
Bulk File Upload User Guide

Overview

This document describes how users can upload cost documentation files to the Box file sharing tool to support your BEETS applications.

The process involves 3 steps:

1. Access Box
2. Organize your files
3. Upload your files

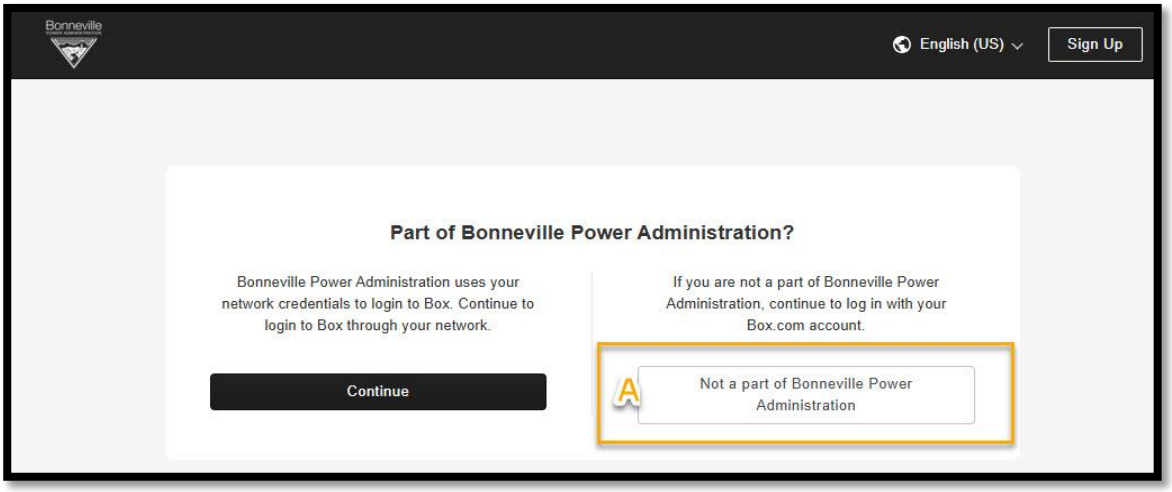
These steps are described below, along with an additional section on resetting your password if needed.

If you encounter any issues setting up your account or uploading your files to Box, please contact your energy conservation account executive (ECAE).

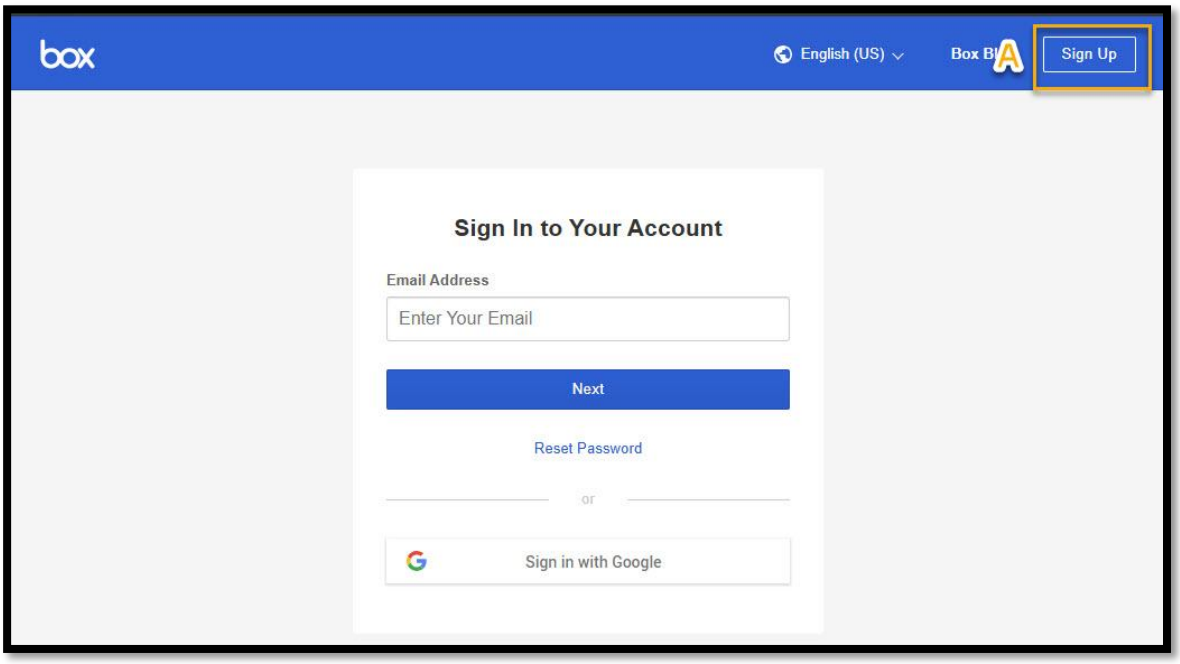
Access Box

To upload files, you will need to use a Box account. If your organization already has a Box account, you can use that one or create a free account to upload your files.

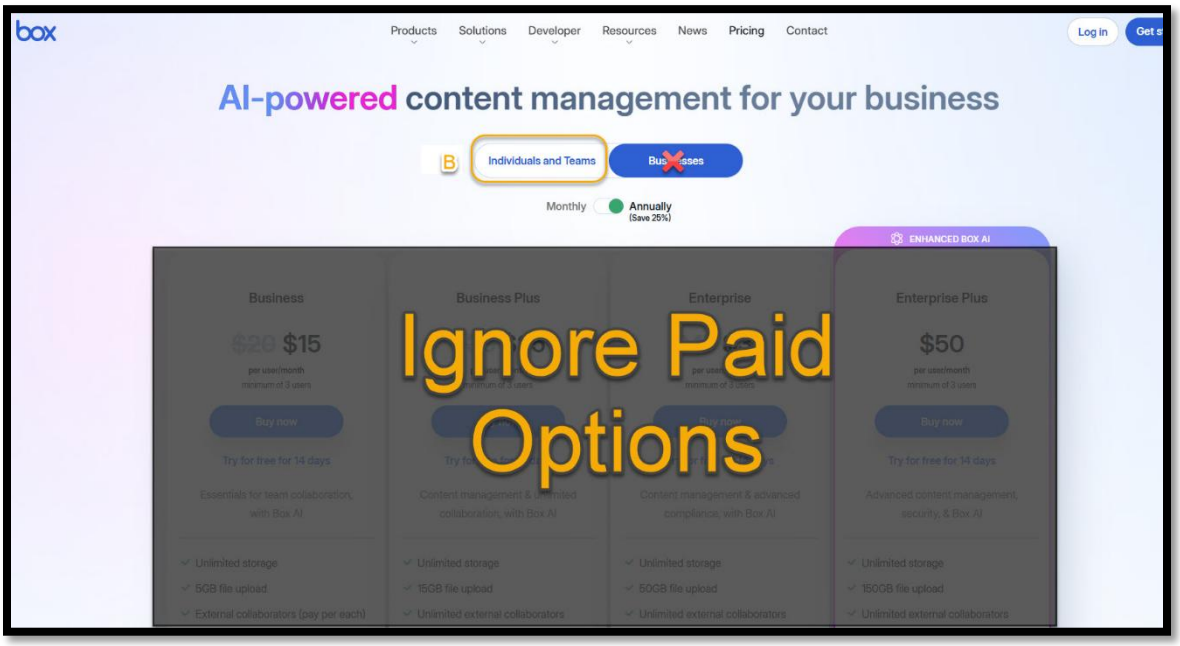
1. In your web browser, navigate to the link provided to your utility by your ECAE.
2. Select the “Not a part of Bonneville Power Administration” option.



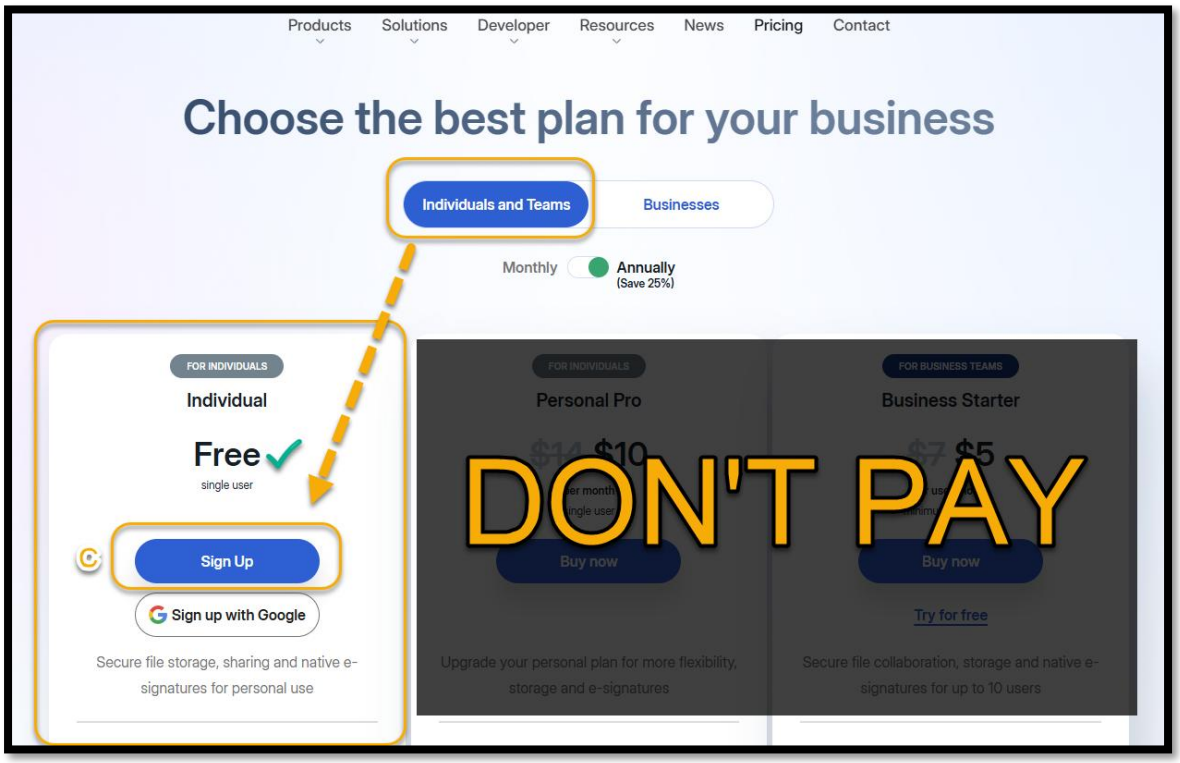
3. If you already have a Box account, enter your credentials and you can proceed to the “Organize your files” section; otherwise, click the “Sign Up” button.



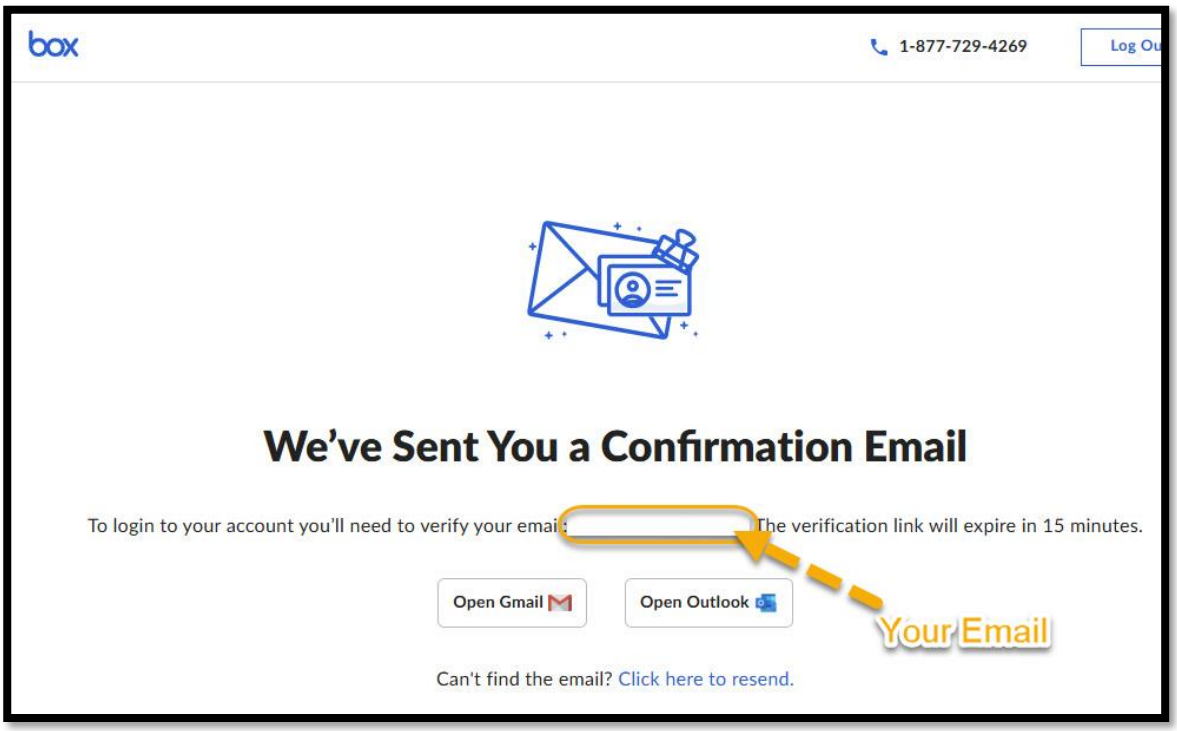
4. Select the “Individuals and Teams” tab, ignore the “Businesses” tab and the paid account options.



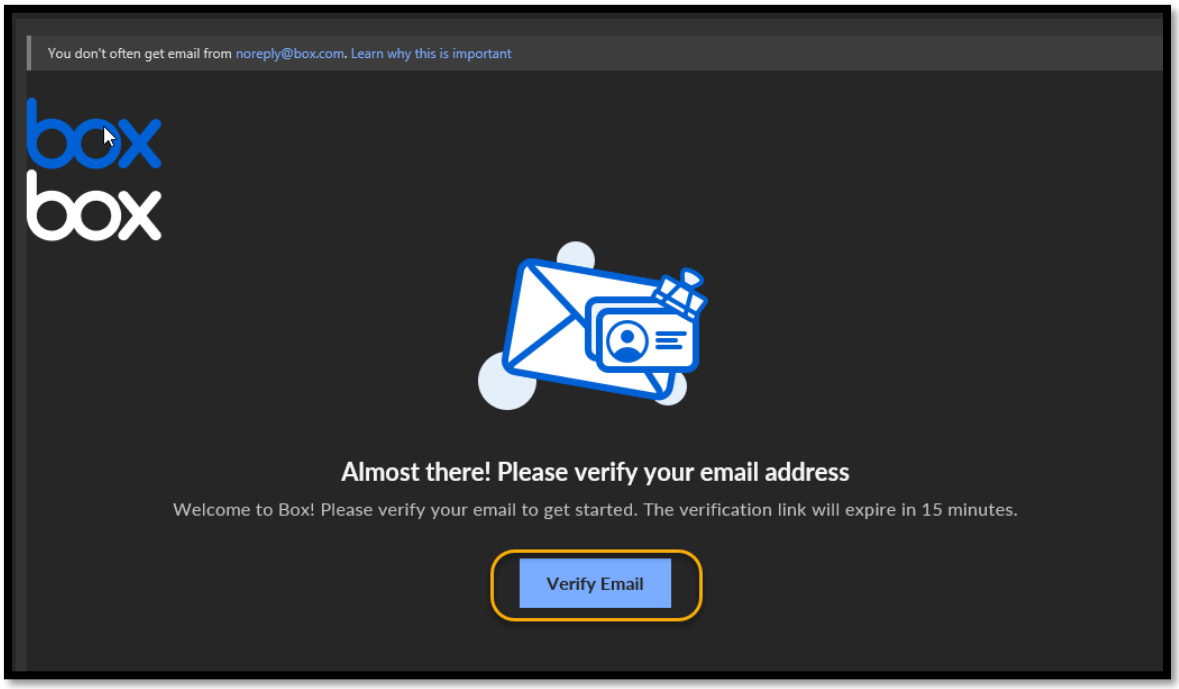
5. On the “Individuals and Teams” tab click the signup button on the Free Individual account type.



6. On the next screen enter your name, email address, and password, then click the checkbox in the Captcha and then click “Get Started”.
7. On the next screen you will be asked to confirm your email.



8. Check your email inbox for an email from “noreply@box.com” and click “Verify Email”. Your account should be set up and ready to use.



Organize your files

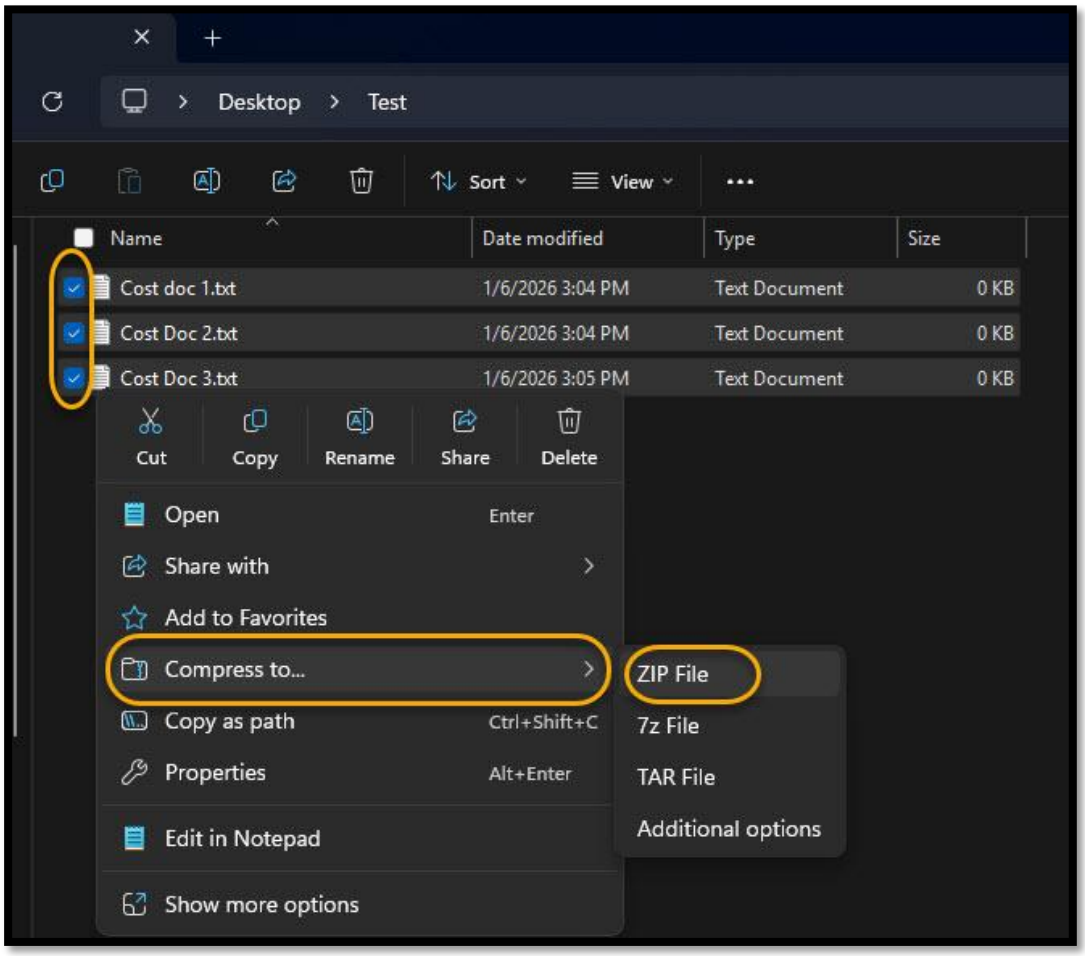
1. Locate the UES Template and associated files that you wish to upload
2. Confirm that all file names include one or more pieces of information that can be matched to identify each row on the upload template, such as project name, site ID, address, wildcard, measure name, or template row number.

   Examples:

   - Project 12345 - 123 Main St - Clothes Washer
   - {Abstract Project Name}_{Measure Completion Year-Month}.pdf
     e.g. RES_135222_2026-04.pdf

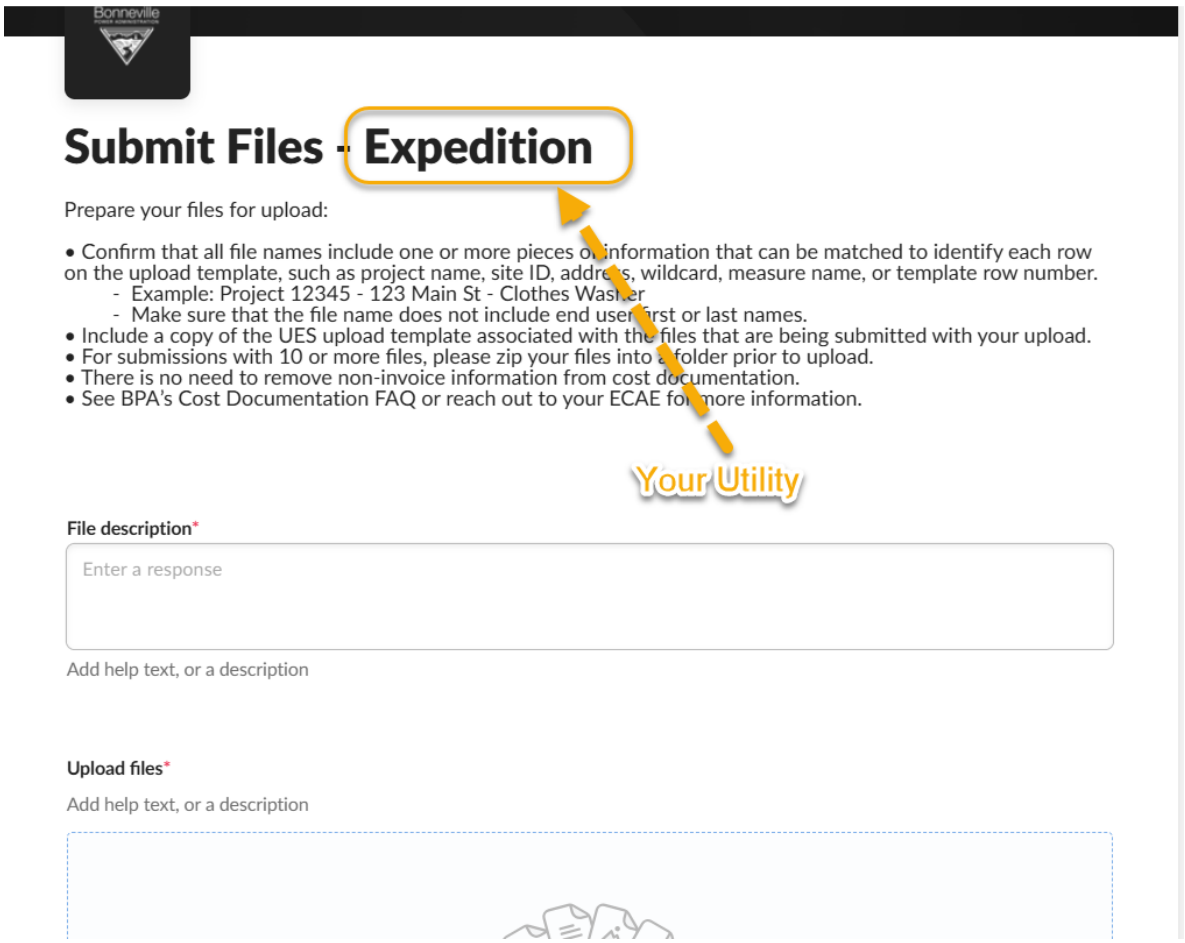
   Ensure the filename does not include any personally identifiable information (PII), such as individual names; however, addresses are fine.

   There is no need to remove non-invoice information from cost documentation. See BPA's Cost Documentation FAQ or reach out to your ECAE for more information.
3. Put the UES template and copies of the files in a temporary directory for staging.
4. Zip Files: For cost documentation uploads with 10 or more files, please consolidate into a zip file. To create a zip file in Windows, select all the files you intend to load, right click, and click "Compress to > ZIP File". Your files are ready for upload!



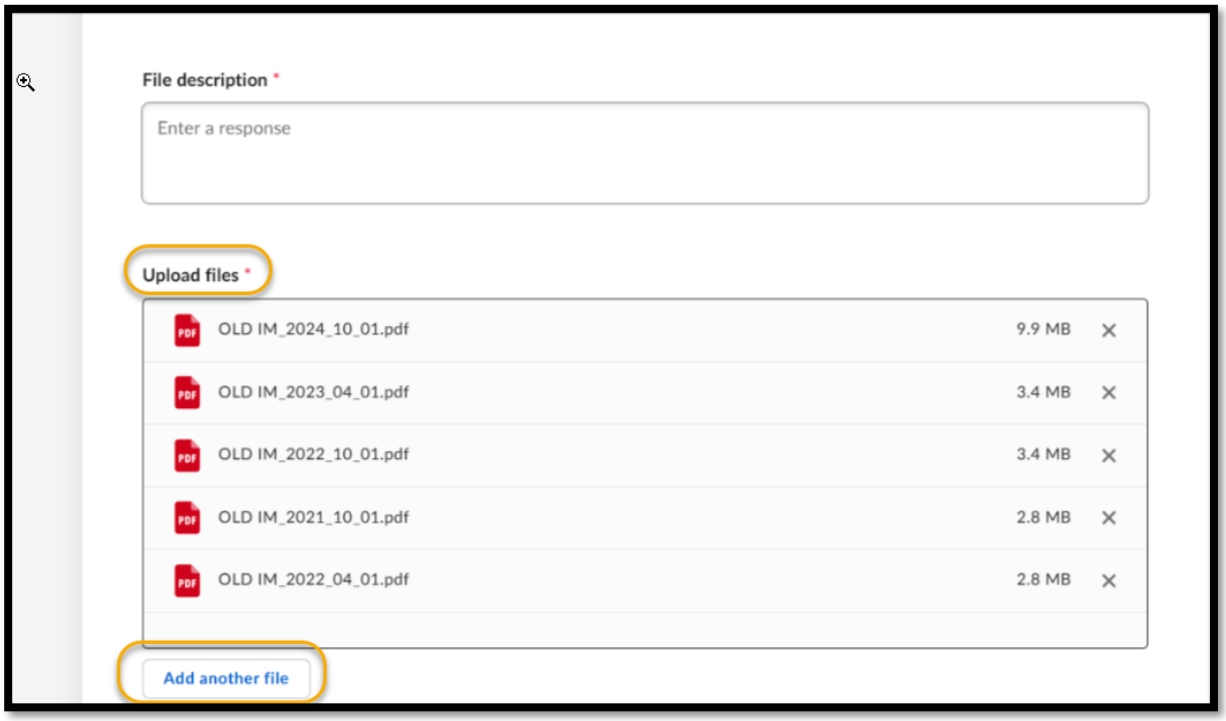
Upload your files

1. Navigate to the Box link provided to you by your ECAE. Be sure to bookmark the link as you will always upload your documentation to the same location.
2. You will be redirected to your upload page with your utility name at the top.



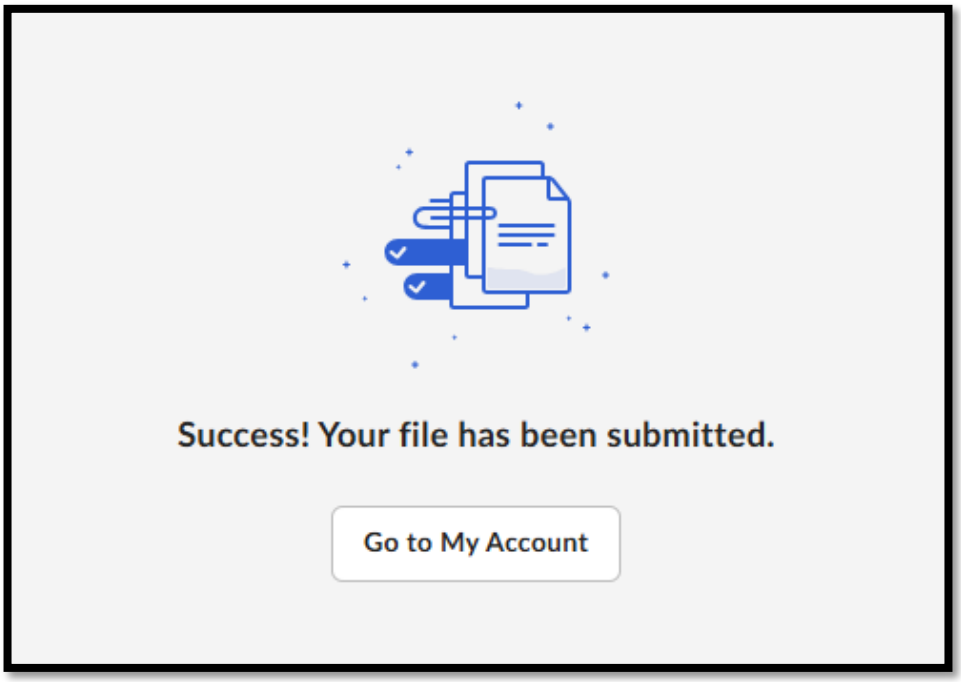
3. Enter a file description for your files.
   - Example: January 2026 UES Upload
4. Attach files by using either drag and drop or by clicking the “Select Files” button.
   - Drag and Drop: Select the individual file(s) you staged above from file explorer and drag them directly into the designated upload area on the Box interface.
   - Select Files: Click the "Select Files" button. This will open a file selection dialog box. Navigate to the location of your files on your computer, select the desired files, and click "Open".

5. After selecting your files, you can review your attachments in the upload files area. Here you can verify you loaded the correct quantity and file names or attach additional files with the "Add another file" button.



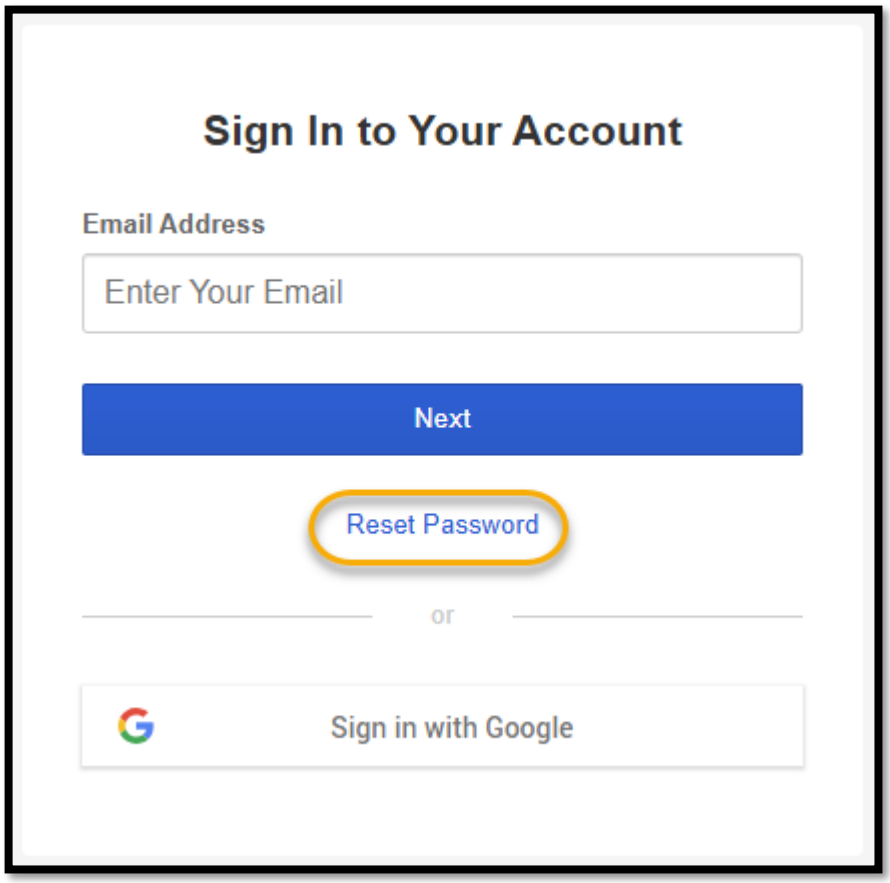
6. After submitting your files, an upload progress indicator will appear. *Do not close your browser or navigate away from the page until the upload is complete.*

7. Once the upload is complete you will receive an on-screen message indicating the upload was successful. *No additional confirmation on your uploaded files will be provided.* Your program compliance specialist (PCS) will reach out if additional information is needed.

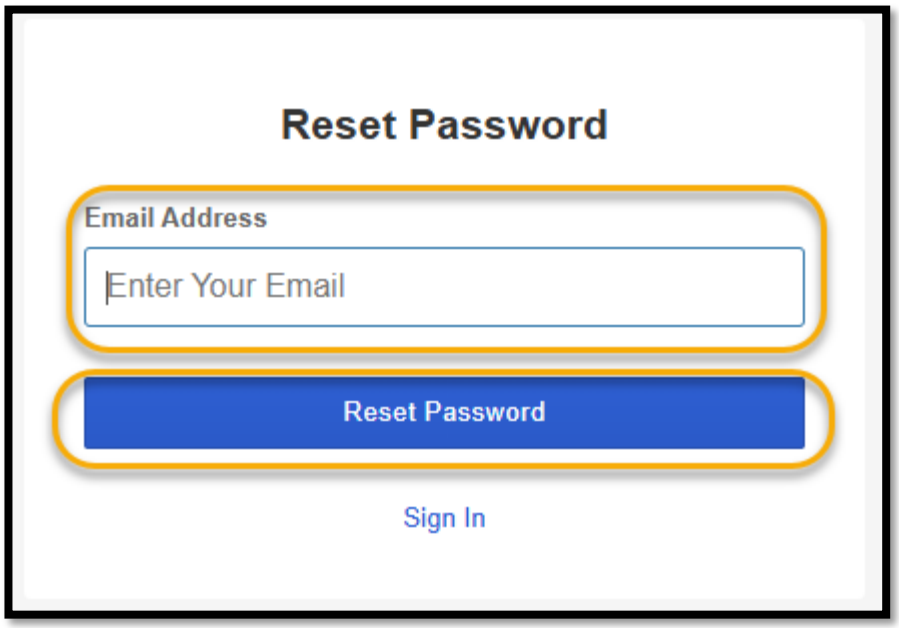


Reset your password (optional)

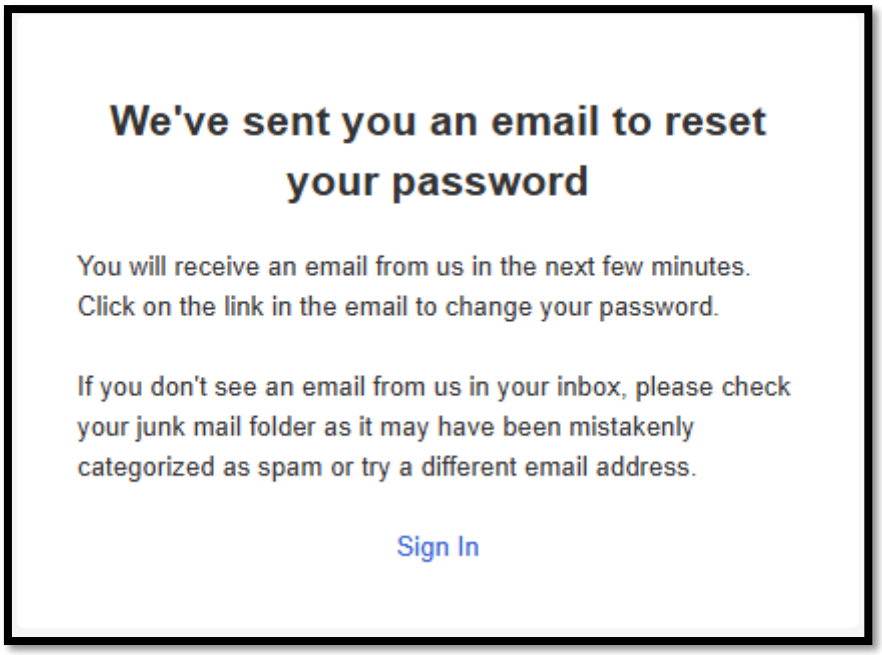
1. From the Box sign in screen, click “Reset Password”.



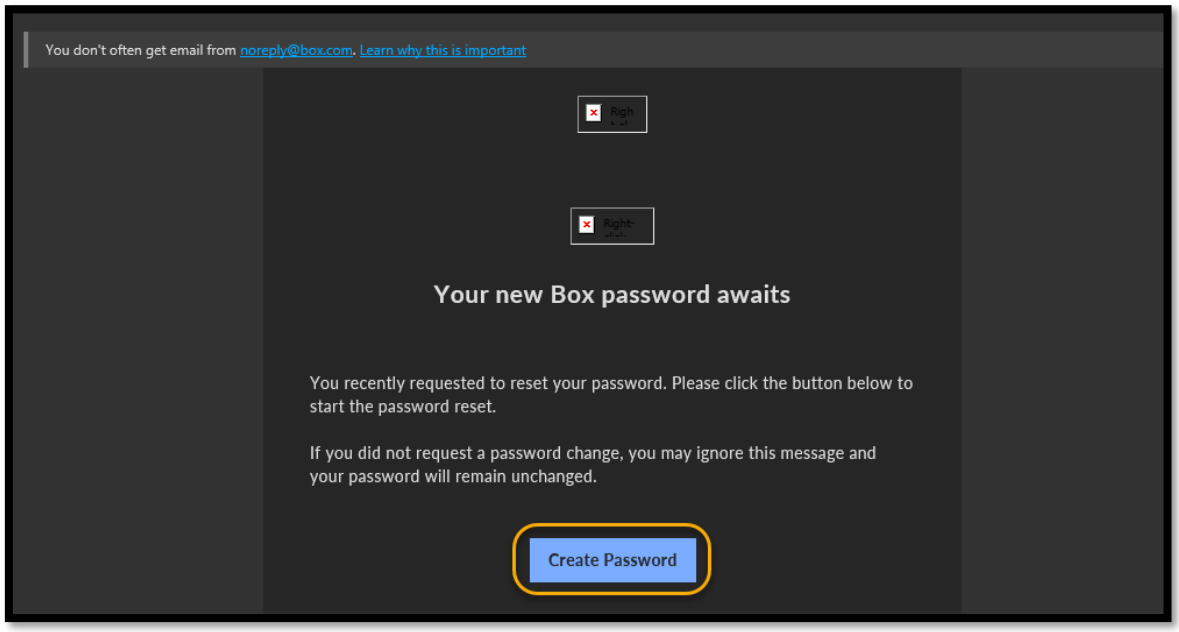
2. Enter your email and click “Forgot Password”.



3. You will get confirmation on screen that a password reset link was sent to your email.



4. Find the email in your inbox from noreply@box.com and click the “Create Password” button. If you do not see a link in your inbox within a few minutes, double check your spam and other folders.



5. Enter a new password, confirm the password, and click “Reset Password”.