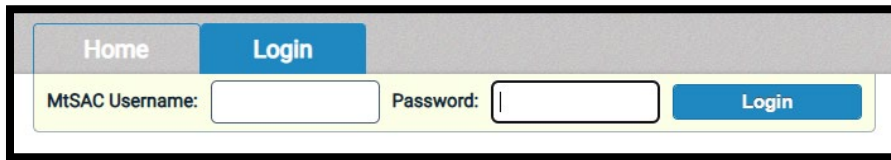


Dropbox Instructions

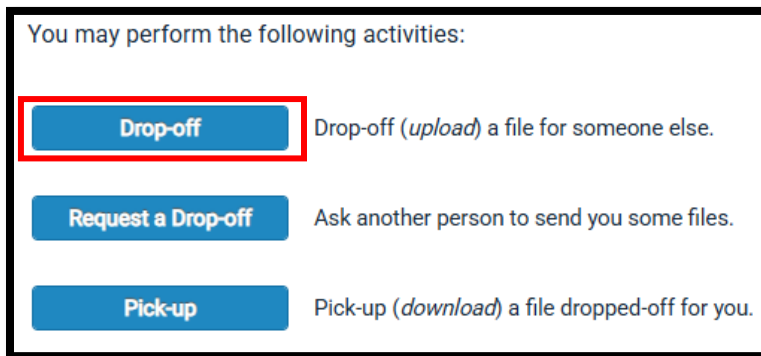
1. Go to the following website: <https://dropbox.mtsac.edu/>
2. Login with Mt. SAC credentials.



Home Login

MtSAC Username: Password: Login

3. Click **Drop-off**.



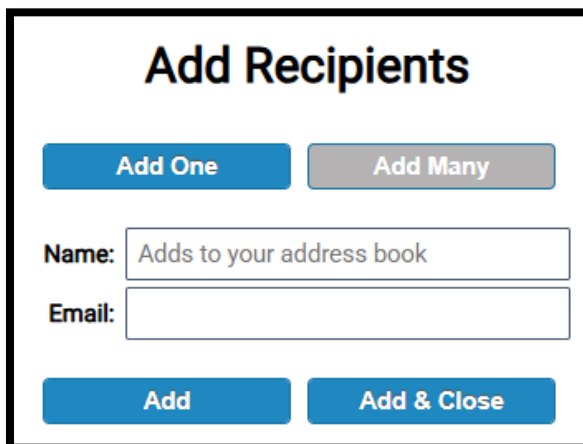
You may perform the following activities:

Drop-off Drop-off (*upload*) a file for someone else.

Request a Drop-off Ask another person to send you some files.

Pick-up Pick-up (*download*) a file dropped-off for you.

4. Add the recipient's email address. Then click Add & Close.
 - a. TB Assessments: HRoperations@mtsac.edu
 - b. Temporary Employment Paperwork: HRhire@mtsac.edu
 - c. Employee Benefits documents: HRbenefits@mtsac.edu



Add Recipients

Add One Add Many

Name: Adds to your address book

Email:

Add Add & Close

5. Add the applicable file.
 - a. Click the “Click to Add Files or Drag them Here” button or drag and drop the file from your file folder.

Click to Add Files or Drag Them Here

b. File naming convention.

i. Document type – Last Name, First Name - Classification

Filename	Size	Description	
1: Hire Paperwork - Test, Tina Professional Exp...	435.3 KB		✖
2: Dependent Document - Test, Tina Classified.p...	435.3 KB		✖
3: TB Assesment - Test, Tina Management.pdf	435.3 KB		✖
1.3 MB / 10240 MB			

6. Click Drop-off Files.

Drop-off Files

7. At the top of the screen, you will see a confirmation that your documents have been submitted under the Drop-Off Summary.

[Home](#)[Inbox](#)[Outbox](#)[Logout](#)

Drop-Off Summary

Your files have been sent successfully.
They will expire in 14 days.