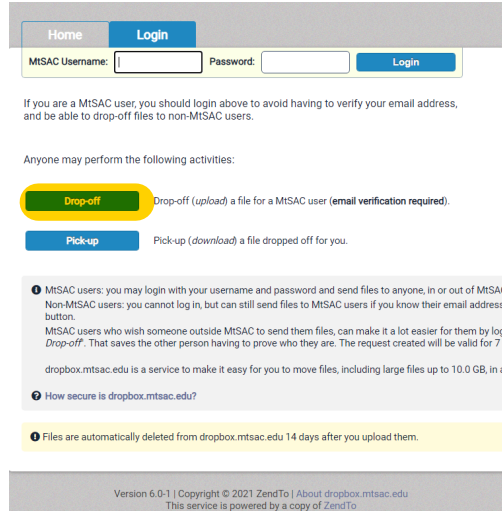


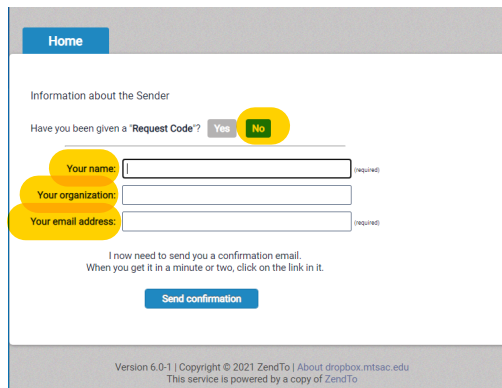
Drop-Box Instructions

External Users: <https://dropbox.mtsac.edu/>

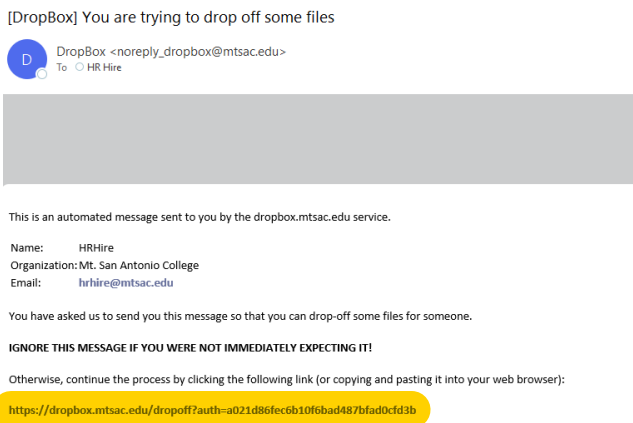
1. Click on Drop-off.



2. Complete "Information about the sender" and click on Send Information. Once submitted, you will need to check your email for confirmation.



3. You will receive an automated email from Dropbox. Click (or copy and paste) the link on the bottom to continue to drop-off files.



4. Enter the name and email of the Mt. SAC email (HRHire@mtsac.edu) you are sending your hire documents and click Add and Close. You may add a message to the recipient. Click to add files or drag to the box, then send. *File name: Last name, First name - Classification (Ex: Professional Expert, Hourly, Student Assistant, Substitute, Adjunct Faculty)

