

## HOW TO ACCESS DOCUMENTS THROUGH “BOX PORTALS”

The Society stores documents for web access in an online storage application named **Box.com**. Our website makes extensive use of what we are calling “**Box portals**” as the means for you to read, download or print files. Many pages have these portals, and they lead into the relevant folder for the page’s topic.

1. **Login** through <https://schcCompanions.org>, **Companion Login** on the upper right menu.
2. Documents can be found two different ways.
  - a. Use the Companions’ website menus to find the likely page for what you need
  - b. Go to **Documents/Forms** page under the **Quick Links** on every main menu tab. This page has access to all Forms, Guides, and Brochures in one Box and all documents in the lower Box. (You can search by name if you do not see it.)
3. On every page with a Box portal, look for *Box How-To* next to the portal. To learn more, click **Further Instructions**.

This takes you to the *How to Use Box* page. You can also get there from *Quick Links* in the main menu.

Inside the portal, double-click on a file to open it. Icons to download and print are available in the upper right.

The ***Our Work/Worship*** and ***Chapters/Photo Gallery*** pages have portals that allow you to upload worship resources and photographs.