

# Uploading your FFQ application and attachments using Dropbox

[Dropbox.com](https://dropbox.com) is a free online file storage and file sharing site. Fund for Quality requires a number of attachments with the application that may make submission via email challenging. To complete and submit your FFQ application and upload attachments with ease, it is recommended that a service such as Dropbox is used.

## Sharing your files with FFQ



1. Sign in to [dropbox.com](https://dropbox.com)
2. Go to your list of files and folders and select the folder you want to share by hovering the cursor over the folder's name
3. Click **Invite people to collaborate**
4. Enter the email address [fundforquality@phmc.org](mailto:fundforquality@phmc.org) as the address you'd like to share that folder with

Remember to confirm that your application and/or request to share files with FFQ was received by contacting [fundforquality@phmc.org](mailto:fundforquality@phmc.org) or 267-773-4421