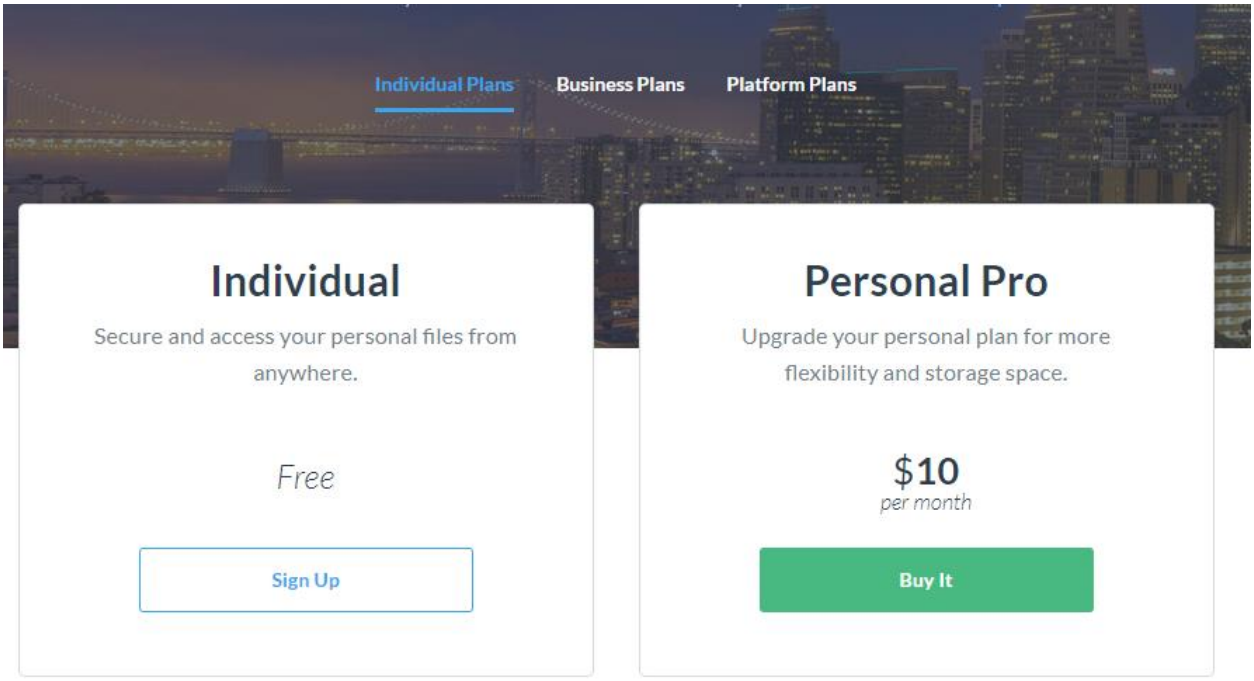
JVM Lending Box.com Instructions

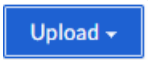
1.) Go to https://account.box.com/login. If you do not already have an account, you can create one by selecting "Sign Up" in the top right corner.

*Note: Please make sure you click “individual plans,” Box.com will default to Business Plans.

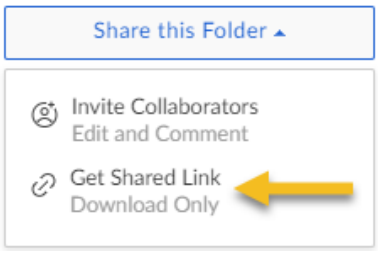


2.) Create a new folder by first clicking the "New" button in the top right of the screen and then selecting “Folder” from the dropdown menu:

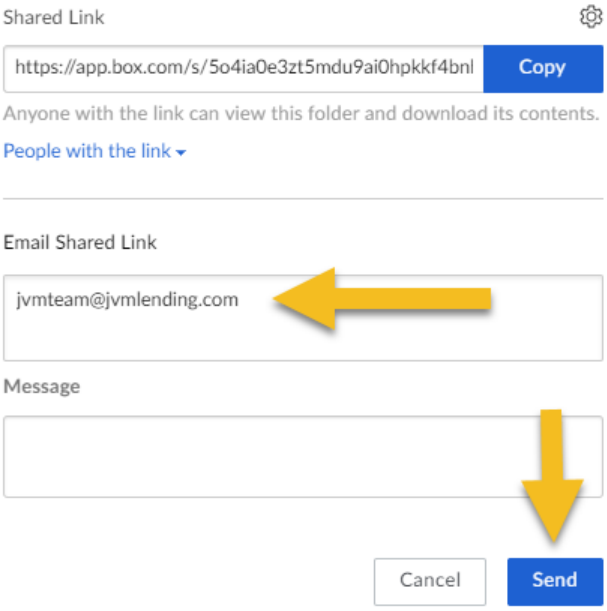
3.) Label your folder with your name and the contents of the folder. In most cases, this will be "Last Name, First Name, Pre-Approval Documents."

4.) Open your folder, and begin uploading your documents (either individually or by folder) by clicking on the "Upload" icon at the top of the screen: 

5.) Once all your files are uploaded, press the "Share this Folder" button on the right-hand side of the webpage and click “Get Shared Link”.



6.) Enter the JVM Team email address (jvmteam@jvmlending.com) in the email field and press "Send." A representative from JVM Lending will reach out to confirm receipt of your documents.



Note: We may discontinue our access to the folder after extracting the initial files. You may need to re-grant access to the folder or begin a new folder when sending updated documentation down the road.