Offeror Instructions for Uploading Proposal Files in Response to a NASA Solicitation

Offerors are encouraged to check with their corporate IT staff to determine if there are firewall restrictions that would need to be addressed prior to the submission of proposal files through NASA's EFSS Box.

1. Click on URL provided in solicitation provision entitled "Electronic Submission of Proposals – Proposal Marking and Delivery Through NASA's EFSS Box". (e.g., https://nasagov.app.box.com/f/XX##XX#X#XX###X##X##XXX###X#XX#X)

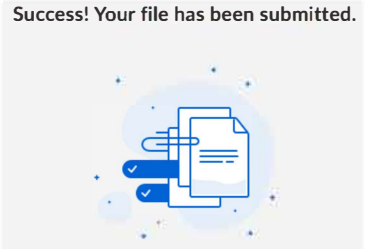
2. "Drag and drop" or "select" proposal files to be uploaded in the provided space



3. Complete required additional proposal related data fields.

4. Click  at the bottom of the webpage.

5. The uploader will see the files being processed for upload and upon completion of the upload will receive the following message:



6. Immediately after all files have been uploaded and the proposal has been submitted in its entirety, the offeror shall provide notification in accordance with paragraph (f) of the "Electronic Submission of Proposals – Proposal Marking and Delivery Through NASA's EFSS Box" provision.

If the offeror is having trouble or failure uploading proposal files to NASA's EFSS Box, discuss potential firewall issues with your corporate IT staff prior to trying to resubmit the proposal files or reaching out to the contracting officer.