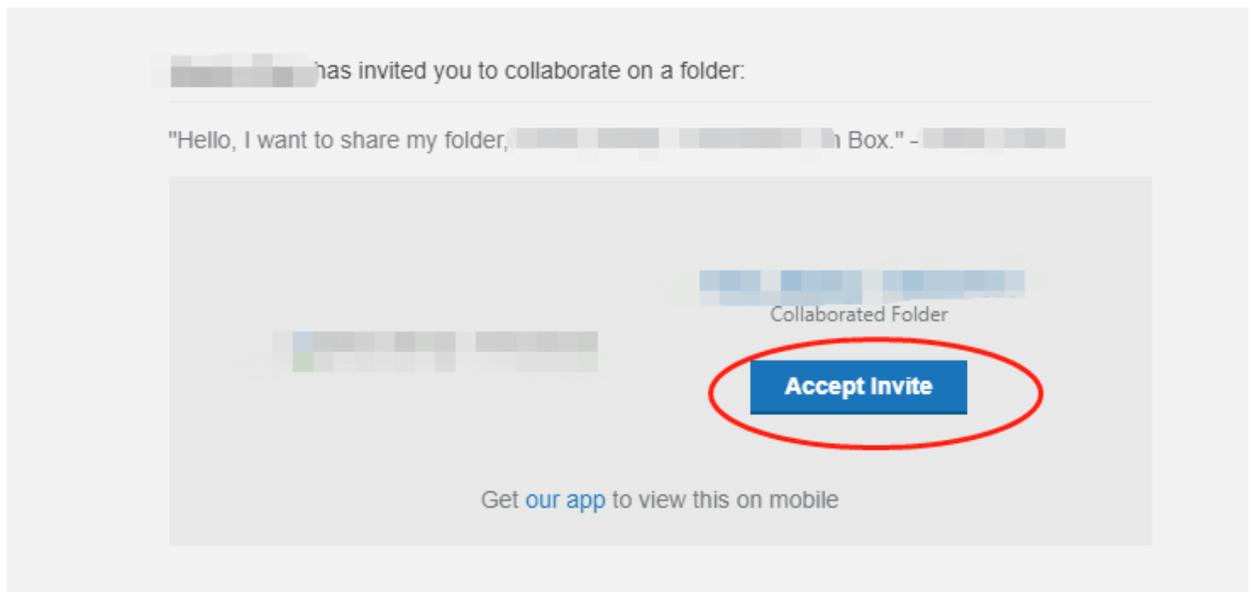




LAW OFFICES OF SABRINA LI

Box.com Document Uploading Instructions

1. Our office will share a link to invite you to upload your files. Please provide us with your correct email address as an email will be sent for you to accept the invitation. Please check your spam folder if you do not see the email. Since the link will expire, please contact us at your earliest convenience if the email is not received.
2. Please see below for a screenshot of the email:



Please click on the button, "Accept Invite", encircled in red, and it will bring you to the following page.



LAW OFFICES OF SABRINA LI

Signup for a Box account to accept invite

Full Name

Email Address

Password

Confirm Password

Phone Number (optional)

Submit

By submitting this form, you confirm that you agree to our [Terms of Service](#) and consent to the storing and processing of your personal data as described in our [Privacy Policy](#).

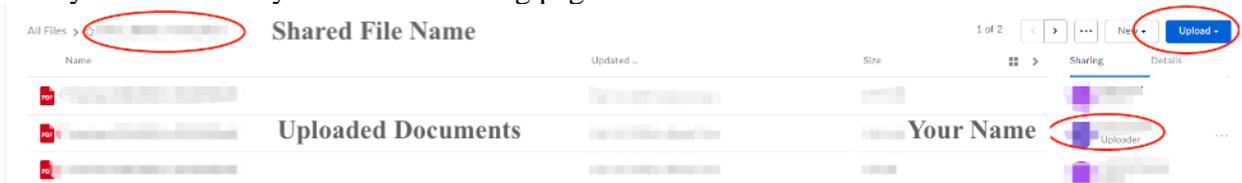
You're invited to collaborate on:

LAW OFFICES OF SABRINA LI, P.C.

Please enter you Full Name, Password and click on the Submit button, encircled in red, in order to create a Box account for uploading documents.

3. The system will lead you to the following page:



On this page, you will be able to see all the documents uploaded, both documents from our office and from you. The name of the file we share is usually named as “Client Submissions”.

You can click on the “Upload” button in the upper right-hand corner to choose the documents you wish to upload. You can also drag the files directly to the webpage to upload.

4. Please save your Box.com user email and password for future use.



LAW OFFICES OF SABRINA LI

Dear Client, please carefully read through our rules on uploading documents:

1. Our office will provide you checklists for the requested document. The checklists will be placed in the subfolder “Checklists” in “Client Submissions”, and it will also be emailed to you beforehand. Please kindly upload all documents that you believe are helpful. The attorney will review and determine if the documents will be submitted.
2. You are not able to modify the uploaded documents due to the settings. Please have all the documents named before uploading according to the following format: “Name_Document Name_Upload Date.” For instance, “John Doe_Birth Certificate_MM/DD/YYYY” would be a correct document name.
3. We would not recommend uploading the documents on your phone as you will need to name the documents.
4. We accept the following file formats: Word (DOC), PDF, Video and Jpeg. Please do not upload Compressed files such as zip. This may cause loss of the document or an error when decompressing.
5. Regarding photos in Jpeg format, if the document is an individual document and only has a single page, you can upload it in Jpeg format. However, if the document has multiple pages and a correct order, please have the document converted to PDF format in the correct order. We will not accept the Jpeg format as we might not be able to organize the document in the correct order, which might then affect your case. If you are not familiar with how to convert to PDF, please contact our office as soon as possible.
6. Please upload all the documents in their original resolution to ensure the quality of the document submitted to USCIS.
7. Please notify our office after you finish uploading **ALL** requested documents, so that we may timely provide feedback. Please refer back to the provided checklists to see if there are any missing documents. Should there be any documents that are unobtainable, please put together a list with explanations as to their unavailability. If you use WeChat, please add our office Wechat: sabrinaliesq; a group will be created under your name and you can communicate with us in the group. If you do not use WeChat, please feel free to send an email to counsel@xlilaw.com, or text or call us at (626) 800-4820.

Notes: Please upload the documents according to the instructions above. The USCIS asks for many documents, which is a time-consuming process. Please cooperate with us to hasten your case preparation. If you upload a multitude of documents that do not meet the requirements, requiring us to spend additional time to organize them, we reserve the right to charge additional fees.

801 S Garfield Ave, Ste 338, Alhambra CA 91801
Phone: (213) 375-8096 Fax: (213) 375-8096
Email: Counsel@xlilaw.com Web: www.xlilaw.com