RFCUNY DIGITAL MAILBOX USER GUIDE (HUMAN RESOURCES)

Step 1. Visit www.rfcuny.org > Electronic Tools > Digital Mailbox

Step 2. Select Access RFCUNY’s Digital Mailbox (Human Resources)
Step 3. Click on “Choose files” to upload documents to the digital mailbox.

Step 4. Enter your first and last name with a valid email address, then click “Upload.”
Step 5. You have successfully uploaded the document to the Digital Mailbox. Click “Submit more files” to upload more documents.

Optional: Create your own Dropbox account.