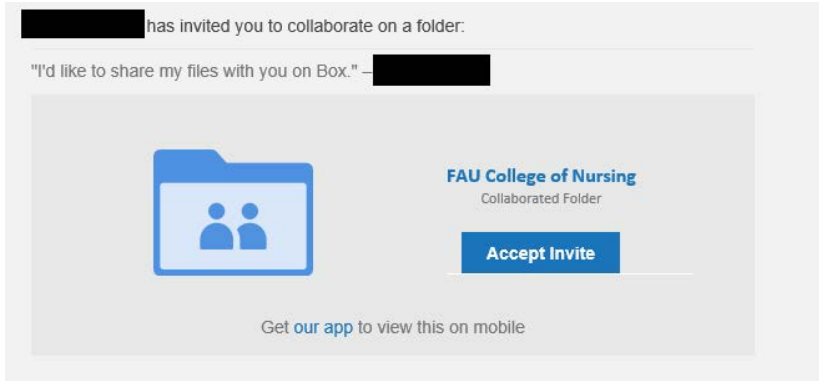
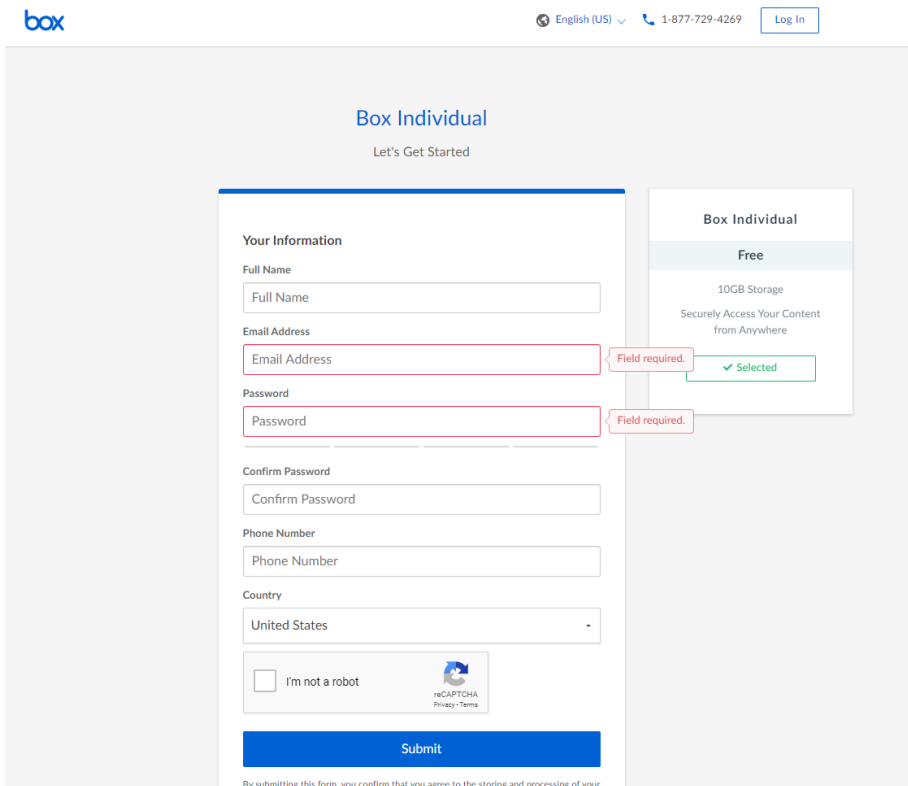


# Ditto Transcription Instructions

1. Please send an email to [info@dittotranscripts.com](mailto:info@dittotranscripts.com) and representative from the company will set up your account.
2. You will then receive an email inviting you to the Box platform.



3. Accept the invitation and then fill out the form to sign up for Box



English (US) 1-877-729-4269 Log In

### Box Individual

Let's Get Started

**Your Information**

Full Name  
Full Name


Email Address  
Email Address Field required.

Password  
Password Field required.

Confirm Password  
Confirm Password

Phone Number  
Phone Number

Country  
United States

I'm not a robot 

Submit

By submitting this form, you confirm that you agree to the storing and processing of your

**Box Individual**

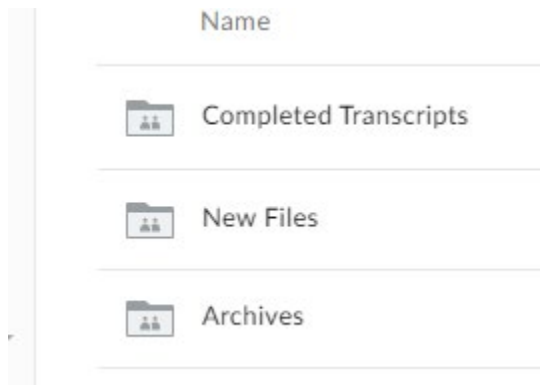
Free

10GB Storage  
Securely Access Your Content from Anywhere

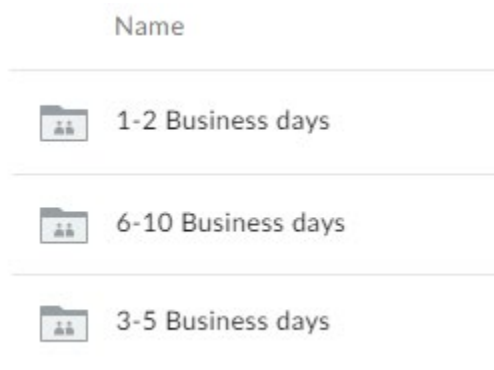
Selected

4. After you sign up and login, click on your Folder (has your name) in Box.

5. You will then see 3 boxes as shown below



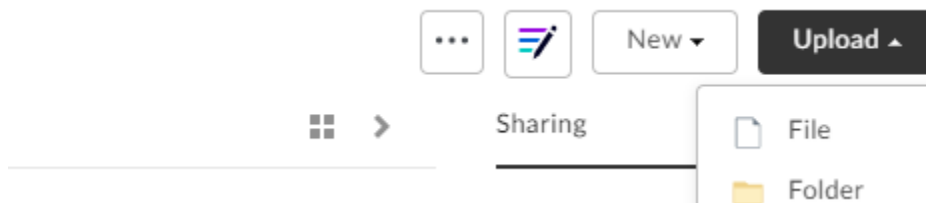
6. To upload your audio file for transcription, click on the New Files Box. Then select the box with the turnaround time you want.



7. To then upload the file, click on the upload button located in the top right corner.



You can choose to upload a single file or a folder containing all the files



- After the file is uploaded, depending on the turnaround time you selected, the company will inform you that your transcription is ready which you will find in the 'Completed Transcripts' folder

Name



- On the completed file on the right-hand side click on the below button



This will give you the following options one of which will allow you to download the file.

