



Instructions to Upload Photos to our Secure File Transfer Site.

powered by LeapFile

Click on the link to be taken to our secure file transfer site.

Follow these steps:

1. Click on *Secure Upload*.

** this takes you to a new page **

2. Enter your *Contact Information*.

3. In the *Subject* field, type in which product you are ordering.

4. In the *Message/Description/Instructions* field, type in a message for us.

5. Click the button *Notify me when the files have been downloaded* to receive an email confirmation of this action. (optional)

6. Click on *Select files and folders to send (Enhanced upload)*.

** this takes you to a new page **

7. Click the *Add* button and then highlight the folder to be uploaded.

8. Click the *Choose* button.

9. Click the *Upload* button.

Files will now be transferred to our system. When we download your files you will receive an email confirmation of this action from LeapFile.