



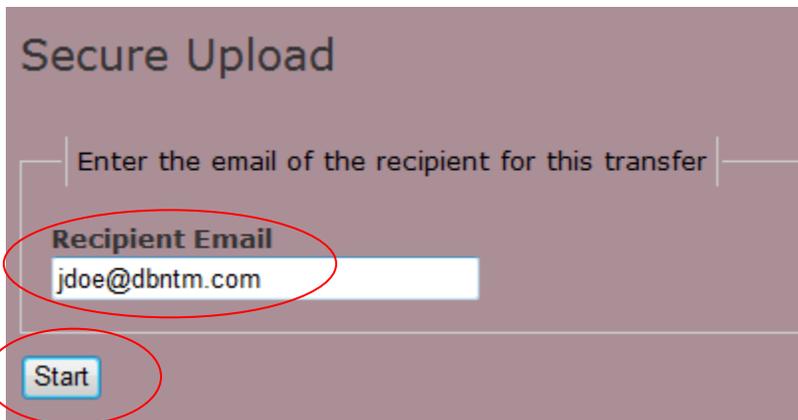
# Instructions for Using LeapFILE – Client Upload

1. Use the following web address to access the LeapFILE site:  
<http://dbntm.leapfile.com>

2. Click on the Secure Upload link (the first of three links)



3. At the Secure Upload page, use the email address of the DBNTM employee that you would like to send the file to and click on the Start button.



4. You will be taken to a page to enter your information in the appropriate locations along with any subject and message/instructions that you might have for the file.
  - a. I would also recommend that you select the box that states “Notify me when the files have been downloaded” so you can track the progress of the file.
5. Click the button that states “Select files to send (Regular Upload)” for all standard files.
  - a. This will take you to a page where you can browse your computer for the necessary files.
  - b. This option is a great one when you just need to send a few files.



- c. You will click the “Upload” button when you have all of the files that you desire to send selected.
  - d. The duration of the upload will depend on the size of the files; if you are sending a large file it could take a bit of time for it to complete.
  - e. You have now sent the file and the employee whom to send it to will be notified they can go to LeapFILE to download the file securely.
  - f. When it is complete with the upload it will take you to page where you can start the process over again.
6. You can also click the button “Select files and folders to send (Enhanced upload)” as an option to send files.
- a. *This option is really only necessary if you are sending a large number of files within a specific folder.*
  - b. If you choose this option it requires that your web browser (Internet Explorer or Firefox) has Java support.
    - i. There is an option to download and install from Java’s website if it does not work.
  - c. Once you click the button, it will take you to a page where you will be able to “Add” the necessary files. From here you will select the “Upload” button.
    - i. Again your upload time is dependent upon the size of the files that you are sending.
  - d. When it is complete with the upload it will take you to page where you can start the process over again.