

## LEAPFILE – Quick Reference Guide for Non-Agency Personnel

NJHMFA has contracted with LeapFile to provide a secure file transfer service. LeapFile allows NJHMFA personnel to securely send confidential documents with Personally Identifiable Information (PII), as well as large files of any size to their customers and partners directly from email, desktop or web browser. Additionally, NJHMFA's customers and partners can upload and/or download files from NJHMFA personnel through a custom LeapFILE file exchange website.

### How to upload and send files to NJHMFA Personnel

1. Browse to <https://njhmfa.leapfile.net>. You will be directed to the NJHMFA LeapFile Secure File Exchange Website
2. Click on **Secure Upload**
3. Enter the NJHMFA RMHP's email address (RMHP@njhmfa.gov)
4. Click on the **Start** Button and you will be directed to the NJHMFA LeapFile Secure Upload Website.
5. Enter your contact details as follows:
  - Your name
  - Your email address
  - Re-enter your email address to confirm your email address.
6. Type in your subject line.
7. Type in the message or transfer details to recipient.
8. Under Select Delivery options, click to check **“Notify me when the files have been downloaded”** box. By checking this box, you will receive email notification when the recipient downloads the files you sent.
9. Click on **Select Files to Send (Regular Upload)** to upload individual files. Regular Upload – This selection allows you to upload files individually by clicking on browse on each row to select individual files.
10. Alternatively, you can Click on **Select Files and Folders to Send - Enhanced Upload** – This selection allows you to upload multiple files or folders at once. This uploads all of the files/folders selected. Click on Choose Files, select files or folder.
11. Click on **Upload and Send** to complete your File Transfer.
12. You will receive a notification to indicate whether your transfer was successful or not.

### How to Receive and Download Files Sent by NJHMFA Personnel

1. When an NJHMFA employee sends you a file through LeapFile, you will receive an email with a **link**.
2. Click on the **link** provided to you in the email from the NJHMFA employee. You will be directed to the LeapFile Secure Download website. You should have already received an email from the NJHMFA employee with an answer to a security question.
3. Enter your **security answer** and click on **Authenticate**.
4. Download the files individually by clicking on the **Download** button next to each file, then navigate to the file location where you want to save the files.