

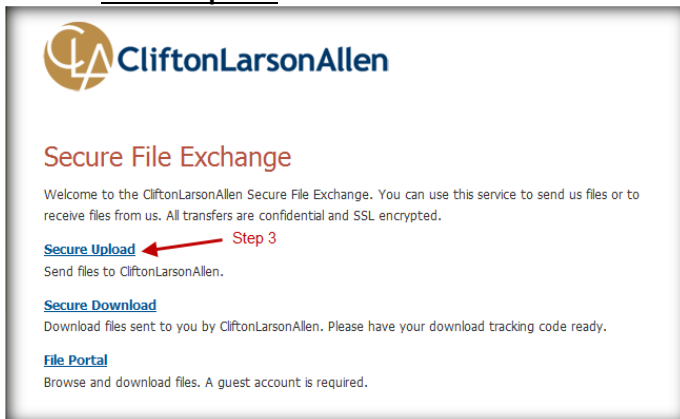
LeapFILE Quick Reference Guide for Clients

UPLOAD FILES

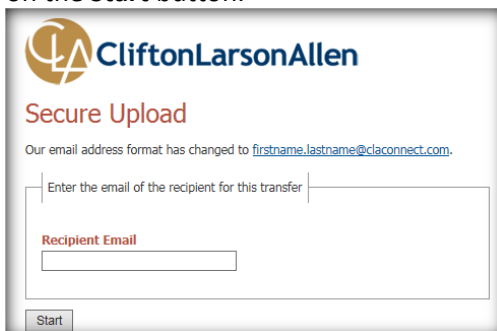
1. Browse to <http://www.CLAconnect.com/> . *Note: LeapFILE works with any browser.*
2. At the top right side of the page click on **CLIENT LOGIN** and choose **SECURE FILE TRANSFER (LEAPFILE)** from the list.



3. Choose **Secure Upload**.



4. Enter the CliftonLarsonAllen employee's email address (ie. John.Doe@CLAconnect.com), then click on the **Start** button.



5. Enter your name and email address.
6. Type a Subject and message to the recipient. If you want to track the transfer, check the box for **“Notify me when the files have been downloaded.”**
7. Click on **Select Files to send (Regular Upload)** and then browse to each file separately.
8. Or, click on **Select Files and Folders to Send (Enhanced Upload)** and then browse and select multiple files at once.

Secure Upload

Deliver To: John Doe

Please enter your contact information

Name

Email

Confirm Email

Please create a message for the recipient

It's a good idea to describe exactly what you are sending and include any additional contact info.

Subject

Message/Description/Instructions

Select delivery options

Notify me when the files have been downloaded.

Select files to send (Regular Upload)

Select files and folders to send (Enhanced upload)

REGULAR UPLOAD – INDIVIDUAL FILES

Browse to each file you need to upload – one or many.

Secure Upload Regular Upload View

Select files to upload

File #1 Browse...

File #2 Browse...

File #3 Browse...

File #4 Browse...

File #5 Browse...

File #6 Browse...

File #7 Browse...

File #8 Browse...

File #9 Browse...

File #10 Browse...

*** More files selectors will automatically appear if you run out: ***

Upload & Send

ENHANCED UPLOAD – FOLDERS AND FILES

Browse to multiple files and folders to send.

Secure Upload Enhanced Upload View

Add Remove Remove All

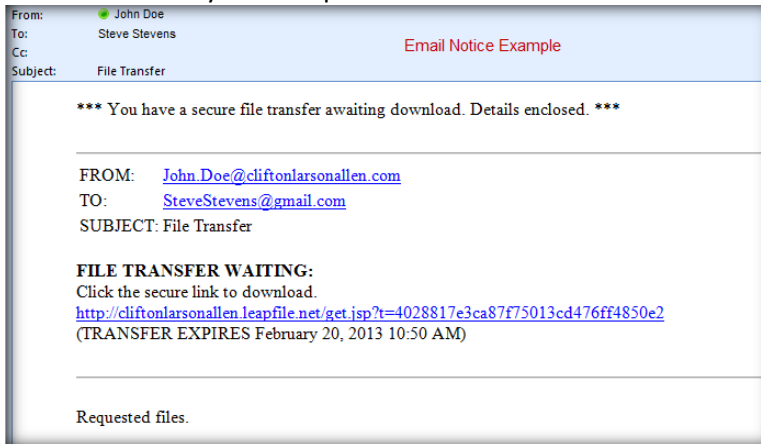
Directory	File	Size

Upload

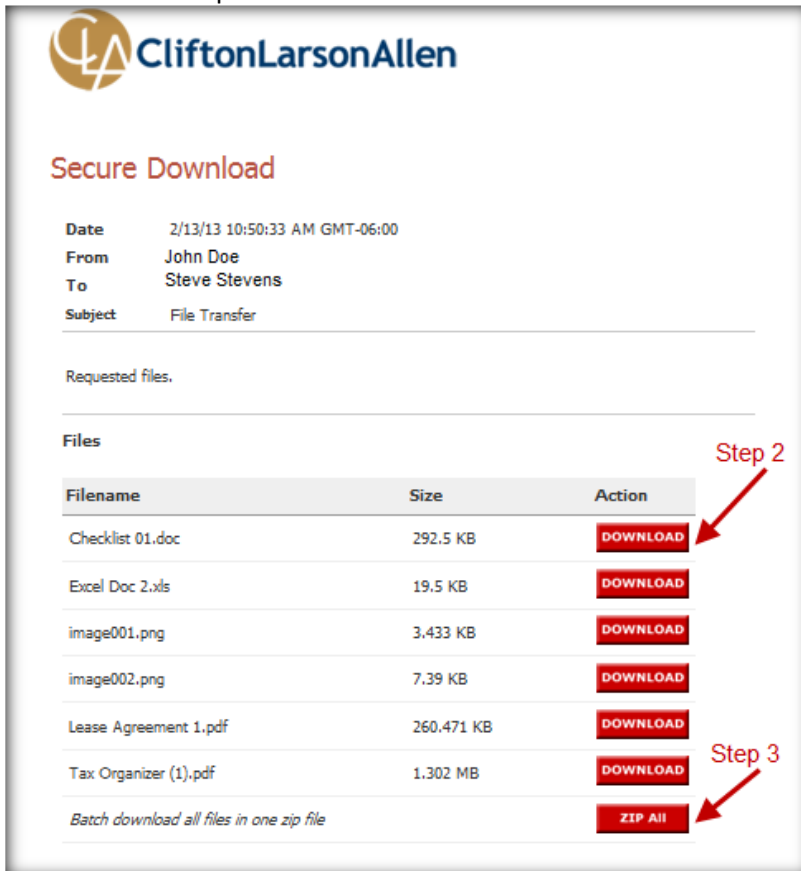
After choosing the files and/or folders, click on **Upload & Send** or **Upload**. The selected file(s) will be sent.

DOWNLOAD FILES

1. You will receive an email with a link. Click on the link. Then, respond to the security question prompt with the answer you were provided.



2. You can download the files individually by clicking on the **Download** button next to each file, then browsing to where you want to save the files.
3. Alternatively you may download all of the files at one time by clicking on the **Zip All** button. This will download a zip file, which includes all of the files in the transfer, to the location you specify. You will then need to unzip the files.



4. To unzip files, right click on the zip file and choose **Open with → Compressed (zipped) Folders**. In the window, click on Extract all files and complete the extraction wizard to extract the files to a location you choose.

QUESTIONS OR PROBLEMS?

Please contact your CliftonLarsonAllen representative.