

Sending Data via LeapFILE

Last Modified on 01/06/2022 1:26 pm CST

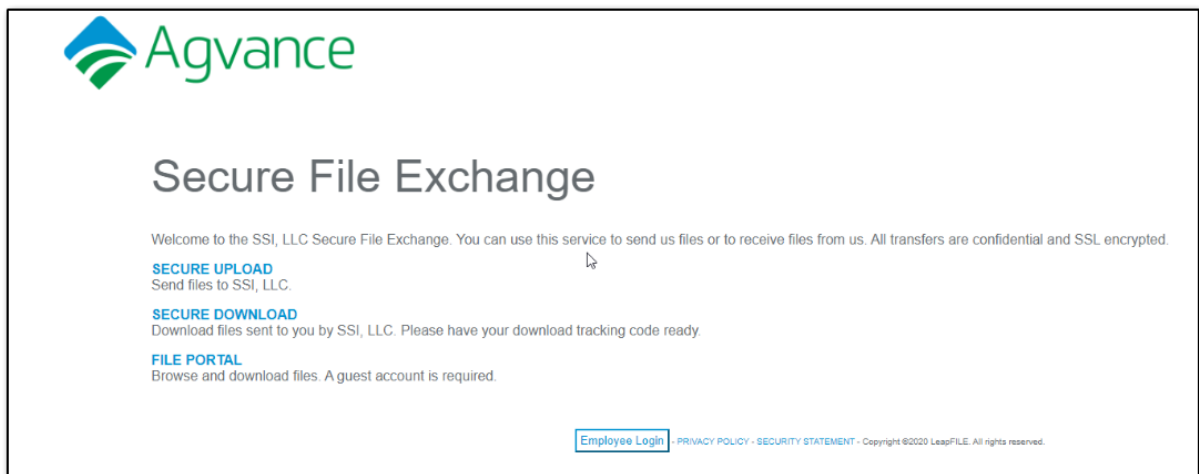
Sending Data Using LeapFILE

SSI uses LeapFILE to send and receive data files in a safe and secure environment. When sending data files to SSI, the following steps should be followed. This process automatically initiates an email to the SSI Team, alerting them when a file has been submitted.

Sending Files to SSI

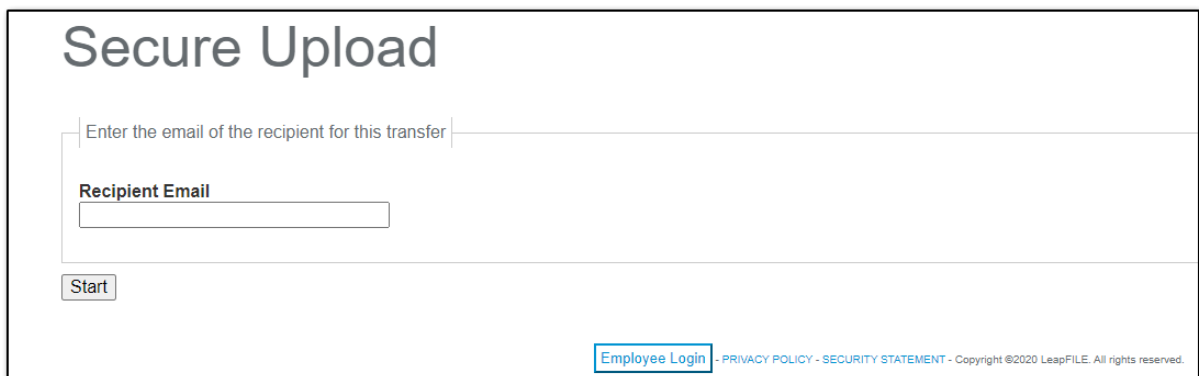
An email which includes the LeapFILE link will be sent from the SSI Support representative.

- Select the link provided in the email (<https://agvance.leapfile.net>) to display the *Agvance Secure File Exchange* window.



The screenshot shows the Agvance Secure File Exchange landing page. At the top left is the Agvance logo. The main heading is "Secure File Exchange". Below this, a welcome message states: "Welcome to the SSI, LLC Secure File Exchange. You can use this service to send us files or to receive files from us. All transfers are confidential and SSL encrypted." There are three main options listed: "SECURE UPLOAD" (Send files to SSI, LLC), "SECURE DOWNLOAD" (Download files sent to you by SSI, LLC. Please have your download tracking code ready), and "FILE PORTAL" (Browse and download files. A guest account is required). At the bottom right, there is a link for "Employee Login" and a footer with "PRIVACY POLICY - SECURITY STATEMENT - Copyright ©2020 LeapFILE. All rights reserved."

- Select the *Secure Upload* option to begin the upload process.
- On the *Secure Upload* window, enter the recipient email of datateam@agvance.net and select **Start**.



The screenshot shows the "Secure Upload" form. The main heading is "Secure Upload". Below the heading is a large text input field with the placeholder text "Enter the email of the recipient for this transfer". Below this field is a smaller input field labeled "Recipient Email". At the bottom left of the form is a "Start" button. At the bottom right, there is a link for "Employee Login" and a footer with "PRIVACY POLICY - SECURITY STATEMENT - Copyright ©2020 LeapFILE. All rights reserved."

- In the window that displays, enter your *Company Name, Email Address, Subject* for the email and a brief *Message/Description*. Be sure to include the intended recipient (SSI representative) in the *Message/Description*.

Secure Upload

Deliver To: Casey Finks

Please enter your contact information

* Please note: All fields are required!

*Name

*Your Email Address

*Confirm Your Email Address

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.

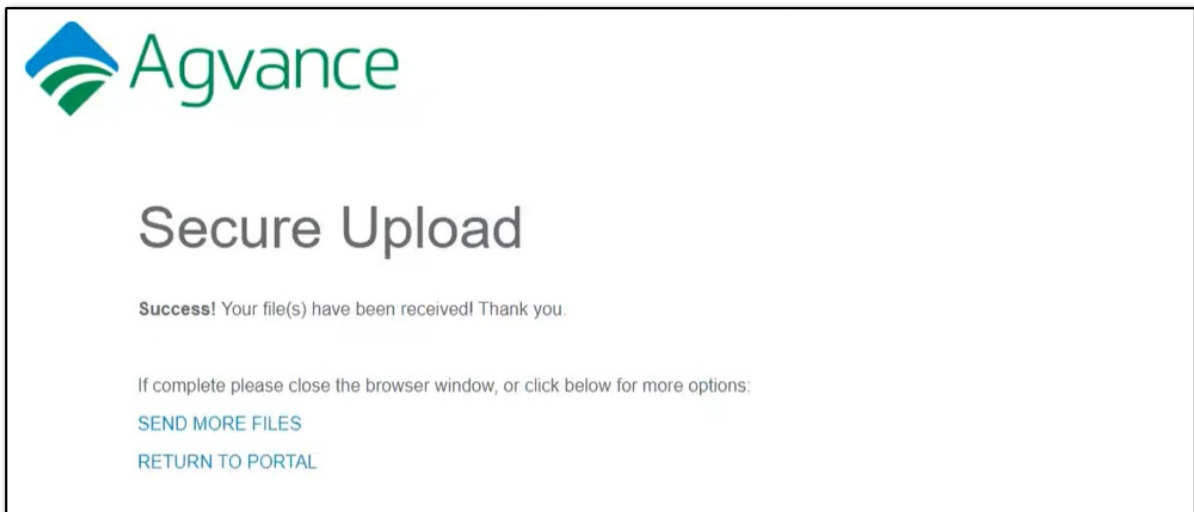
Select files to send (Regular Upload)

Select files and folders to send (Enhanced upload - HTML5) *NEW*

Select files and folders to send (Enhanced upload - Java)

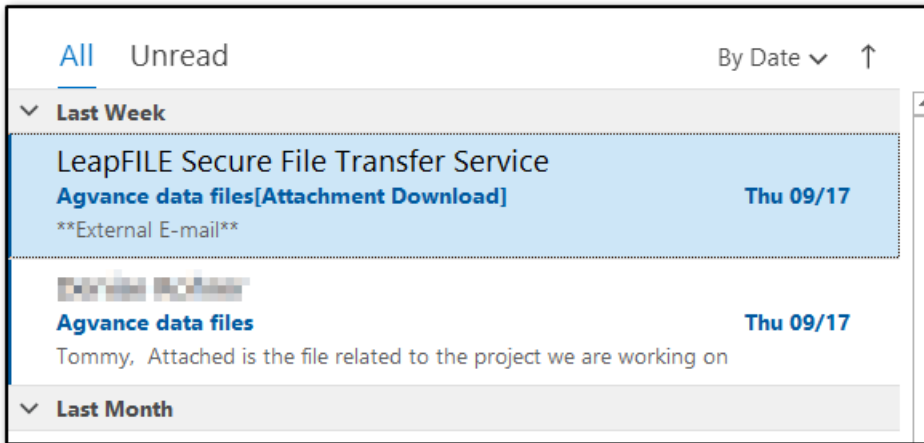
Browser Requirement: The Java enhanced uploader requires Java support in the browser. If the Java upload page does not load or work, please [DOWNLOAD AND INSTALL](#) Java from www.java.com.

- Choose the *Select files to send (Regular Upload)* option and select the files to be sent.
- When the files have been successfully uploaded, an email is automatically sent to the SSI Team.

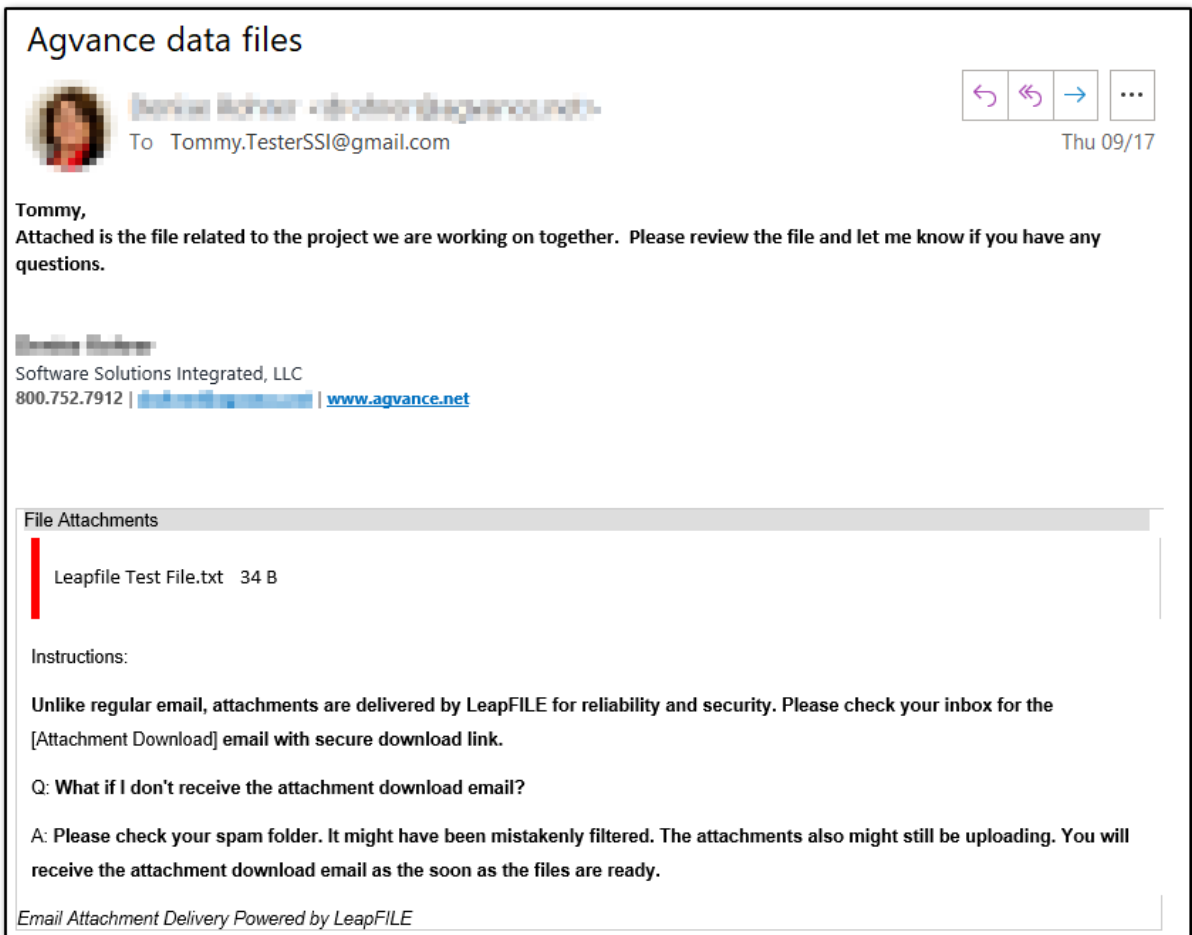


Receiving Files from SSI

- When SSI sends files to be downloaded, two emails will be sent through LeapFILE.



- The first email is a standard email which does not include an attachment. Instructions regarding the second email are outlined in this message.



- The second email has a sender name of no_reply@leapfile.com and includes [Attachment Download] in the subject line. This email contains the link to download the attachment as well as a message from the sender.

Agvance data files[Attachment Download]



LeapFILE Secure File Transfer Service <no_reply@leapfile.com>
To Tommy.TesterSSI@gmail.com



Thu 09/17

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

****External E-mail****

*** You have a secure file transfer awaiting download. Details enclosed. ***

FROM: tommy.tester@agvance.net
TO: Tommy.TesterSSI@gmail.com (Tommy.TesterSSI@gmail.com)
SUBJECT: Agvance data files[Attachment Download]

FILE TRANSFER WAITING:

Click the secure link to download.

<https://agvance.leapfile.net/get.jsp?t=ff808081748f22db01749ed80a825d96>
(TRANSFER EXPIRES October 01, 2020 08:33 PM)

Here are the secure attachments from my email.
----- original message -----

Tommy,

Attached is the file related to the project we are working on together. Please review the file and let me know if you have any questions.

Software Solutions Integrated, LLC

800.752.7912 | tommy.tester@agvance.net | www.agvance.net

- Select the provided link to open the Agvance LeapFILE web portal.
- Enter the email address of the person requesting the file, then select **Authenticate**.

