## Sending Data via LeapFILE

Last Modified on 10/29/2025 11:15 am CDT

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.

1. Select the link provided in the email (https://agvance.leapfile.net) to display the Agvance Secure File Exchange





## Secure File Exchange

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.

#### SECURE UPLOAD

Send files to SSI, LLC.

#### SECURE DOWNLOAD

Download files sent to you by SSI, LLC. Please have your download tracking code ready.

Browse and download files. A guest account is required.

Employee Login - PRIVACY POLICY - SECURITY STATEMENT - Copyright @2025 LeapFile. All rights reserved

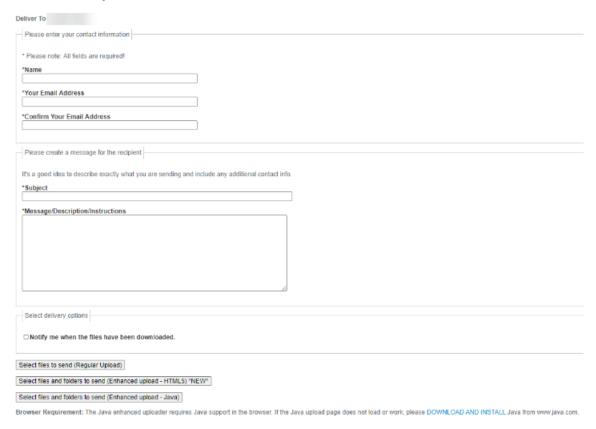
- 2. Select **Secure Upload** to begin the upload process.
- On the Secure Upload window, enter the recipient email of datateam@agyance.net and select Start.

# Secure Upload

Enter t	the email of the recipient for this transf	er
Recipie	ent Email	
Start		

4. 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



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

## Secure Upload

Success! Your file(s) have been received! Thank you.

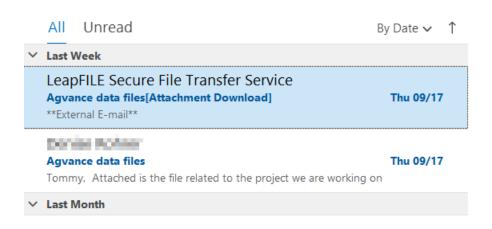
If complete please close the browser window, or click below for more options:

SEND MORE FILES

**RETURN TO PORTAL** 

#### 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.

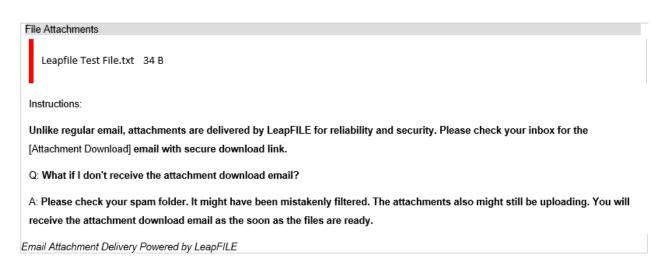
### Agvance data files



#### 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.





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.

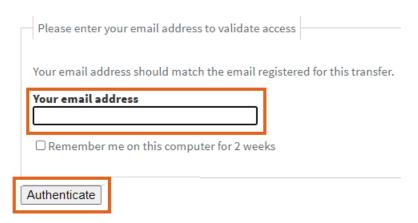
## 

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- 1. Select the provided link to open the Agvance LeapFILE web portal.
- 2. Enter the email address of who is requesting the file, then select Authenticate.

## Secure Download



3. Once authenticated, the *Secure Download* window displays. It is important to read and carefully follow the instructions. Select **Download** to securely download the file.

### Secure Download

9/17/20 8:33:12 PM GMT-05:00 Date

Subject Agvance data files[Attachment Download]

#### Files

Filename	Size	Action
Leapfile Test File.txt	34 B	DOWNLOAD

IMPORTANT: Save all files to your computer **first**, do not open!. Once done they may be automatically deleted.

#### Helpful Hints

- If you have the option of saving the file or opening it in an application, choose save the file.
  Download each file individually or get everything at once in a single ZIP file. Use "ZIP ALL" for best results. If you can't open the ZIP files, install WINZIP (Windows) or STUFFIT (Mac).

CLICK HERE if you want to know how to get LeapFILE for your company!