

INSTRUCTIONS FOR STAMBAUGH NESS LEAPFILE - SECURE FILE EXCHANGE

<http://stambaughness.leapfile.net>

Stambaugh Ness secure file sharing allows our clients to securely send attachments to Stambaugh Ness staff, and likewise, for Stambaugh Ness to send attachments securely to clients.

Below are instructions to successfully use this service.

For additional assistance with secure file exchange procedures, please contact Stambaugh Ness IT 717-757-6999 or 1-800-745-8233.

Sending files to Stambaugh Ness Staff Member

Clients and other authorized parties can use our Secure File Exchange service to securely transfer files to a Stambaugh Ness staff member.

To send files, please perform these functions:

1. You can access Stambaugh Ness - LeapFile directly at <http://stambaughness.leapfile.net>. Alternatively, go to Stambaugh-ness.com and click "More Knowledge" then click "LeapFile" on the left hand side. Click the LeapFile icon in the middle of the webpage.
2. Access the Secure Upload section of the site.
3. Enter the e-mail address of the Stambaugh Ness staff member that should receive the file.
4. Enter your contact information including name and email address
5. Enter the required subject and message
6. If desired, click the Notify me when files have been downloaded option and then click on Select files to send (Regular Upload) if sending files or click Select files and folders to send (Enhanced Upload) if sending folders as well. *Note that the Enhanced Upload requires Java support.*
7. Click on Browse and add file(s) from your computer
8. Click on Upload & Send
9. An email will be sent to the Stambaugh Ness employee from Leapfile

Always contact the Stambaugh Ness staff member to let them know you are sending files.

Note: The subject line and body of the message are not encrypted. Please make sure that confidential information is not included in either of these areas.

Receiving files from a Stambaugh Ness Staff Member

To receive secure files through our Secure File Exchange, a Stambaugh Ness staff member will prepare the file(s) for transfer. Once the transfer is posted to the secure site, you will be notified via e-mail that a file is available for you. The e-mail will contain instructions for you to follow to access the file transfer.

File Deletion

Files are permanently deleted from the site 8 hours after they have been downloaded, or 10 days after they have been posted to the site if they are not retrieved. If you have not downloaded the file(s) within the 10 day allotment, you will need to contact the Stambaugh Ness staff member who sent the file(s) and have them repost the file(s).