

## Returning forms via LeapFILE

Visit Redmond's LeapFILE webpage: <http://redmond.leapfile.net>



### Secure File Exchange

Welcome to the City of Redmond 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 City of Redmond.

#### Secure Download

Download files sent to you by City of Redmond. Please have your download tracking code ready.

#### File Portal

Browse and download files. A guest account is required.

[Employee Login](#) - [Privacy Policy](#) - [Security Statement](#) - Copyright ©2020 LeapFILE. All rights reserved.



Click on Secure Upload, Send files to City of Redmond

In the recipient email box, type [personnel.action@redmond.gov](mailto:personnel.action@redmond.gov) and click Start

On the next screen:

- Type your name and email
- Type in subject line and any message (these files are required in order to send)
- Select delivery options – click the box if you want to be notified when the files have been downloaded
- Use “Select files to send (Regular Upload)” – brings you to the Secure Upload screen – you can load as many files as you need. Click on “choose file” and browse to the location on your computer where files are stored, double-click on the file to upload
- After uploading the files you want to send, click “Upload & Send”
- If you forgot to send or need to send more files, LeapFILE will give you an option to send more files