



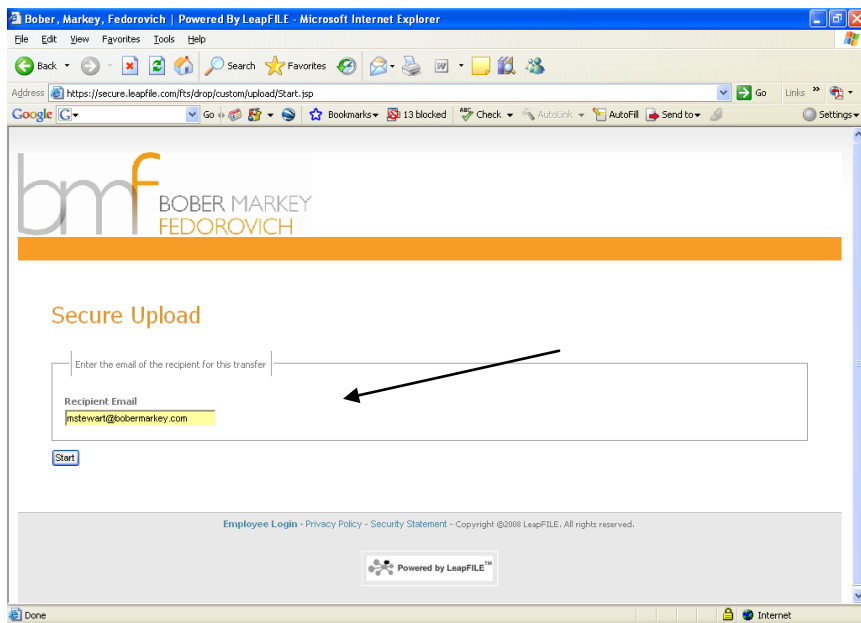
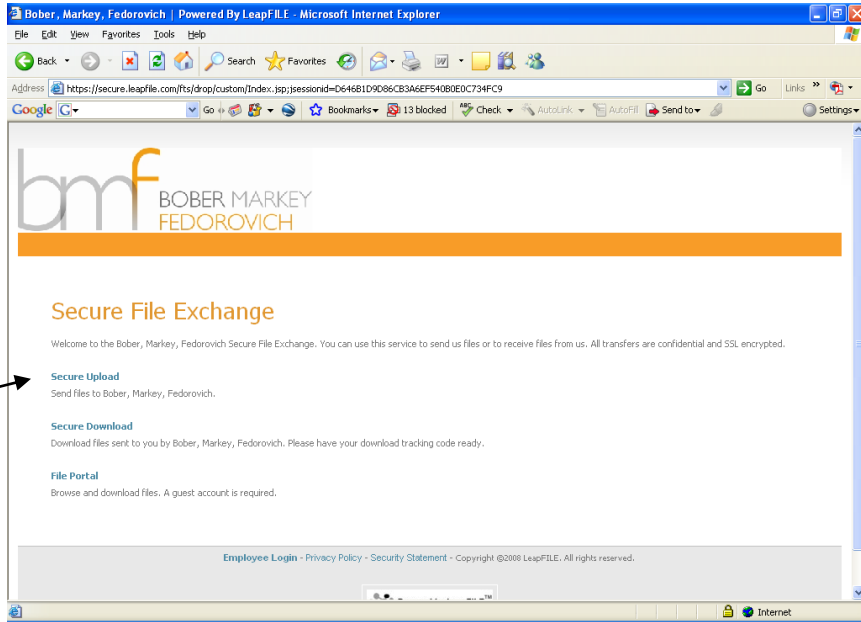
Client LeapFile Instructions

Bober Markey Fedorovich File Transfer & Web Portal Client Use

Click on the following link or type into your web browser the BMF file transfer link
<http://bobermarkey.leapfile.com> .

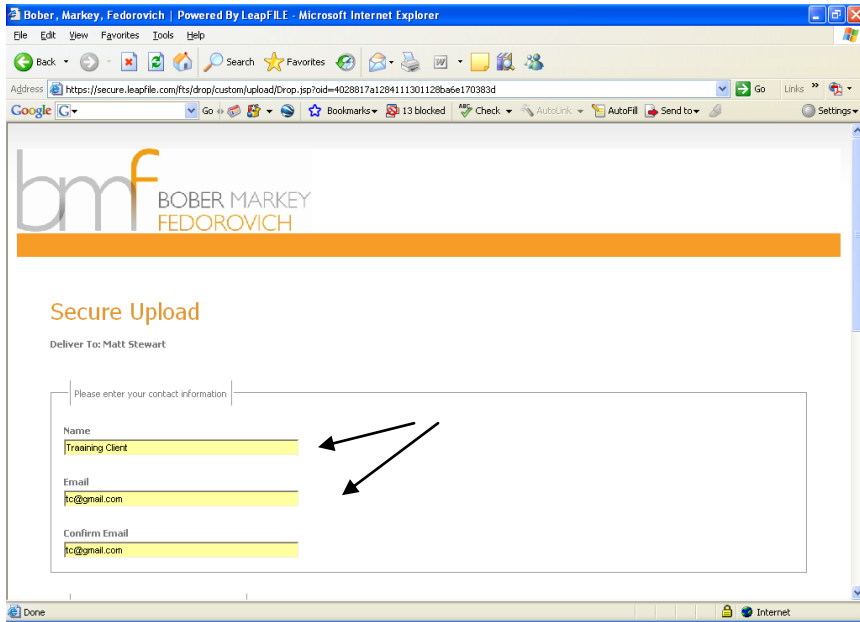
Client file upload

After you are on the web page click on the **Secure Upload** link at the front page to send files to any BMF employee.

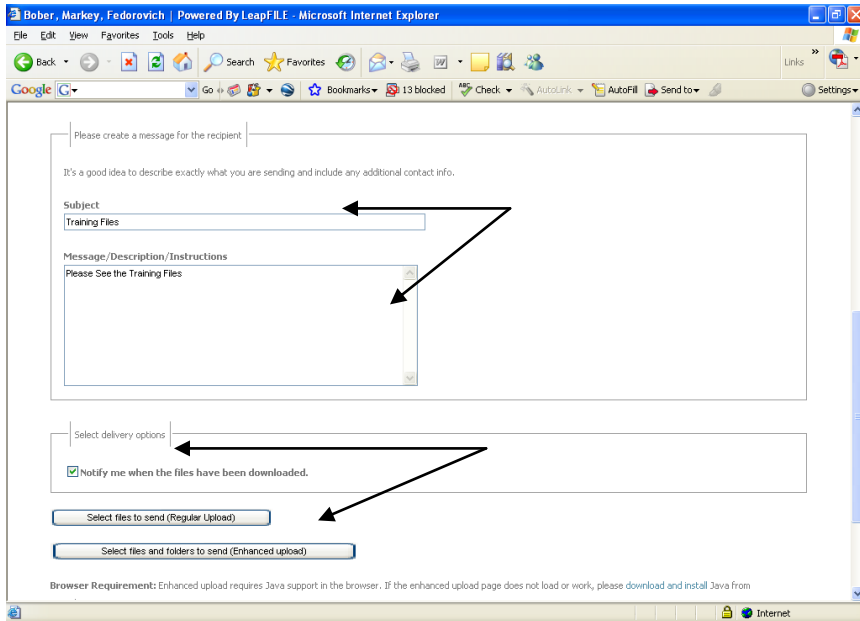


Enter the BMF employee email at the **Receiver Email** box,
(1st initial last name @bobermarkey.com i.e. mstewart@bobermarkey.com)
Click **Start**

Enter your contact information including your name and email address



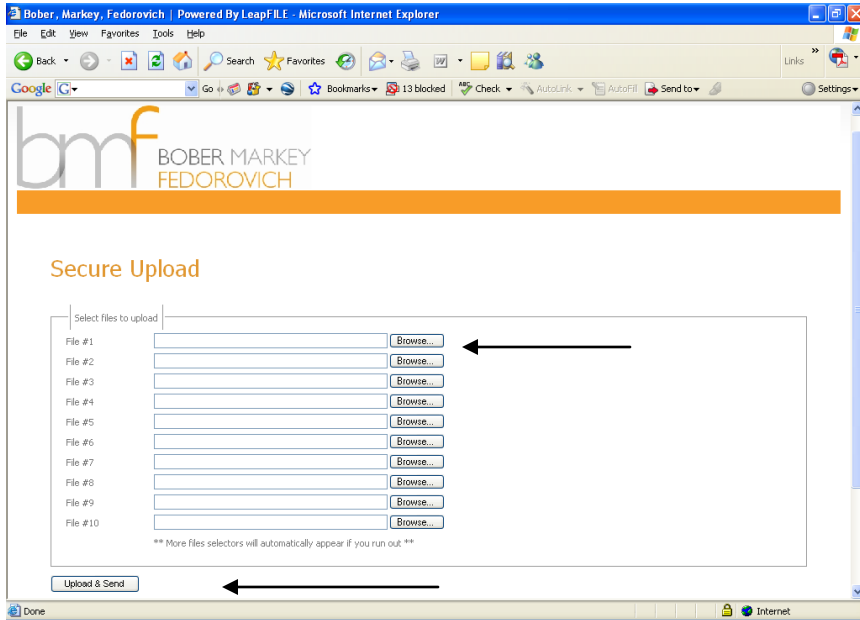
Enter a **required** subject and message



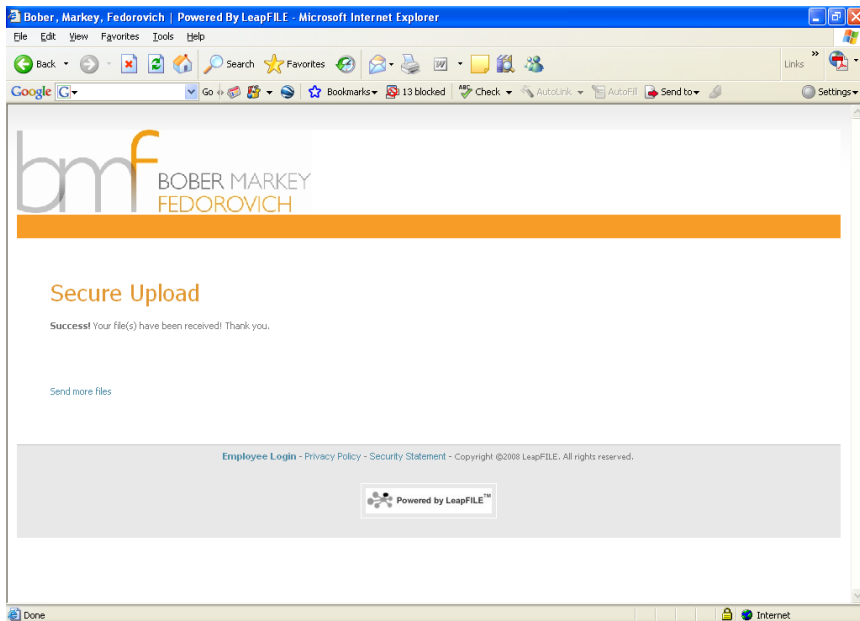
Click on the **Notify me when files have been downloaded** check box if wanted and then click on **Select files to send**

Click on **Browse** to add file(s) from your computer

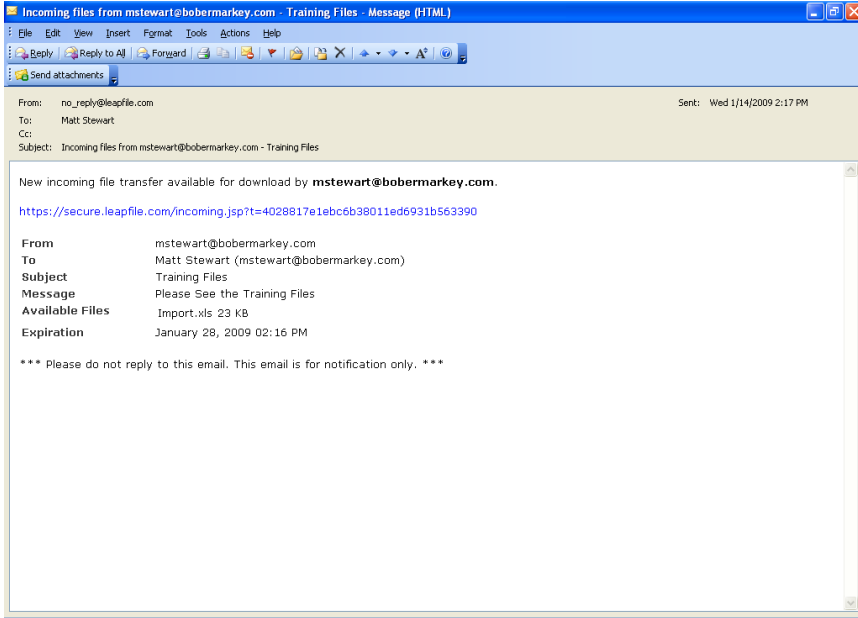
Click on **Upload & Send**



You will receive the success notice as follows

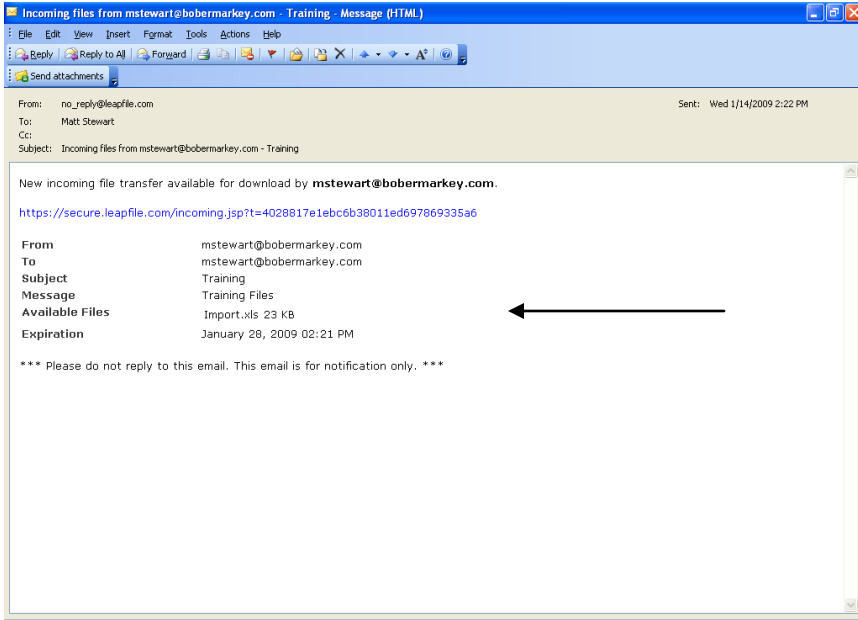


An email will be sent to the BMF employee automatically from LeapFILE that will look similar to the following:



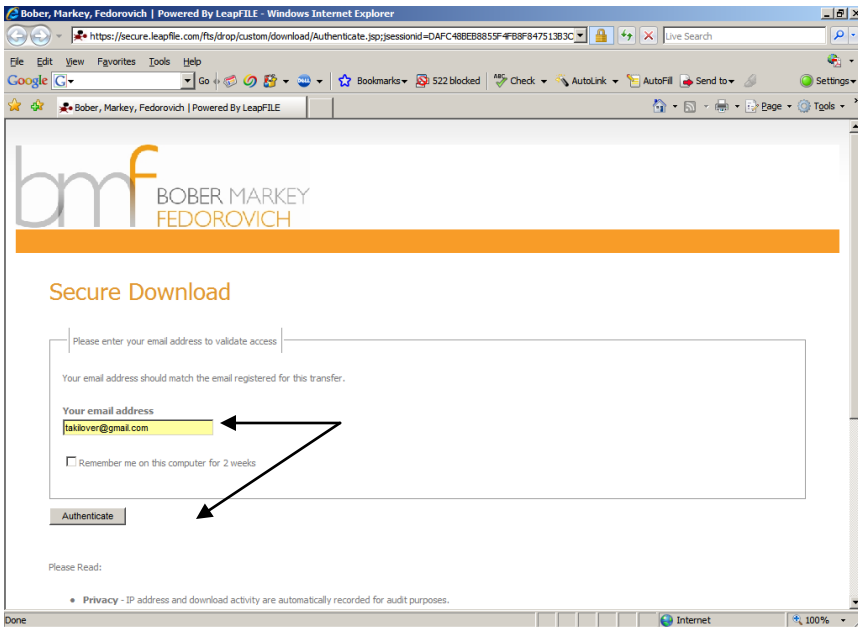
Client File Download

You will receive an email from a BMF employee similar to the one below



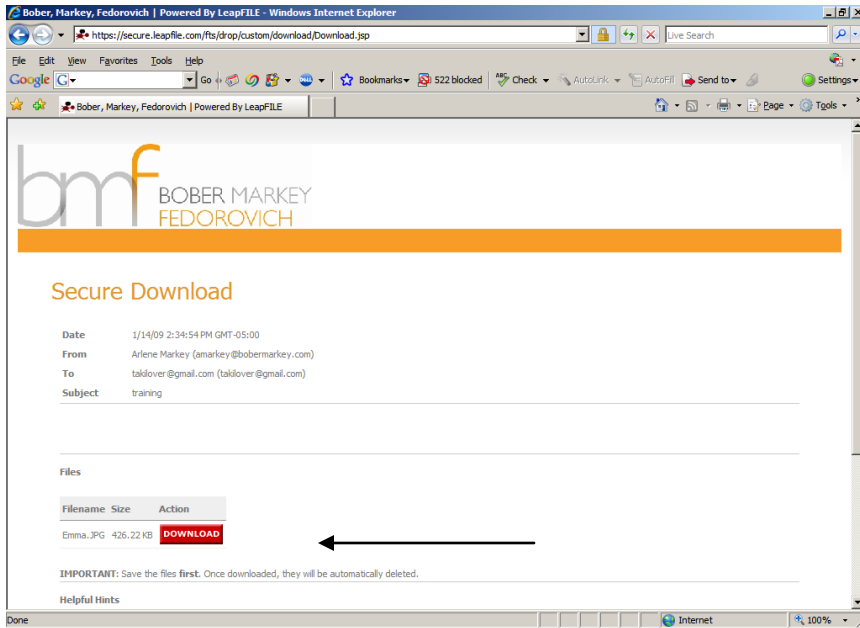
You will need to **click on the link** in the email

The following window will open

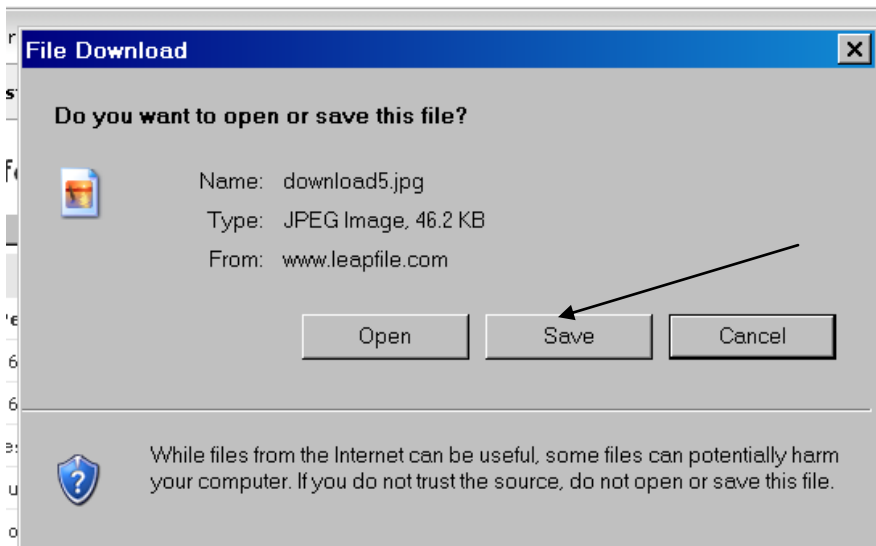


Enter your own email address similar to above and click on the **Authenticate** button

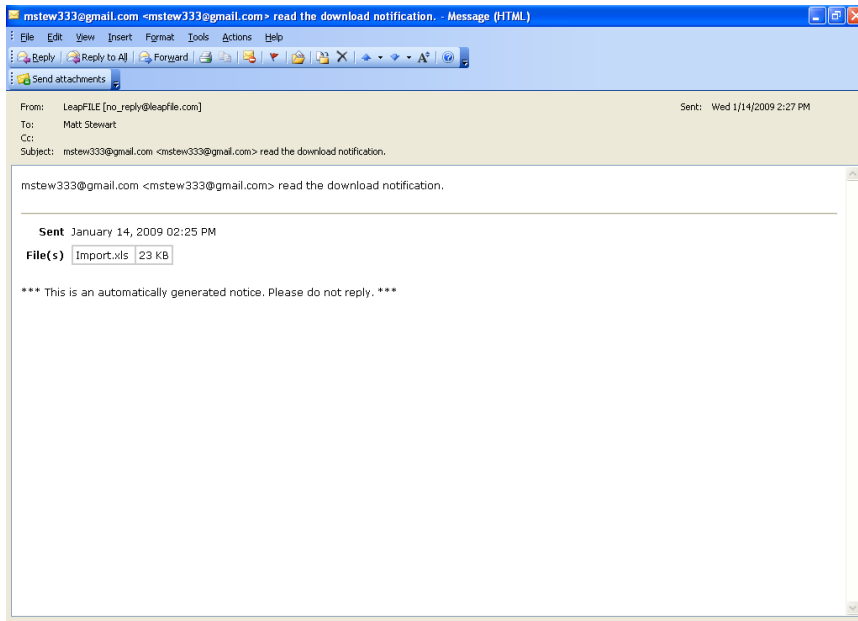
The download window will open as follows:



Click on the **download** button and click the **open or save** button

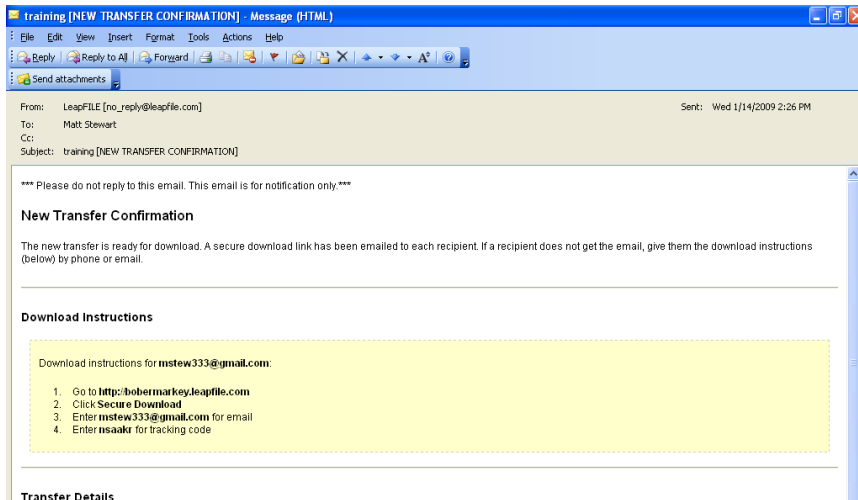


Once you open or save the file(s) the BMF employee will receive a confirmation notice that the file(s) have been opened and or downloaded.



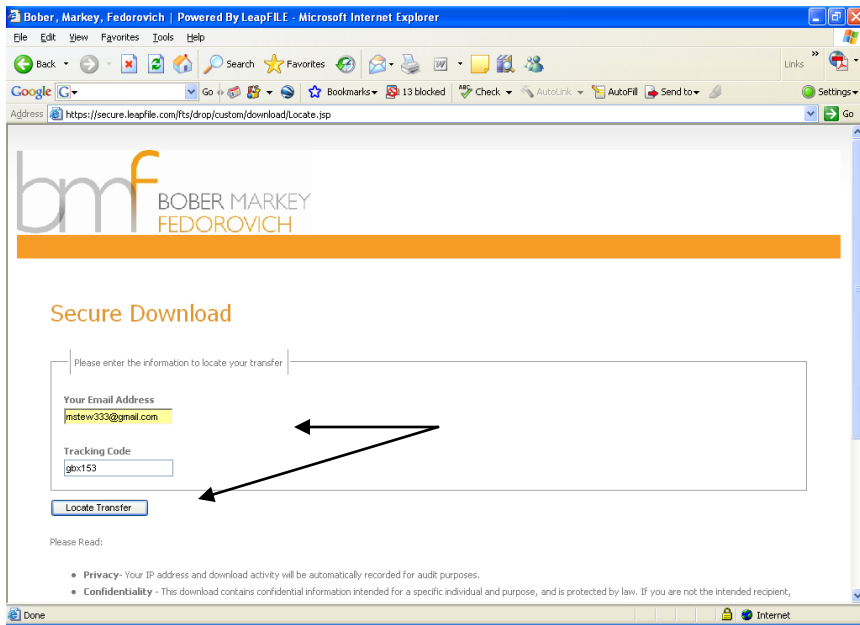
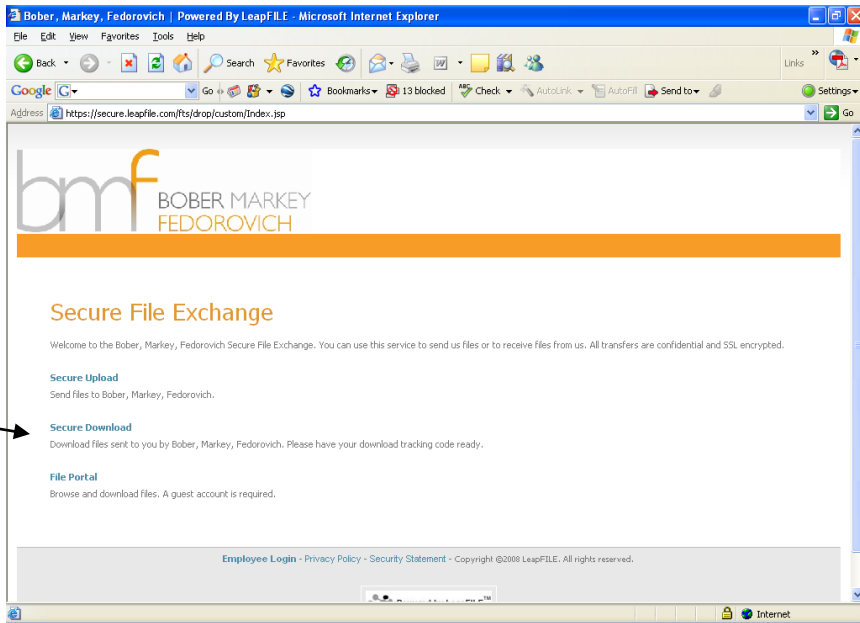
If you delete the email with the link to the file(s) to be downloaded a BMF employee can send you login information to download the file.

The BMF employee will need to be contacted to send you an email similar to below or relay the information via phone:

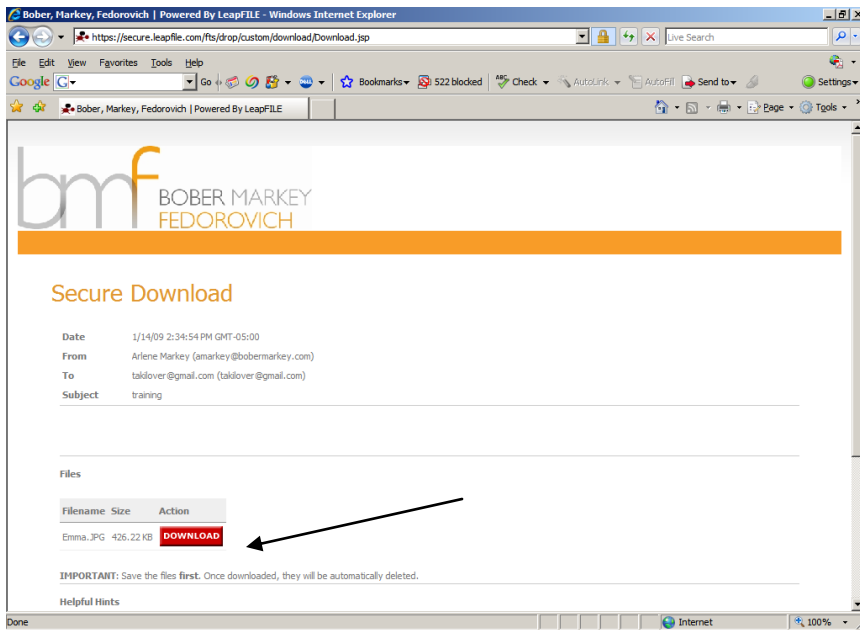


Logon to <http://bobermarkey.leapfile.com>

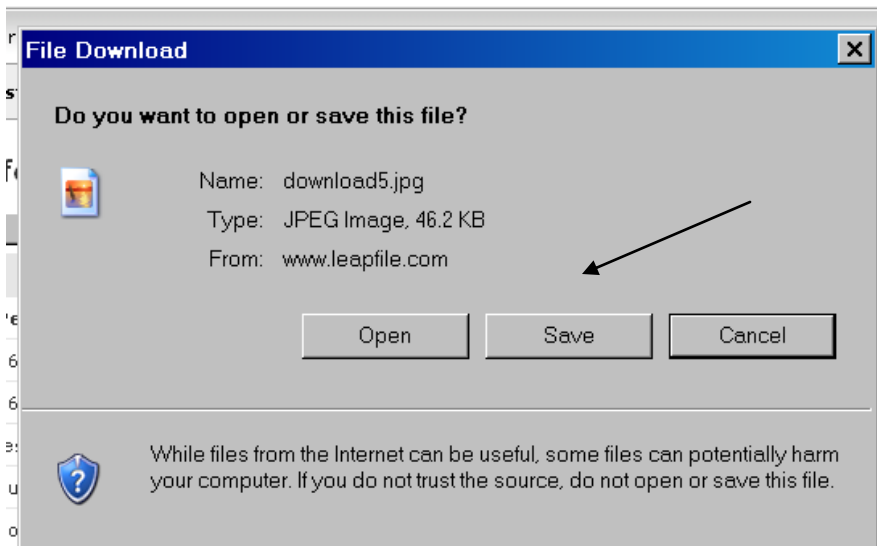
Click **Secure Download**



Enter information supplied by the BMFC employee and click **Locate Transfer**



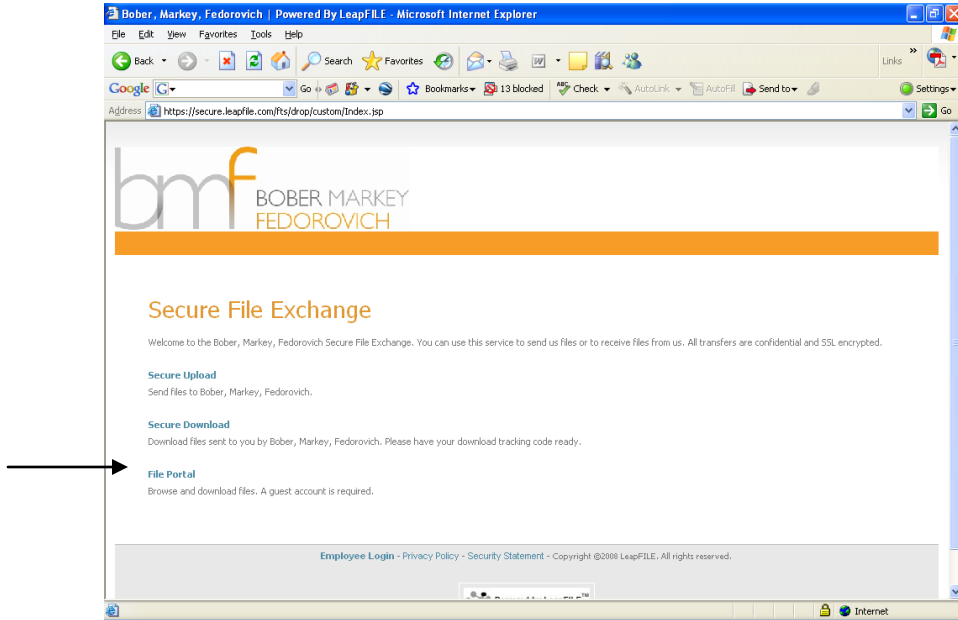
Click **Download**



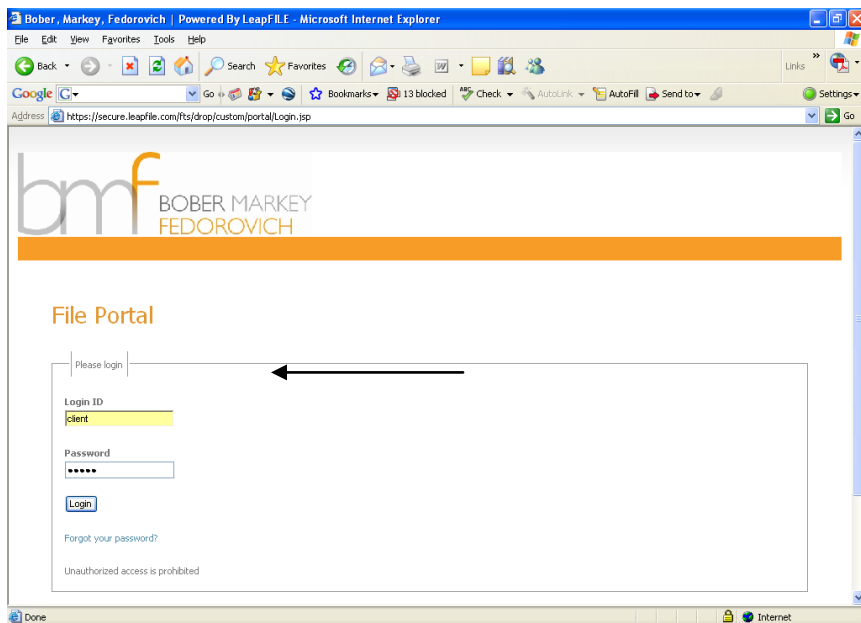
Click **Open** or **Save**

Client or Guest Portal login

Logon to the website <http://bobermarkey.leapfile.com>



Click **File Portal**

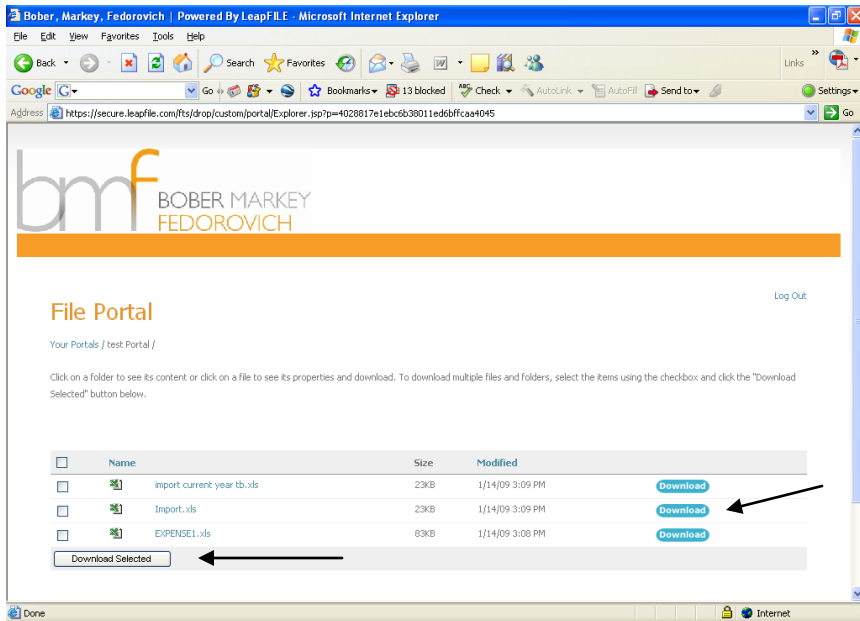
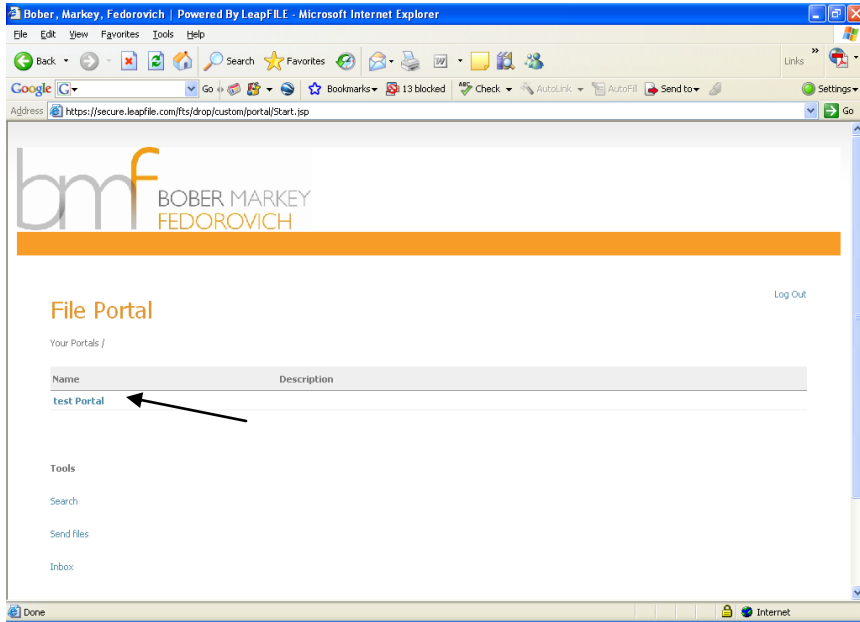


A BMF employee will give you the login and initial password via email or phone.

Enter that information in the login screen as above

Click **Login**

Click on the Portal



Click **Download** to on each file to download files or select all and click **Download Selected**