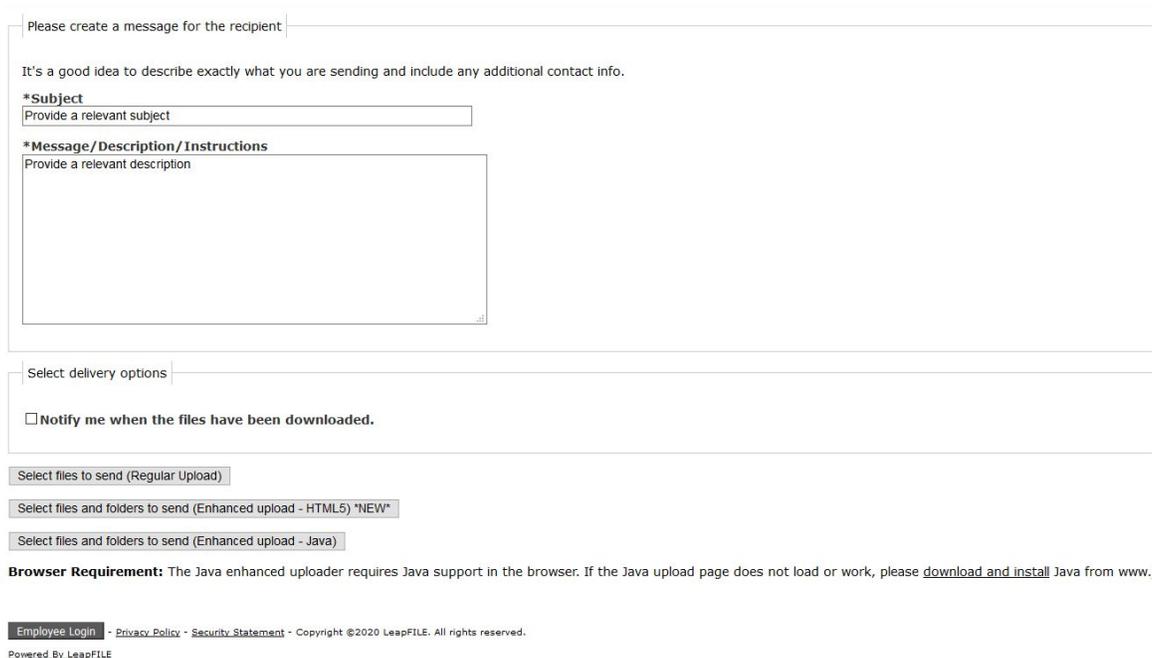

If you need to send secure documents to Muhlenberg College, you may use the Secure File Exchange - LEAPfile.

Secure Upload

1. Visit <https://muhlenberg.leapfile.net>
2. Click **Secure Upload**
3. Check Accounts Payable
4. Enter your contact information



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**
Provide a relevant subject

***Message/Description/Instructions**
Provide a relevant description

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](#).

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5. Choose an upload method (Recommended: **Select files and folder to send (Enhanced upload - HTML5) *NEW***).
-

6. Drag and drop or choose files by browsing your computer. Click Send.



Secure Upload

A large dashed rectangular box representing a file upload area. Inside the box, centered, is a button labeled 'Choose files'.

Send

Drag files from your desktop on to the drop zone and hit send to upload.

Looking for the Java uploader?

Java Uploader

-
7. When your file(s) uploads successfully, you will see the screen below confirming success.



Secure Upload

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

[Send more files](#)

[Return to Portal](#)

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If you need assistance using LEAPfile, you may contact Information Technology, Client Support Services at 484-664-3566 or supportdesk@muhlenberg.edu.