Sending Personal Documents Through Leapfile:

LeapFile

Leapfile is a secure website to share confidential information or documents.

1. Visit link https://hccc.leapfile.net

2. Select secure upload. (Please do not attempt to login)

3. Enter the email address of the HR personnel and then click start.

> a*. Benefits & Pensions:* cmcguire@hccc.edu

> b. **Onboarding (I9, W4)**: risaac8112@live.hccc.edu

4. Fill in your information, along with a subject and message.

5. Click on Select files to send.