Sending Onboarding Documents Through Leapfile:

LeapFile

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

1. Visit LeapFile **Secure Upload** https://hccc.leapfile.net/fts/drop/custom/upload/Start.jsp

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

   a*. All* Onboarding paperwork: risaac8112@live.hccc.edu

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

4. Click on Select files to send.

If you have any questions regarding your new employee Onboarding process please contact the following Human Resources personnel.

Main Contact: Rebekah Isaac, HR Office Assistant - risaac8112@live.hccc.edu or 201-360-4070

Stephanie Pina, HR Interim Assistant Director of Human Resources - spina@hccc.edu or 201-360-4074