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 HR email address below and then click start.

   a. **All Onboarding paperwork**: hr@hccc.edu

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

5. 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 - risaac@hccc.edu or 201-360-4070

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