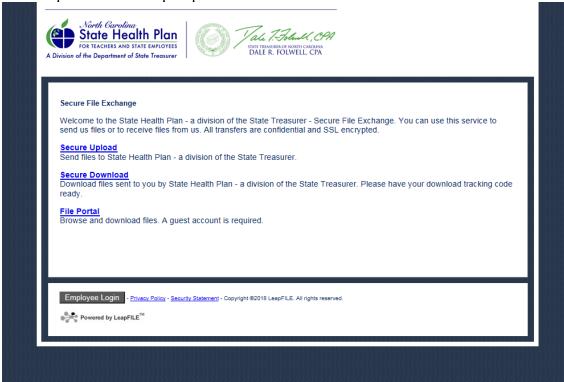
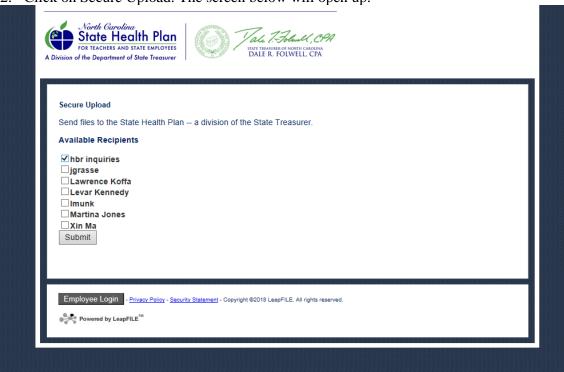
How to Use Leapfile

1. Go to http://nctreasurer.shp.leapfile.net. You should see the screen below:

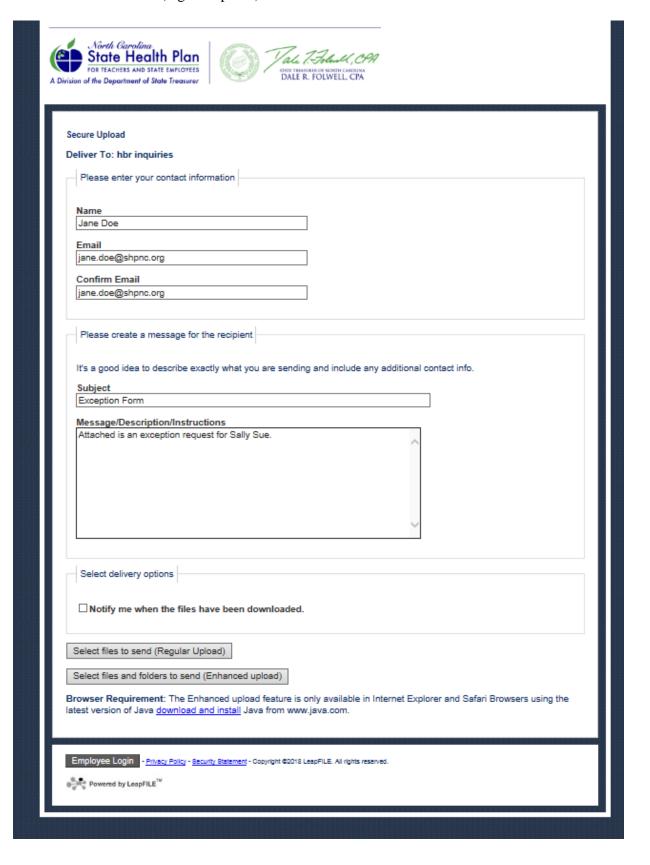


2. Click on Secure Upload. The screen below will open up.

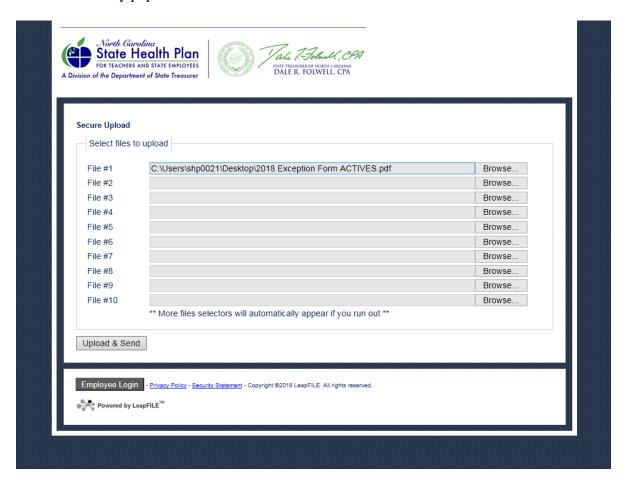


3. Select the HBR inquiries mail box. All exception forms must go to the HBR Inquiries mailbox. Click on Submit.

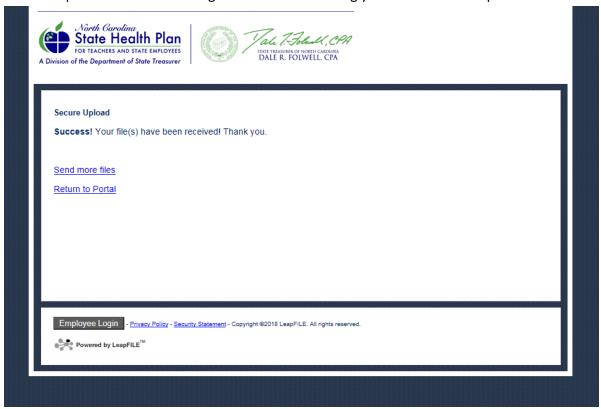
4. When you hit submit, the page below opens up. Fill in the areas outlined in red below. When finished click on the Select Files to Send (regular upload).



5. The screen below will open up. Click on Browse and find the form on your computer that you are uploading. It will automatically populate its location.



6. Click on Upload & Send. You will get a final screen letting you know that the upload was successful.



If you have issues with uploading a document, please send an email to HBRInquiries@nctreasurer.com.