



Following are instructions for using LEAPFILE secure transfer to send your files to Hopkins Tameron Hostal PLLC.

1. Go to <http://azhth.leapfile.net>.

This is a screenshot of the "Secure File Exchange" landing page for Hopkins Tameron Hostal. At the top, there is a logo consisting of the letters "HTH" in a stylized blue font, followed by the text "HOPKINS TAMERON HOSTAL" in a smaller, grey, sans-serif font. Below this, the heading "Secure File Exchange" is displayed. A welcome message states: "Welcome to the Hopkins Tameron Hostal PLLC Secure File Exchange. You can use this service to send us files or to receive files from us. All transfers are confidential and SSL encrypted." Three main options are listed: "Secure Upload" (with subtext "Send files to Hopkins Tameron Hostal PLLC."), "Secure Download" (with subtext "Download files sent to you by Hopkins Tameron Hostal PLLC. Please have your download tracking code ready."), and "File Portal" (with subtext "Browse and download files. A guest account is required."). At the bottom left, there is a link for "Employee Login" and a footer containing "Privacy Policy", "Security Statement", and a copyright notice for 2017 LeapFILE. The page is powered by LeapFILE, as indicated by a small logo and text at the bottom.

2. Select "Secure Upload"
3. Input your Name, Email and Confirm Email Information

This is a screenshot of the "Secure Upload" form on the Hopkins Tameron Hostal website. The header is identical to the previous screenshot, showing the "HTH" logo and "HOPKINS TAMERON HOSTAL" text. Below the header, the heading "Secure Upload" is prominently displayed. Underneath, it says "Deliver To: Sally George". A large text box with the prompt "Please enter your contact information" is provided for the user. Below this text box, there are three input fields, each with a label to its left: "Name", "Email", and "Confirm Email". Each label is in a bold, sans-serif font, and the corresponding input field is a simple rectangular box.

4. Insert Subject and Message / Description / Instructions. Check box if you would like to be notified when the files have been downloaded.

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

Message/Description/Instructions

Select delivery options

☐ **Notify me when the files have been downloaded.**

5. Click "Select files to send (Regular Upload)"

Select files to send (Regular Upload)

Select files and folders to send (Enhanced upload)

6. Select files for upload using “Choose File”. You can upload more than the 10 showing.

The screenshot shows a web interface for file uploads. At the top is the logo for HTH (Hopkins Tameron Hostal) and the text "HOPKINS TAMERON HOSTAL". Below this is a section titled "Secure Upload". Inside this section is a box labeled "Select files to upload". This box contains a table with 10 rows, each representing a file slot. Each row has a label "File #1" through "File #10", a "Choose File" button, and the text "No file chosen". Below the table is a note: "** More files selectors will automatically appear if you run out **". At the bottom of the "Secure Upload" section is a button labeled "Upload & Send".

Select files to upload		
File #1	Choose File	No file chosen
File #2	Choose File	No file chosen
File #3	Choose File	No file chosen
File #4	Choose File	No file chosen
File #5	Choose File	No file chosen
File #6	Choose File	No file chosen
File #7	Choose File	No file chosen
File #8	Choose File	No file chosen
File #9	Choose File	No file chosen
File #10	Choose File	No file chosen

** More files selectors will automatically appear if you run out **

Upload & Send

7. Once all files have been Chosen, hit Upload & Send to send the files.
8. It may take a few minutes for everything to upload.

If you have questions or need assistance, please do not hesitate to contact us at (480) 272-6450.