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## **Sending Personal Documents Through Leapfile:**

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### **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](mailto:cmcguire@hccc.edu)
  - b. **Onboarding (I9, W4):** [risaac8112@live.hccc.edu](mailto:risaac8112@live.hccc.edu)
  
4. Fill in your information, along with a subject and message.
  
5. Click on Select files to send.