

# Sending Data via LeapFILE

Last Modified on 02/26/2025 7:31 am CST

SSI uses LeapFILE to send and receive data files in a safe and secure environment. When sending data files to SSI, the following steps should be followed. This process automatically initiates an email to the SSI Team, alerting them when a file has been submitted.

## Sending Files to SSI

An email which includes the LeapFILE link will be sent from the SSI Support representative.

1. Select the link provided in the email (<https://agvance.leapfile.net>) to display the *Agvance Secure File Exchange* window.



## Secure File Exchange

Welcome to the SSI, LLC 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.

### SECURE UPLOAD

Send files to SSI, LLC.

### SECURE DOWNLOAD

Download files sent to you by SSI, LLC. Please have your download tracking code ready.

### FILE PORTAL

Browse and download files. A guest account is required.

[Employee Login](#) - [PRIVACY POLICY](#) - [SECURITY STATEMENT](#) - Copyright ©2025 LeapFILE. All rights reserved.

2. Select **Secure Upload** to begin the upload process.
3. On the *Secure Upload* window, enter the recipient email of [datateam@agvance.net](mailto:datateam@agvance.net) and select **Start**.

## Secure Upload

Enter the email of the recipient for this transfer

**Recipient Email**

**Start**

4. In the window that displays, enter your *Company Name*, *Email Address*, *Subject* for the email and a brief *Message/Description*. Be sure to include the intended recipient (SSI representative) in the *Message/Description*.

# Secure Upload

Deliver To

Please enter your contact information

\* Please note: All fields are required!

\*Name

\*Your Email Address

\*Confirm Your Email Address

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.

Select files to send (Regular Upload)

Select files and folders to send (Enhanced upload - HTML5) "NEW"

Select files and folders to send (Enhanced upload - Java)

Browser Requirement: The Java enhanced uploader requires Java support in the browser. If the Java upload page does not load or work, please [DOWNLOAD AND INSTALL](#) Java from [www.java.com](#).

5. Choose the *Select files to send (Regular Upload)* option and select the files to be sent.
6. When the files have been successfully uploaded, an email is automatically sent to the SSI Team.

# Secure Upload

**Success!** Your file(s) have been received! Thank you.

If complete please close the browser window, or click below for more options:

[SEND MORE FILES](#)

[RETURN TO PORTAL](#)

## Receiving Files from SSI

When SSI sends files to be downloaded, two emails will be sent through LeapFILE.

All Unread

By Date ▾ ↑

▾ Last Week

LeapFILE Secure File Transfer Service

Agvance data files[Attachment Download]

Thu 09/17

\*\*External E-mail\*\*

External Address

Agvance data files

Thu 09/17

Tommy, Attached is the file related to the project we are working on

▾ Last Month

The first email is a standard email which does not include an attachment. Instructions regarding the second email are outlined in this message.

## Agvance data files

To



Thu 09/17

Tommy,

Attached is the file related to the project we are working on together. Please review the file and let me know if you have any questions.

Software Solutions Integrated, LLC

800.752.7912 | [www.agvance.net](http://www.agvance.net)

### File Attachments

Leapfile Test File.txt 34 B

Instructions:

Unlike regular email, attachments are delivered by LeapFILE for reliability and security. Please check your inbox for the [Attachment Download] email with secure download link.

Q: What if I don't receive the attachment download email?

A: Please check your spam folder. It might have been mistakenly filtered. The attachments also might still be uploading. You will receive the attachment download email as the soon as the files are ready.

Email Attachment Delivery Powered by LeapFILE

The second email has a sender name of `no_reply@leapfile.com` and includes [Attachment Download] in the subject line. This email contains the link to download the attachment as well as a message from the sender.

## Agvance data files[Attachment Download]



LeapFILE Secure File Transfer Service <no\_reply@leapfile.com>

To [redacted]



Thu 09/17

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

**\*\*External E-mail\*\***

\*\*\* You have a secure file transfer awaiting download. Details enclosed. \*\*\*

FROM: [redacted]  
TO: [redacted]  
SUBJECT: Agvance data files[Attachment Download]

**FILE TRANSFER WAITING:**

Click the secure link to download.

<https://agvance.leapfile.net/get.jsp?t=ff808081748f22db01749ed80a825d96>

(TRANSFER EXPIRES October 01, [redacted] 08:33 PM)

Here are the secure attachments from my email.

----- original message -----

Tommy,

Attached is the file related to the project we are working on together. Please review the file and let me know if you have any questions.

Software Solutions Integrated, LLC

800.752.7912 | [redacted] | [www.agvance.net](http://www.agvance.net)

1. Select the provided link to open the Agvance LeapFILE web portal.
2. Enter the email address of who is requesting the file, then select **Authenticate**.

# Secure Download

Please enter your email address to validate access

Your email address should match the email registered for this transfer.

**Your email address**

Remember me on this computer for 2 weeks

**Authenticate**

3. Once authenticated, the *Secure Download* window displays. It is important to read and carefully follow the instructions. Select **Download** to securely download the file.

# Secure Download

**Date** 9/17/20 8:33:12 PM GMT-05:00  
**From** [REDACTED]  
**To** [REDACTED]  
**Subject** Agvance data files[Attachment Download]

Here are the secure attachments from my email.----- original message -----<br/><body lang=EN-US link="#0563C1" vlink="#954F72"><div class=WordSection1><p class=MsoNormal>Tommy,</p><p class=MsoNormal>Attached is the file related to the project we are working on together.&nbsp;Please review the file and let me know if you have any questions.</p><p class=MsoNormal>&nbsp;</p><p class=MsoNormal style=background:white><span style=font-family:"Segoe UI",sans-serif;color:#333333">Denise Rohrer</span><span style=font-size:12.0pt;font-family:"Helvetica",sans-serif;color:#333333"></span></p><p class=MsoNormal><b><span style=font-size:10.0pt;font-family:"Segoe UI",sans-serif;color:#222A35">Software Solutions Integrated, LLC</span></b></p><p class=MsoNormal style=margin-bottom:9.0pt;background:white><span style=font-size:9.0pt;font-family:"Segoe UI",sans-serif;color:#595959">800.752.7912</span><span style=font-size:9.0pt;font-family:"Segoe UI",sans-serif;color:#979292"> | </span><i><span style=font-size:9.0pt;font-family:"Segoe UI",sans-serif;color:#0070C0"><a href="mailto:"></span></i></span></p><p class=MsoNormal><span style=font-size:9.0pt;font-family:"Segoe UI",sans-serif;color:#0070C0"><a href="http://www.agvance.net/"></span><span style=color:#0070C0">www.agvance.net</span></a></span><span style=font-family:"Arial",sans-serif;color:#212121"></span></p><p class=MsoNormal>&nbsp;</p></div></body>

## Files

Filename	Size	Action
Leapfile Test File.txt	34 B	<a href="#">DOWNLOAD</a>

**IMPORTANT:** Save all files to your computer **first**, do not open! Once done they may be automatically deleted.

## Helpful Hints

- If you have the option of saving the file or opening it in an application, choose save the file.
- Download each file individually or get everything at once in a single ZIP file. Use "ZIP ALL" for best results. If you can't open the ZIP files, install WINZIP (Windows) or STUFFIT (Mac).

[CLICK HERE](#) if you want to know how to get LeapFILE for your company!