

# LeapFile Instructions

*for customers and vendors*

You may provide customer the link: which will bring them directly to these instructions.

1. Go to <http://ffmbank.leapfile.net>
  - a. Or click on "Contact Us" link at the bottom of the www.ffmbank.com website.
2. Click on **Secure Upload**



## Secure File Exchange

Welcome to the First Farmers & Merchants Bank Secure File Exchange. All files are encrypted.

### **Secure Upload**

Send files to First Farmers & Merchants Bank.

### **Secure Download**

Download files sent to you by First Farmers & Merchants Bank. Please

### **File Portal**

Browse and download files. A guest account is required.

3. Enter **email address** of First Farmers & Merchants bank employee and click **start**

## Secure Upload

Please enter the email address of the intended recipient. If you need assistance, please call 866-733-3444 for assistance.

Enter the email of the recipient for this transfer

### **Recipient Email**

**Start**

4. On the next screen, enter your name and email and message information.

5. Click **“Select files to send (Regular Upload)”** near the bottom of the screen.

Deliver To: **None Selected**

Please enter your contact information

**Name**

**Email**

**Confirm Email**

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)**

6. Click **“Browse”** and browse to attach the files (*Hint: if there are a lot of files, you may want to place them all in a folder as a zip with Winzip and then just upload the zip file*)
7. Click **Upload and Send**

## Secure Upload

Select files to upload

|          |                      |                  |
|----------|----------------------|------------------|
| File #1  | <input type="text"/> | <b>Browse...</b> |
| File #2  | <input type="text"/> | Browse...        |
| File #3  | <input type="text"/> | Browse...        |
| File #4  | <input type="text"/> | Browse...        |
| File #5  | <input type="text"/> | Browse...        |
| File #6  | <input type="text"/> | Browse...        |
| File #7  | <input type="text"/> | Browse...        |
| File #8  | <input type="text"/> | Browse...        |
| File #9  | <input type="text"/> | Browse...        |
| File #10 | <input type="text"/> | Browse...        |

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

**Upload & Send**

8. You will receive a Success Message. The recipient will automatically receive an email with a link to download the files you have sent. You will receive an email when they have downloaded them.

## Secure Upload

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

[Send more files](#)

[Return to Portal](#)