

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).



Dale R. Folwell, CPA
STATE TREASURER OF NORTH CAROLINA
DALE R. FOLWELL, CPA

Secure Upload

Deliver To: hbr inquiries

Please enter your contact information

Name

Jane Doe

Email

jane.doe@shpnc.org

Confirm Email

jane.doe@shpnc.org

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

Exception Form

Message/Description/Instructions

Attached is an exception request for Sally Sue.

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)

Browser Requirement: The Enhanced upload feature is only available in Internet Explorer and Safari Browsers using the latest version of Java [download and install](#) Java from www.java.com.

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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.

The screenshot shows the 'Secure Upload' page for the North Carolina State Health Plan. At the top left, there is a logo for the North Carolina State Health Plan for Teachers and State Employees, a division of the Department of State Treasurer. To the right is the signature of Dale R. Folwell, CPA, State Treasurer of North Carolina. The main content area is titled 'Secure Upload' and contains a section 'Select files to upload'. This section has a table with 10 rows, labeled 'File #1' through 'File #10'. The first row has the file path 'C:\Users\shp0021\Desktop\2018 Exception Form ACTIVES.pdf' entered in the text field, and a 'Browse...' button to its right. The other rows have empty text fields and 'Browse...' buttons. Below the table is a note: '** More files selectors will automatically appear if you run out **'. At the bottom of the upload section is an 'Upload & Send' button. The footer contains an 'Employee Login' button, links for 'Privacy Policy' and 'Security Statement', and copyright information for LeapFILE. The page is powered by LeapFILE.

North Carolina State Health Plan
FOR TEACHERS AND STATE EMPLOYEES
A Division of the Department of State Treasurer

DALE R. FOLWELL, CPA
STATE TREASURER OF NORTH CAROLINA

Secure Upload

Select files to upload

File #1	C:\Users\shp0021\Desktop\2018 Exception Form ACTIVES.pdf	Browse...
File #2		Browse...
File #3		Browse...
File #4		Browse...
File #5		Browse...
File #6		Browse...
File #7		Browse...
File #8		Browse...
File #9		Browse...
File #10		Browse...

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

Upload & Send

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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 HBRIquiries@nctreasurer.com.