Uploading Documents to the City of Redmond’s File Transfer Site:
Website: [https://redmond.leapfile.net](https://redmond.leapfile.net)

1. Click on Secure Upload

2. In the “Recipient Email” field, enter [CORprivatedevelopment@redmond.gov](mailto:CORprivatedevelopment@redmond.gov) and click “Start”
3. Enter contact information. In the “Subject” field enter the Project name. In the “Message/Description/Instructions” field document what is being submitted. Click on the “Select files to send (Regular Upload)” button.

4. Click on the “Choose File” button and select your file to upload. Repeat process for all files to be submitted. Once complete, click “Upload & Send” button. 
Note: zip multiple files in one folder and upload as one file.