

Uploading Documents to the City of Redmond's File Transfer Site:

Website: <https://redmond.leapfile.net>

1. Click on Secure Upload



Secure File Exchange

Welcome to the City of Redmond 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 City of Redmond.

Secure Download

Download files sent to you by City of Redmond. Please have your download tracking code ready.

File Portal

Browse and download files. A guest account is required.

2. In the "Recipient Email" field, enter CORprivatedevelopment@redmond.gov and click "Start"



Secure Upload

Enter the email of the recipient for this transfer

Recipient Email

Start

- 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.

Secure Upload
Deliver To: Linda Keefe

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)

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](http://www.java.com) from www.java.com.

- 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.



Secure Upload

Select files to upload

File #1	<input type="button" value="Choose File"/>	No file chosen
File #2	<input type="button" value="Choose File"/>	No file chosen
File #3	<input type="button" value="Choose File"/>	No file chosen
File #4	<input type="button" value="Choose File"/>	No file chosen
File #5	<input type="button" value="Choose File"/>	No file chosen
File #6	<input type="button" value="Choose File"/>	No file chosen
File #7	<input type="button" value="Choose File"/>	No file chosen
File #8	<input type="button" value="Choose File"/>	No file chosen
File #9	<input type="button" value="Choose File"/>	No file chosen
File #10	<input type="button" value="Choose File"/>	No file chosen

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