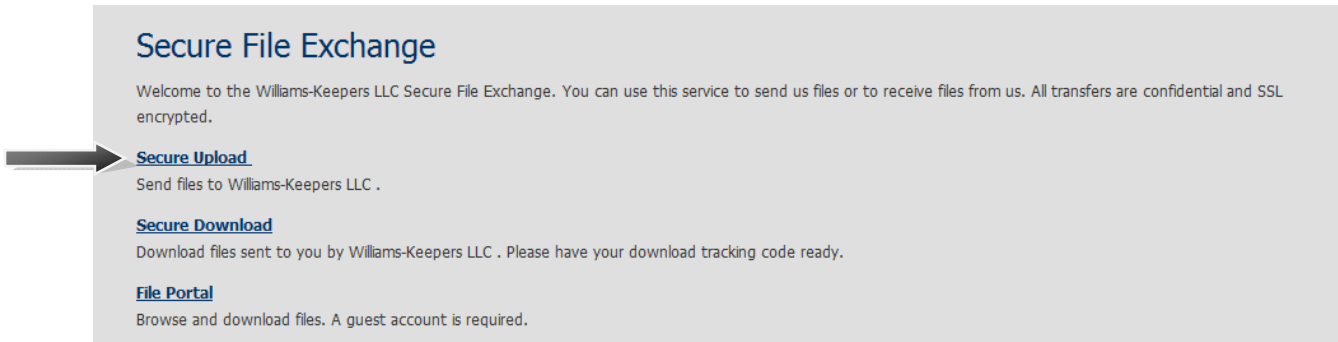


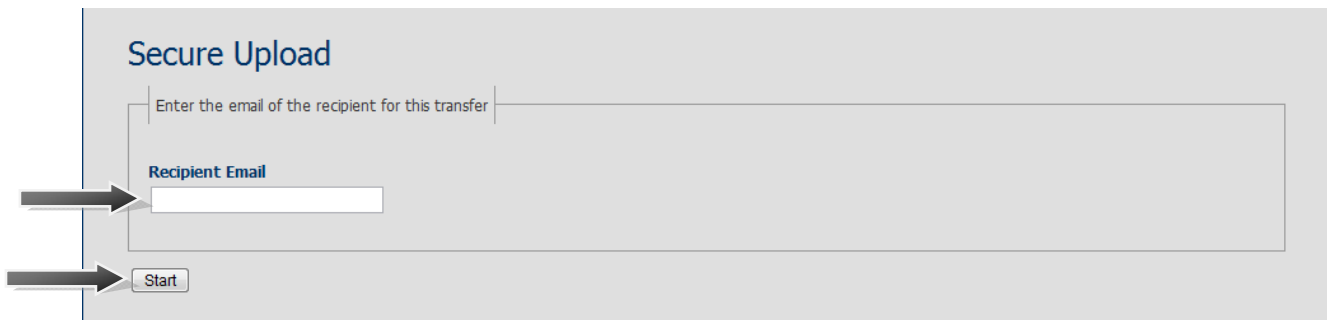
Williams-Keepers LLC Secure File Exchange Client Instructions

Click on this following link or type it in your web browser: <http://williamskeepers.leapfile.net>

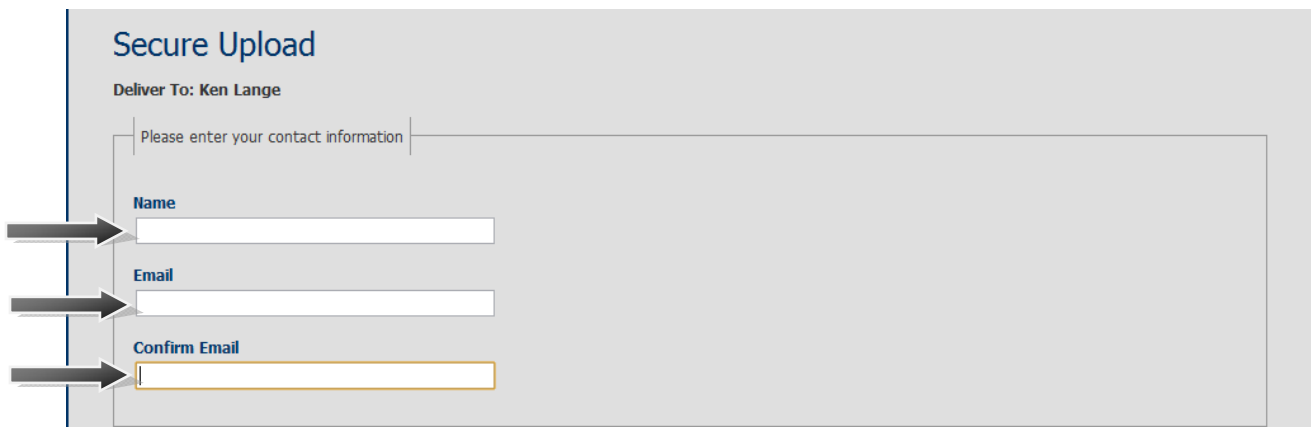
To send a file to an associate at Williams-Keepers LLC, click on the Secure Upload option on the Secure File Exchange site.



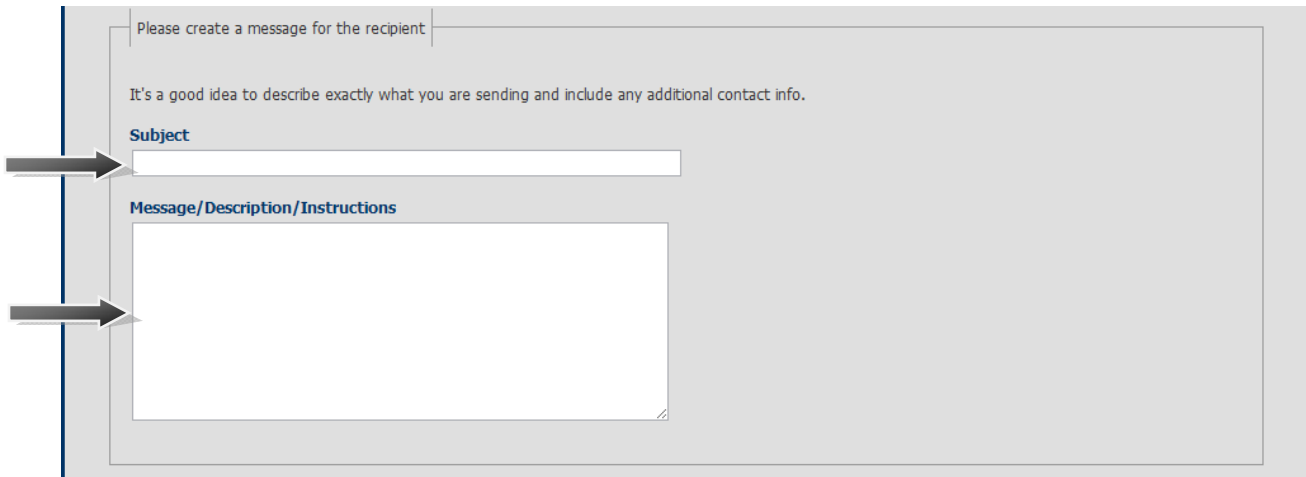
Type the email address of the recipient at Williams-Keepers LLC that you are sending this file to. To send to more than one recipient, enter a comma between each email address you are sending to. Click Start.



Enter your name and your email address in the contact information section. Be sure to enter your email address twice to confirm.



Type a Subject and a Message that will be included with the secure file transfer for the recipient(s) at Williams-Keepers LLC.




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

To receive a notification in your email when the recipient(s) at Williams-Keepers LLC have downloaded the secure file(s), check the “Notify me...” box. (This step is optional, but recommended.)



Select delivery options

Notify me when the files have been downloaded.

To send a single file (or multiple files from different folders) click on the Regular Upload option.



Select files to send (Regular Upload)

Select files and folders to send (Enhanced upload)

To send multiple files from a single folder and/or multiple folders, click on the Enhanced Upload option.
NOTE: To use this option you will need to have Java support enabled in your browser. If you choose this option, a test for the Java component will be executed and an opportunity to download and install this component to your browser will be provided.



Select files to send (Regular Upload)

Select files and folders to send (Enhanced upload)

If you chose the Regular Upload option, follow these instructions, otherwise skip to the next step.

Click the option to Choose File for File #1. Repeat for each file until all files have been selected. Then click on Upload and Send.

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 **

If you chose the Enhanced Upload option, follow these instructions, otherwise skip to the next step.

Click on the Add button to select the folder(s) and/or file(s) you wish to send, or as stated in the Tips, you may simply drop and drag the files from your Windows Explorer window to the file list. Once all of the files are listed that you are sending, click on Upload.

Secure Upload

Directory	File	Size

This page requires Java 1.5. If you do not see Java starting, please enable Java in your browser. If encounter any problems using enhanced upload, please [get the latest version of Java from Sun Microsystems at http://www.java.com](http://www.java.com). Java is a standard technology supported by all major companies. It is free, secure, and only takes a few minutes to install.

Tips:

- Click "Add" to select the files you want to transfer or simply drag and drop the files onto the file list.
- Add a folder to send everything inside.

When the upload of the file(s) and/or folder(s) have completed, you should receive the following message.

Secure Upload

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

[Send more files](#)