

Uploading Exception Forms to 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)

North Carolina State Health Plan
for Teachers and State Employees
www.shpnc.org

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)

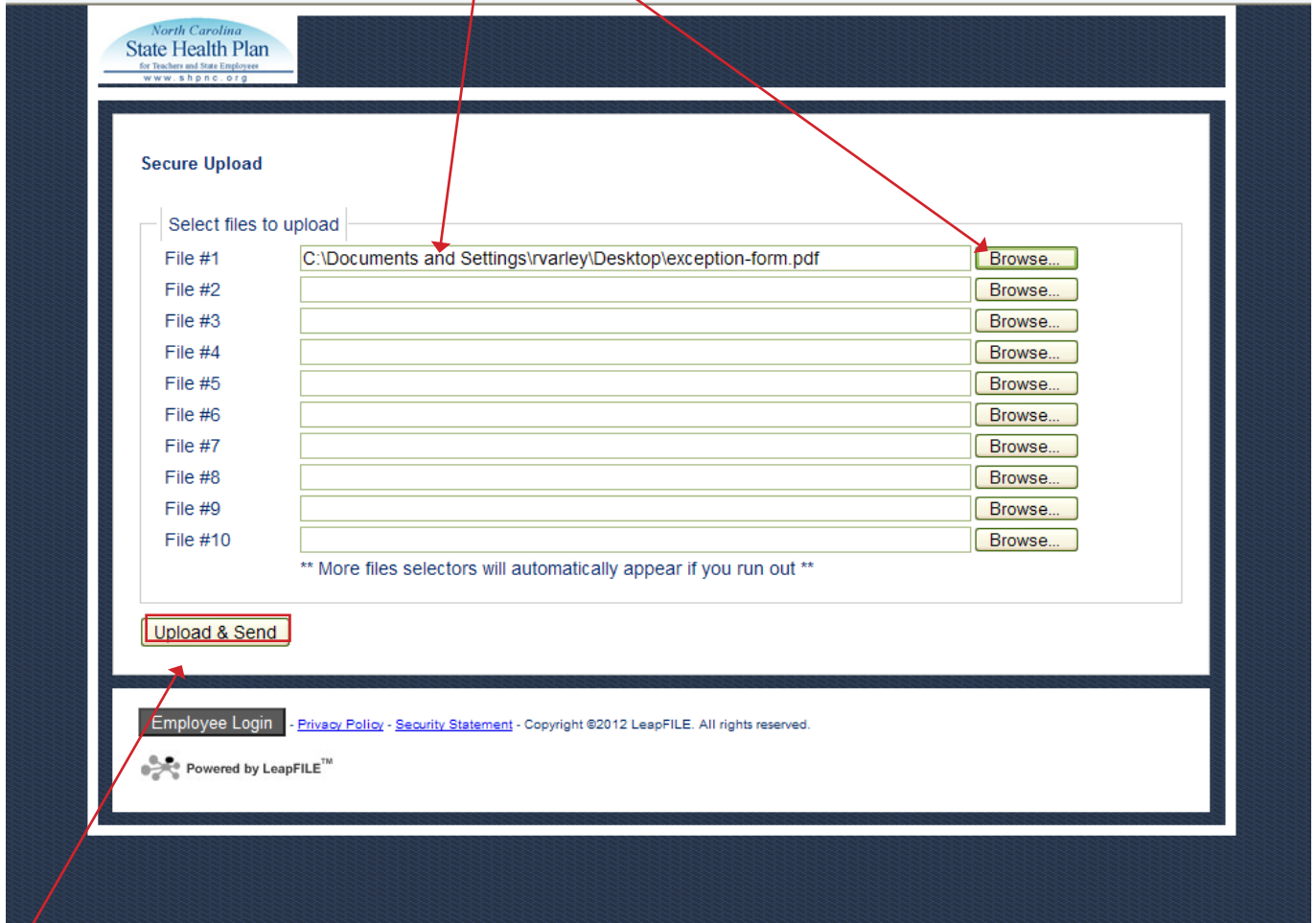
Select files and folders to send (Enhanced upload)

Browser Requirement: Enhanced upload requires Java support in the browser. If the enhanced upload page does not load or work, please [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 it's location.



6. Click on Upload & Send. You will get a final screen letting you know that the upload was successful.

