

Point cursor to RESOURCES, to open menu (see illustration).  
Click on SECURE FILE TRANSFER. This will direct you to  
secure file exchange window (see next page).

The screenshot shows the website for Carlson & Smith, LLP, a Full Service Tax & Accounting firm. The navigation menu includes: Welcome, Firm Profile, Services, Newsletter, Guides, Tax Center, Resources, Contact, and Internet Links. The Resources dropdown menu is open, listing the following items: Secure File Transfer, Secure File Transfer - Instructions, Join a Meeting, Join a Meeting - Instructions, Financial Calculators, Client Portal, Internet Links, Online Payroll, Incorporate Online, Recommended Books, News and Weather, Pay My Fee, and Calculators. The main content area features sections for Professionalism, Responsiveness, Quality, Services, Newsletter, and Resources. The footer contains the address: 5550 Topanga Canyon Blvd. Suite 155 | Woodland Hills, CA 91367 | Phone: (818)887-3505 | [info@carlsoncpa.com](mailto:info@carlsoncpa.com). The CPA logo and the slogan "America Counts on CPAs" are also present.



## Secure File Exchange

Welcome to the Carlson & Smith LLP 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 Carlson & Smith LLP.

### Secure Download

Download files sent to you by Carlson & Smith LLP. Please have your download tracking code ready.

### File Portal

Browse and download files. A guest account is required.

To upload files,  
click here.

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## Secure Upload

Enter the email of the recipient for this transfer

Recipient Email

Start

[Employee Login](#) - [Privacy Policy](#) - [Security](#)

Power

Type in recipient's email address.

Please see directory below:

William Carlson

BillC@carlsoncpa.com

Gayle Smith

GayleS@carlsoncpa.com

Claudia Aguilar

ClaudiaA@carlsoncpa.com

Mireya Carlson

MireyaC@carlsoncpa.com

Karin Gonzales

KarinG@carlsoncpa.com

Meiko Saito

MeikoS@carlsoncpa.com

Mary Anne Tomaneng

MaryAnneT@carlsoncpa.com

Susie Yokomi

SusieY@carlsoncpa.com

then click



## Secure Upload

Deliver To:

Please enter your contact information

**Name**

**Email**

**Confirm Email**

Type in sender's information.

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**

Must fill in these sections, as in regular e-mail.

It is recommended to click this box. Confirmation e-mails will be sent to you as soon as your e-mail is read and your files are downloaded.

Select delivery options

**Notify me when the files have been downloaded.**

Click this option to send files.  
See page 5A for next instructions.

**Browser Requirement:** Enhanced upload requires Java support in the browser. If the enhanced upload page does not work, please [download and install Java](http://www.java.com) from [www.java.com](http://www.java.com).

Click this option to send several files (within a folder) or folders. See page 5B for next instructions.



### Secure Upload

Select files to upload

File #1	<input type="text"/>	<input type="button" value="Browse..."/>
File #2	<input type="text"/>	<input type="button" value="Browse..."/>
File #3	<input type="text"/>	<input type="button" value="Browse..."/>
File #4	<input type="text"/>	<input type="button" value="Browse..."/>
File #5	<input type="text"/>	<input type="button" value="Browse..."/>
File #6	<input type="text"/>	<input type="button" value="Browse..."/>
File #7	<input type="text"/>	<input type="button" value="Browse..."/>
File #8	<input type="text"/>	<input type="button" value="Browse..."/>
File #9	<input type="text"/>	<input type="button" value="Browse..."/>
File #10	<input type="text"/>	<input type="button" value="Browse..."/>

Click to attach files to be uploaded.

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

Then click button to upload and send. See page 9.

## Secure Upload

Directory	File	Size

Click to add files/  
folders to be  
uploaded.

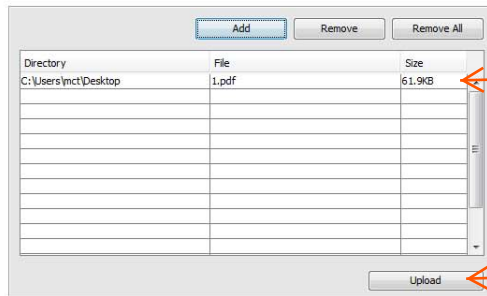
See next page.

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.

## Secure Upload



Directory	File	Size
C:\Users\nct\Desktop	1.pdf	61.9KB

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.

Sample file to be uploaded. Click ADD button again to attach files or folders to be

Click this button when ready to upload and send.

See next page.

Carlson & Smith LLP | Powered By LeapFILE - Windows Internet Explorer

https://secure.leapfile.com/fts/drop/custom/upload/Conf.jsp?oid=4028817e2a1180a8012a34d0aa4c0081

Carlson & Smith, LLP  
Full Service Tax & Accounting

## Secure Upload

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

Send more files

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Internet | Protected Mode: On 105%

**You should get this message. This completes your uploading session.**

**Click this button only if you need to send more files.**

**Click to close window.**