

# WDW Introduces “LeapFILE” as Our Secure File Transfer Site

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Normal methods of file transfer that use unsecured email, FTP solutions, CD Backups, Thumb Drives, External Hard Drives, etc. simply fail to meet the demanding and ongoing regulatory needs required of the Accounting Industry. To provide the security of a safer and more reliable method of electronically transporting private and confidential accounting information, we are introducing “LeapFILE” as our secure file transport vendor.

When WDW now sends you secure and private information:

1. An email sent directly from one of our employees will be sent to you with a direct link to our LeapFILE site “walthall.doitsecurely.com”.
2. Follow the link provided in the email and you will be taken directly to the WDW Secure Download page.
3. In the middle of the screen you will see a button labeled “Send Verification Code”. Activate the button by clicking on it.
4. A second email, from LeapFILE, will be sent immediately to your email address with the verification code. If you do not receive this email immediately you should look in your “junk” or “spam” folder because notifications are sometimes directed there.
5. This verification code will only be good for about 15 minutes from the time that you requested it. If you are interrupted during this process and the verification code expires, just go back to step one and repeat the process.
6. If your e-mail goes unread, the link provided in the e-mail expires after seven days.

To send WDW information the following needs to be completed:

1. Go to our website “Walthall.com” and hit the icon on the bottom of the screen labeled “Share Your Documents” or go directly to “walthall.doitsecurely.com”.
2. Click on the Turquoise label “Secure Upload”.
3. Enter the email address of the WDW employee that you are sending information to and click the “start” button.
4. Next enter your name and email address (twice).
5. Move farther down the page and enter a subject and a message.

6. You have the option of checking a box "Notify me when the files have been downloaded". Select this option if you want an email notification that the recipient has downloaded your information.
7. Select one of two file upload options "Select files to send (Regular upload)" or "Select files and folder to send (Enhanced upload)".
8. Browse to the files and/or folders you would like to upload.
9. Once files are selected click the "Upload & Send" file.

If you have any further questions regarding the use of LeapFILE or need assistance please do not hesitate to contact anyone on our staff.