



Certified Public  
Accountants

**Client LeapFile Instructions**

**Mine & Arao, LLP**  
**Certified Public Accountants**  
**File Transfer & Web Portal Client Use**

Type the following address in your web browser:

<http://minearao.leapfile.net>

**To Send a File to Mine & Arao:**

- Once you are on the web page, click on the **Secure Upload** link
- In the **Recipient Email** box, enter the email of the Mine & Arao employee you'd like to send the file to. Click **Start**
- Enter your contact information including name and email address
- Enter the required subject and message
- If desired, click the **Notify me when files have been downloaded** option and then click on **Select files to send (Regular Upload)** if sending files or click **Select files and folders to send (Enhanced Upload)** if sending folders as well. Note that the Enhanced Upload requires Java support.
- Click on **Browse** and add file(s) from your computer
- Click on **Upload & Send**
- An email will be sent to the Mine & Arao employee from Leapfile

**To Receive a File from Mine & Arao:**

- You will receive an email from a Mine & Arao employee which includes a link that you need to click on
- A **Secure Download** window will open which requires you to enter your email address that you opened the original email with
- Click on the **Authenticate** button
- The download window will open. Click on the **download** button and click the **open or save** button. If you intend on storing the file, please choose the save button.
- Once you have opened or saved the file(s), the Mine & Arao employee will receive a confirmation notice that the file(s) have been opened or downloaded.

**Client or Guest Portal Login:**

If you elected to access your 2009 tax return via our secure upload site and filled out the required form in your organizer packet, you should receive an email with your login information shortly after your tax return is filed. Once you have logged in, you will be prompted to change your password for security purposes. Please remember your new password.

If you would like your 2009 tax return to be added to the File Portal, please email Carrie at [carrie@minearao.com](mailto:carrie@minearao.com) with a valid email address and temporary password you will use to login to your account.

Once your info is added to our system, please follow these directions:

- Type the following address into your web browser:  
<http://minearao.leapfile.net>.
- Click **File Portal**
- Type in your **Login ID** and **Password**
- Click **Login**
- You will then be prompted to enter a new password for security reasons.
- A **File Portal** window will appear with the name and description of your file(s).
- Click on the Portal
- Click **Download** on the file(s) of your choice.