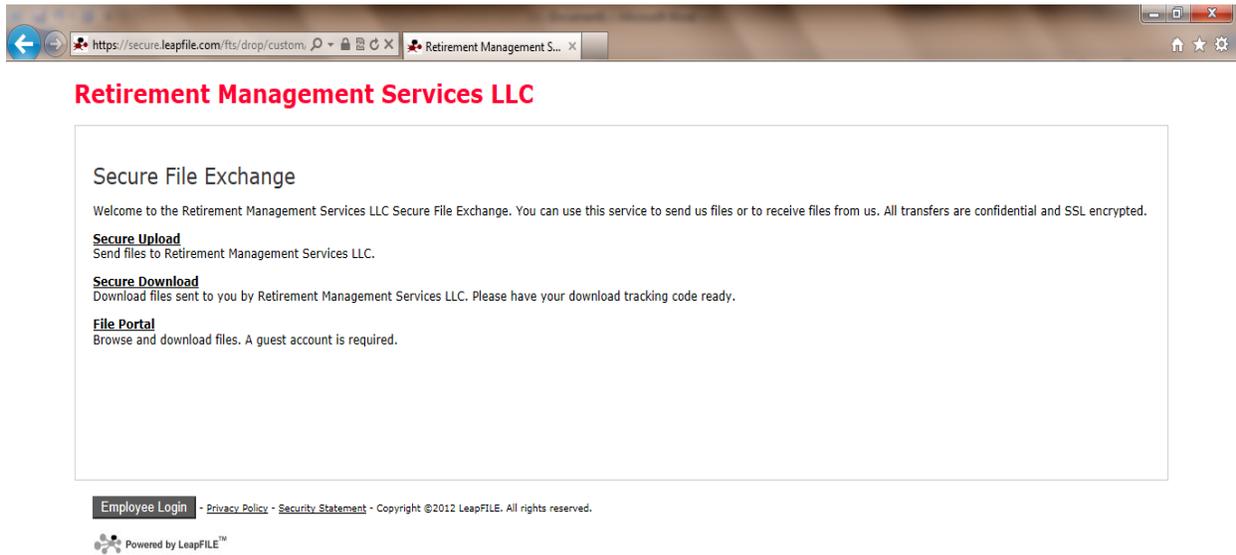


SENDING SECURE DOCUMENTS TO RETIREMENT MANAGEMENT SERVICES

Open the internet and type in the top address window: <http://consultrms.leapfile.net>



The screenshot shows a web browser window with the address bar displaying <https://secure.leapfile.com/fts/drop/custom>. The page title is "Retirement Management Services LLC". The main content area is titled "Secure File Exchange" and contains the following text:

Welcome to the Retirement Management Services LLC 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.

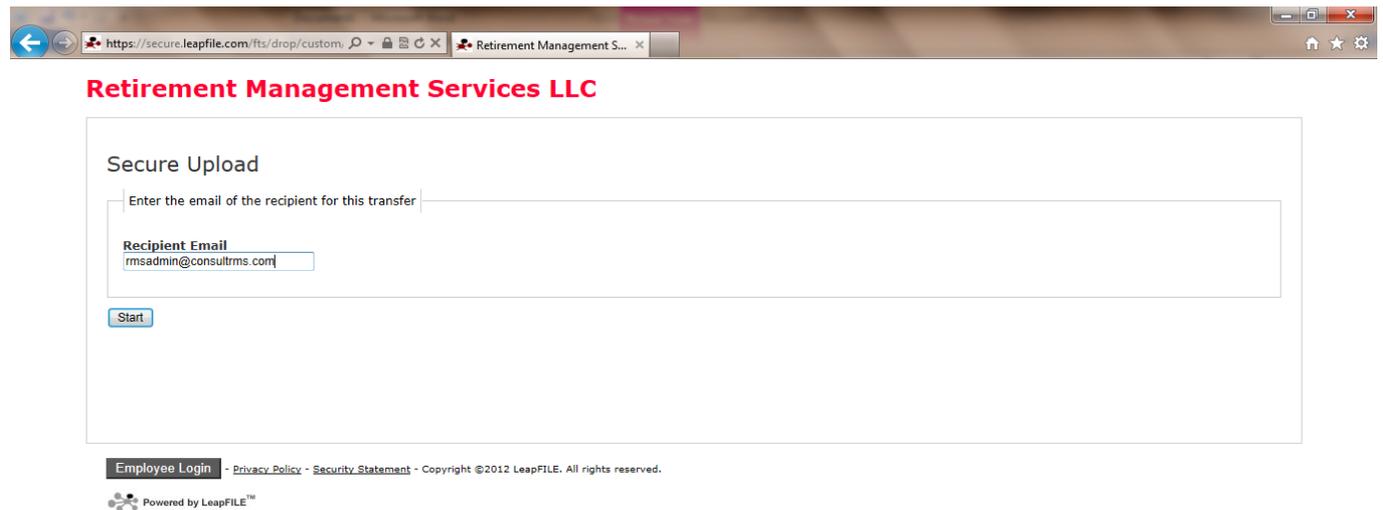
Secure Upload
Send files to Retirement Management Services LLC.

Secure Download
Download files sent to you by Retirement Management Services LLC. Please have your download tracking code ready.

File Portal
Browse and download files. A guest account is required.

At the bottom of the page, there are links for "Employee Login", "Privacy Policy", and "Security Statement", along with a copyright notice: "Copyright ©2012 LeapFILE. All rights reserved." and a "Powered by LeapFILE™" logo.

Click on “Secure Upload” and type in the RMS email address for the intended recipient and click “Start”



The screenshot shows the "Secure Upload" form in the Retirement Management Services LLC web application. The form is titled "Secure Upload" and contains a text input field with the placeholder text "Enter the email of the recipient for this transfer". Below the input field, there is a label "Recipient Email" and a text input field containing the email address "rmsadmin@consultrms.com". A "Start" button is located below the input fields. The footer of the page includes links for "Employee Login", "Privacy Policy", and "Security Statement", a copyright notice: "Copyright ©2012 LeapFILE. All rights reserved.", and a "Powered by LeapFILE™" logo.

On the next page enter your name and email address, subject, and message information; then click on “Select Files to Send (Regular Upload)”. This will let you browse through your computer and/or network to attach documents. You can click on “Notify me when the files have been downloaded” if you like.

Retirement Management Services LLC

Secure Upload

Deliver To: RMS Admin

Please enter your contact information

Name

Mike Ware

Email

mw are@demottechsolutions.com

Confirm Email

mw are@demottechsolutions.com

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

Test Leapfile doc send

Message/Description/Instructions

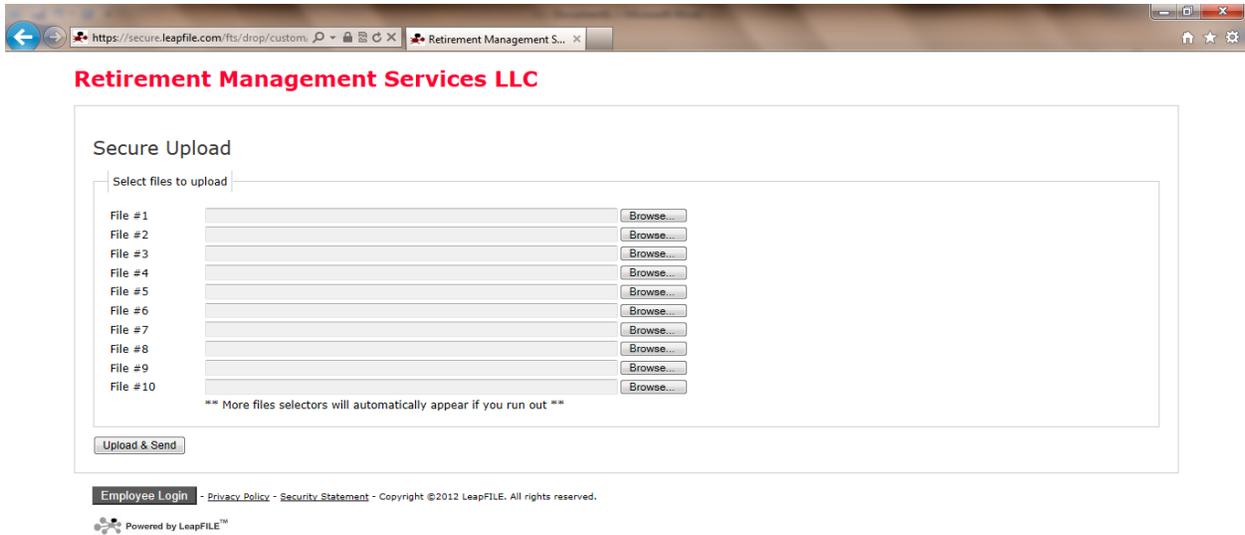
Sending secure document through leapfile to RMS Employee

Select delivery options

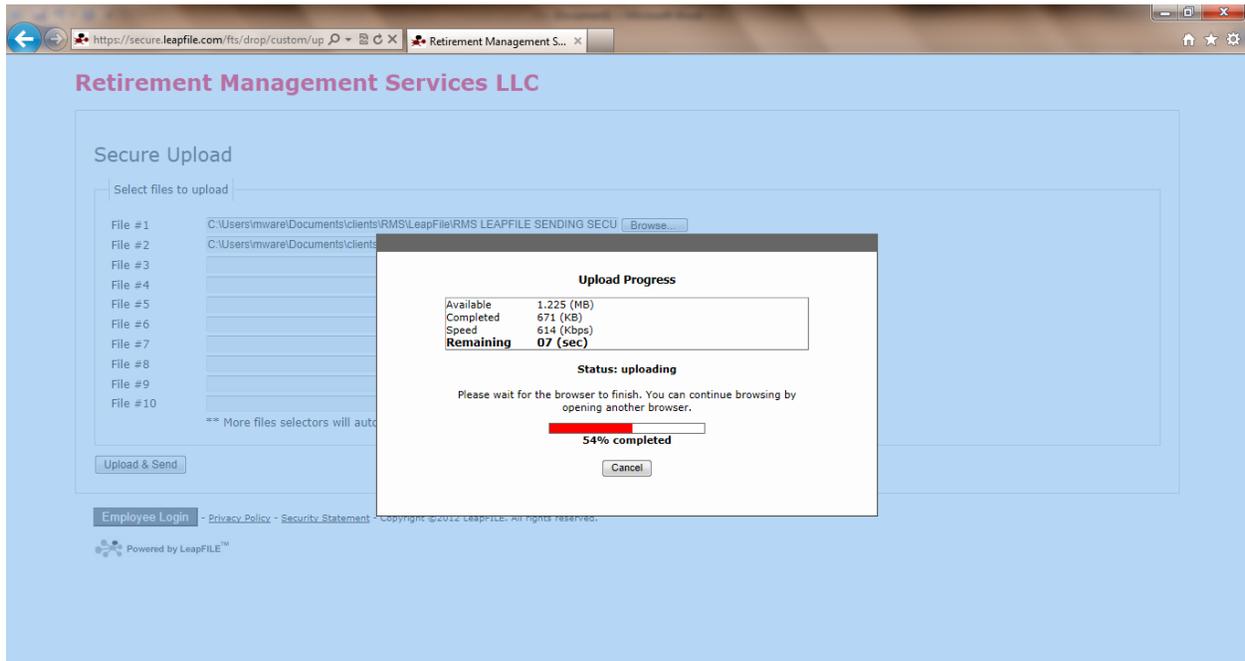


Notify me when the files have been downloaded.

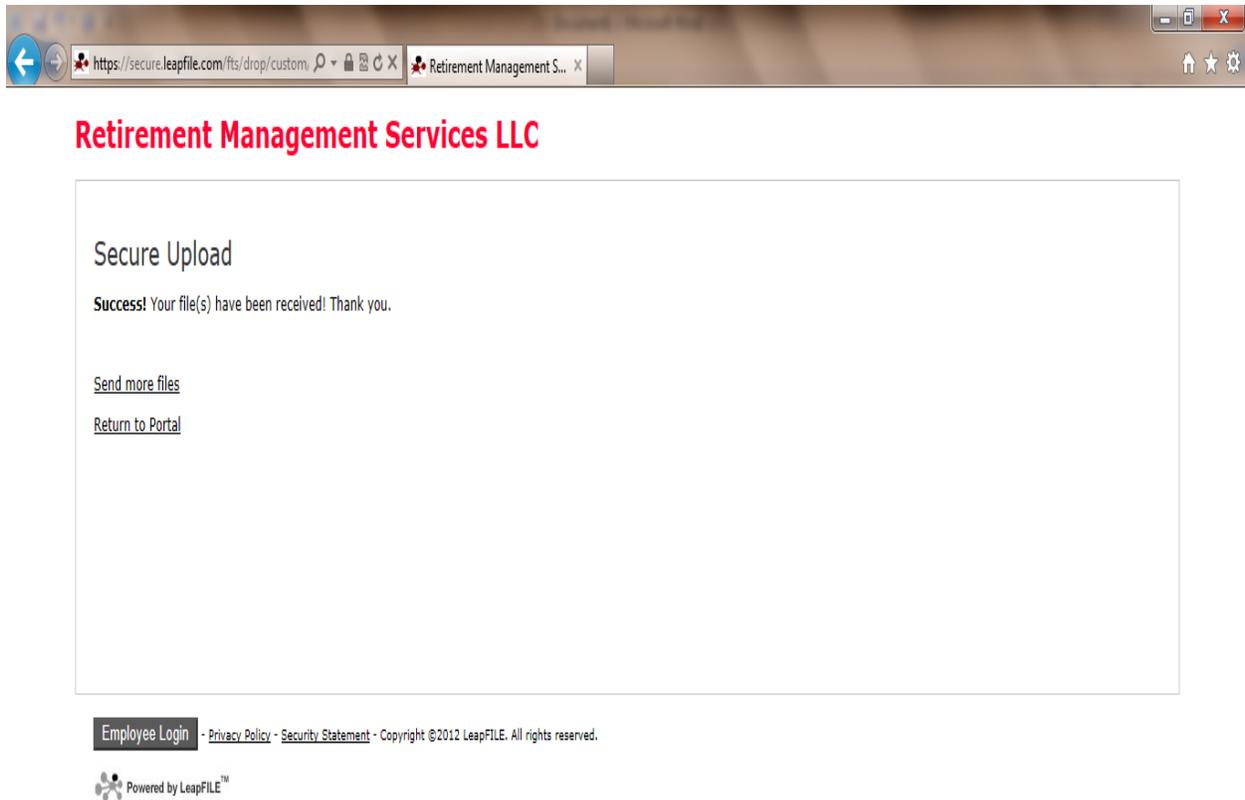
Browser Requirement: Enhanced upload requires Java support in the browser. If the enhanced upload page does not load or work, please [download and install](http://www.java.com) Java from www.java.com.



You can attach as many documents as needed and there aren't any file size restrictions. Once you have browsed and attached your documents, click on the "Upload & Send" button.



You will receive a message saying “Secure Upload success!” at which time you are finished.



If you have any questions regarding this process, please contact your RMS representative.