Go to RowlandTax.leapfile.net

Click 'Secure Upload" and type in the recipient email address  $\underline{Robert@RowlandTax.com}$ 

Enter your contact information (name and email address)

In the message block a short description of the documents being emailed.

Towards the bottom of that screen click the "Select files to send (Regular Upload)" button to attach the file(s) to be sent.