

## Merchant Information

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Website \_\_\_\_\_

Time zone \_\_\_\_\_

General Payment Email \_\_\_\_\_

## Primary Contact Information

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

## Banking Information for Billing

Account Number \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Holder Type – Business or Personal \_\_\_\_\_

Account Type – Checking or Saving \_\_\_\_\_

## Request ACH Application

Yes      No

## Logo Provided

## For Internal Use

Primary Contact Username \_\_\_\_\_

SSIDB ID \_\_\_\_\_

**\*\*Please attach voided check and VAR sheet from processor and return to SSI via LeapFile\*\***

## Overview

SSI uses LeapFILE to send and receive data files in a safe and secure environment. When sending data files to SSI, the following steps should be followed. This process automatically initiates an email to the SSI Team, alerting them when a file has been submitted.

## Sending Files to SSI

An email which includes the LeapFILE link will be sent from the SSI Support representative.

- Select the link provided in the email (<https://agvance.leapfile.net>) to display the *Agvance Secure File Exchange* window.



## Secure File Exchange

Welcome to the SSI, 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 SSI, LLC.

### SECURE DOWNLOAD

Download files sent to you by SSI, LLC. Please have your download tracking code ready.

### FILE PORTAL

Browse and download files. A guest account is required.

[Employee Login](#) - [PRIVACY POLICY](#) - [SECURITY STATEMENT](#) - Copyright ©2021 LeapFILE. All rights reserved.

- Select the *Secure Upload* option to begin the upload process.
- On the *Secure Upload* window, enter the recipient email of mailto: [datateam@energyforce.net](mailto:datateam@energyforce.net) select **Start**.
- In the window that displays, enter your *Company Name*, *Email Address*, *Subject* for the email and a brief *Message/Description*. Be sure to include the intended recipient (SSI representative) in the *Message/Description*.
- Choose the *Select files to send (Regular Upload)* option and select the files to be sent. Then select "Upload & Send" button.

- When the files have been successfully uploaded, an email is automatically sent to the SSI Team.



# Secure Upload

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

If complete please close the browser window, or click below for more options:

[SEND MORE FILES](#)

[RETURN TO PORTAL](#)