

Use Your Computer to Upload Your HBP Form

Step 1. Access the Website

Click on the link below or cut and paste it in your browser in order to submit forms and documents securely to the Health Benefits Program.

(Note: this is a web address not an email address)

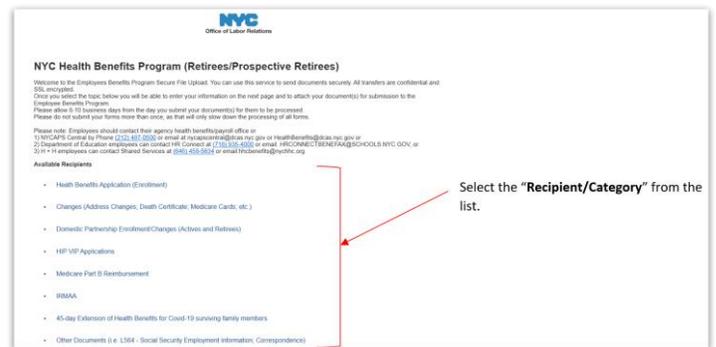
<https://nycemployeebenefits.leapfile.net>

Choose the appropriate category from the list of displayed under "Available Recipient"

Complete the online form and choose the "Select Files to Send (Regular Upload)" button.

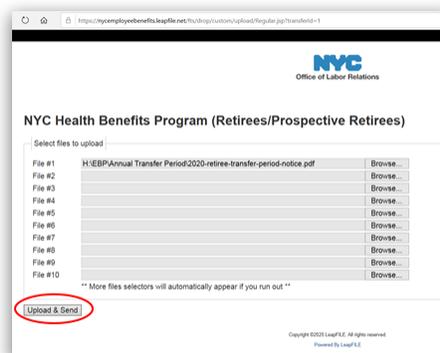
Click the "Choose Files" button in order to browse to locate the form and/or document(s) that will be uploading from your computer.

Repeat the steps to "browse" in order to add all documents that you wish to submit.



Step 2. Upload & Send

When you have chosen all necessary files, click "Upload and Send"



Step 3. Confirm Successful Upload

Once you have successfully submitted your documents, you will receive a "successful upload" message on screen

Success!

