ACH Check Upload Step by Step w/ Screenshots

Step 1: Go to https://gs-csnj-131.leapfile.net/

Step 2: Click on "SECURE UPLOAD"

Step 3: Enter achadmin@gscsnj.org as the recipient email - then click on Start.

Step 4: Enter your name and email address as entered on this form above.

Secure Upload

Deliver To: ACH Admin

Please enter your contact information

Name
Troop Leader Name

Email Address
troop leader email address

Confirm Your Email Address
troop leader email address

Step 5: Enter your "Troop # -Voided Check" in the subject line & in the Message/Description/Instructions. It is required to enter in BOTH fields.

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
Troop 00000 Voided Check

Message/Description/Instructions
Troop 00000 Voided Check

Step 6: Click "Notify me when the files have been downloaded." to receive notification that your file has been downloaded (Optional).

NOTE – we are getting reports that confirmation emails are NOT always being sent. It could be that the system is bogged down.

**Council will be contacting Service Unit Managers with a list of who has completed the ACH process by the end of September. Troops do NOT need to contact Council to confirm. We will notify them if we have not received the check.

Select delivery options

☑ Notify me when the files have been downloaded.

Select files to send (Regular Upload)

Select files and folders to send (Enhanced upload - HTML5) *NEW*

Select files and folders to send (Enhanced upload - Java)

Browser Requirement: The Java enhanced uploader requires Java support in the browser. If the Java upload page does not load or work, please download and install Java from www.java.com.

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Step 7: Click on "Select Files to Send (Regular Upload)" and Add your file. Click on File #1, Choose File from your Saved Documents and upload it.

Select files to send (Regular Upload)

Select files and folders to send (Enhanced upload - HTML5) *NEW*

Select files and folders to send (Enhanced upload - Java)

Browser Requirement: The Java enhanced uploader requires Java support in the browser. If the Java upload page does not load or work, please download and install Java from www.java.com.

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Step 8: Click "Upload and Send"