Longitudinal Employer - Household Dynamics

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How to import the public key, encrypt data using PGP, and transfer using HTTPS to LEHD

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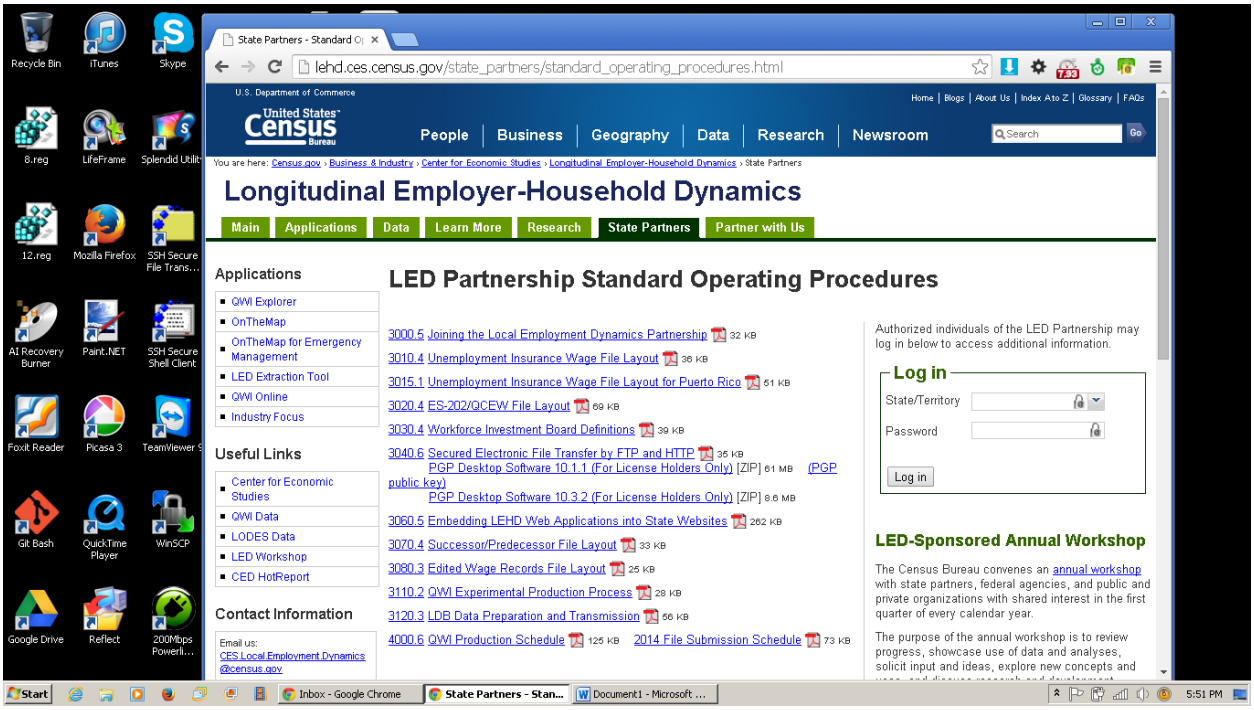
Importing LEHD public key

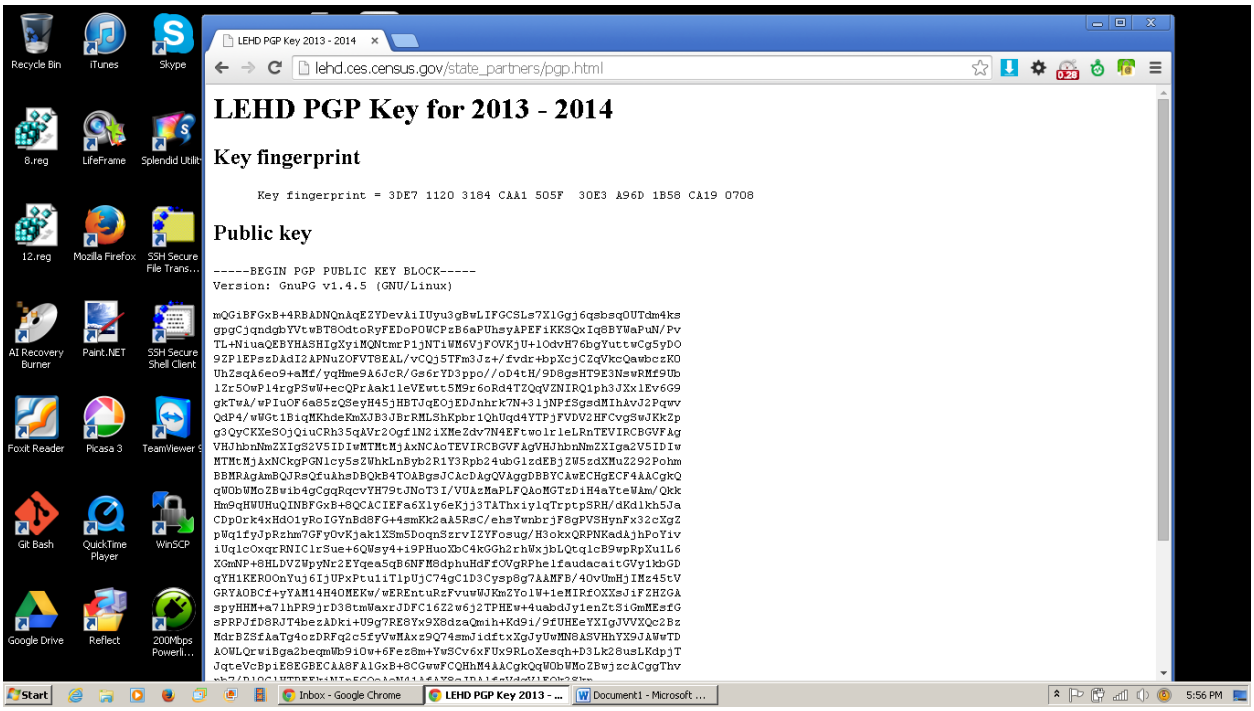
1. After successful installation of the PGP Desktop 10.3.2 software, the latest LEHD PGP Public Key should be imported. The public key is available at http://lehd.ces.census.gov/state_partners/standard_operating_procedures.html.

2. Open a browser and enter the following URL: http://lehd.ces.census.gov/state_partners/standard_operating_procedures.html

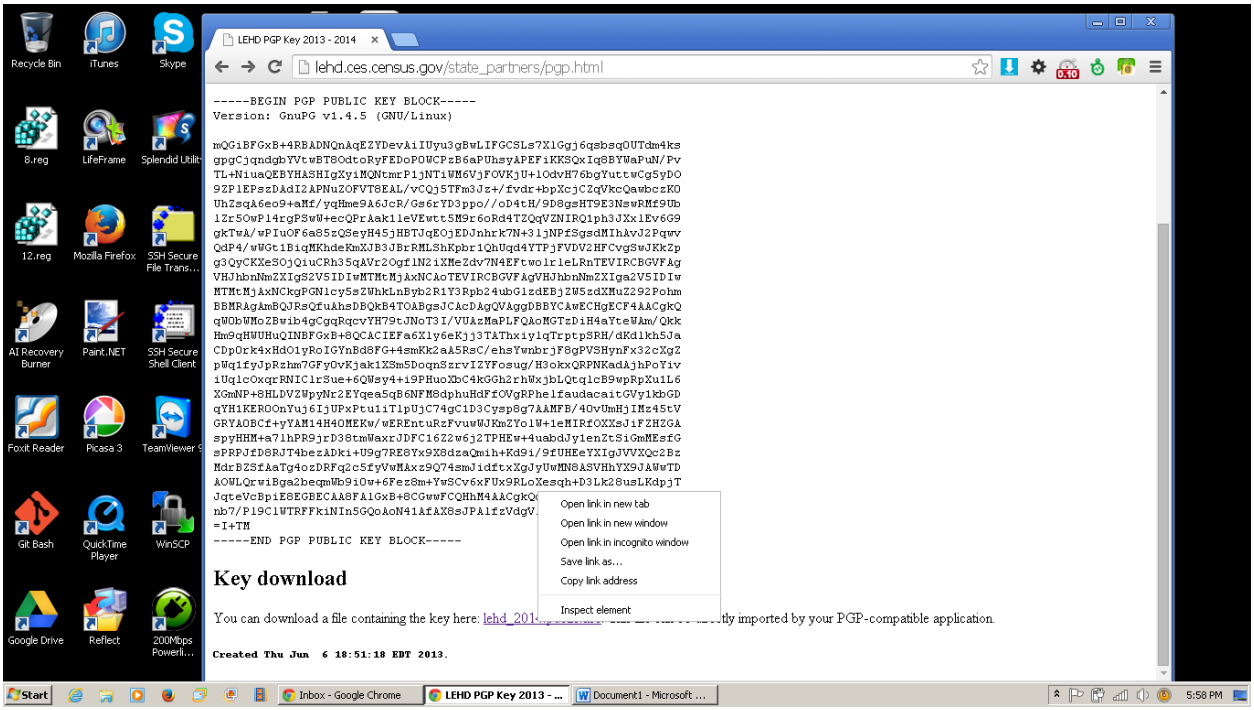
   See below screen for reference.
   “



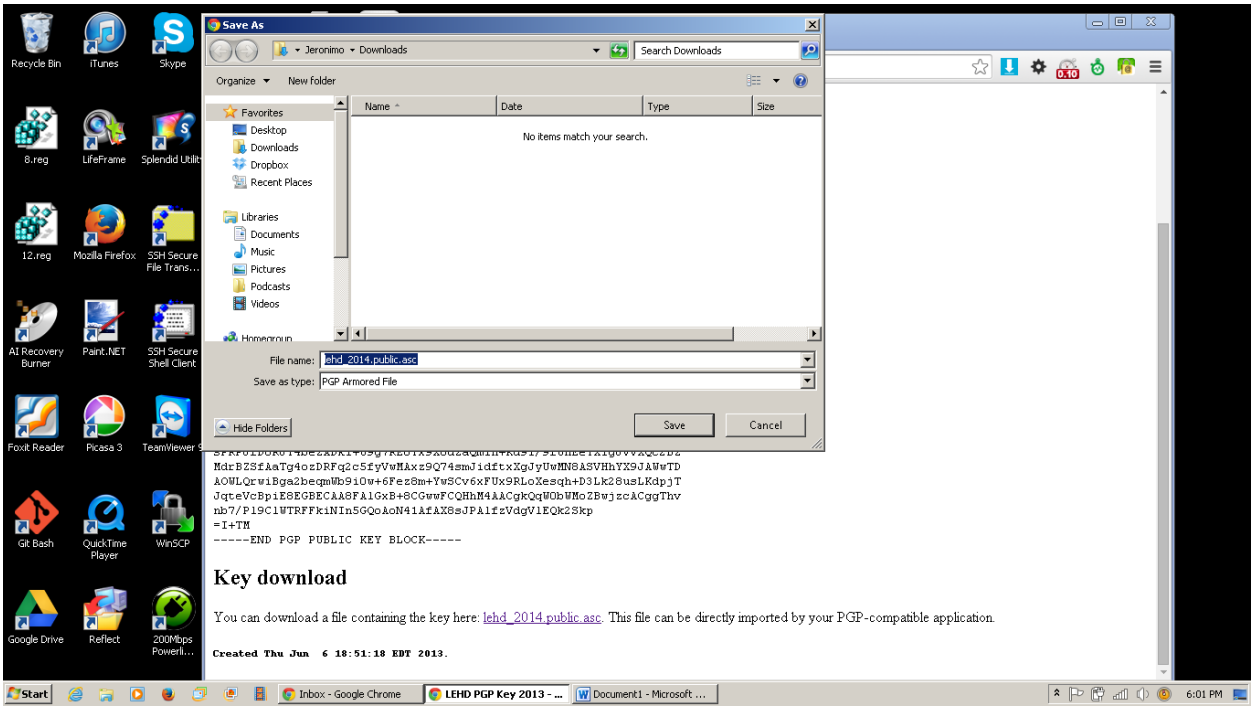
3. Download the public key file, by selecting the “PGP public key” link, which opens up the Public key for viewing.



Select the scroll bar on the right side of the screen to see the link where it says " You can download a file containing the key here: lehd_YYYY.public.asc" link. The YYYY is the current year for encrypting files. Use the right mouse button to open the menu for downloading the file as seen below:



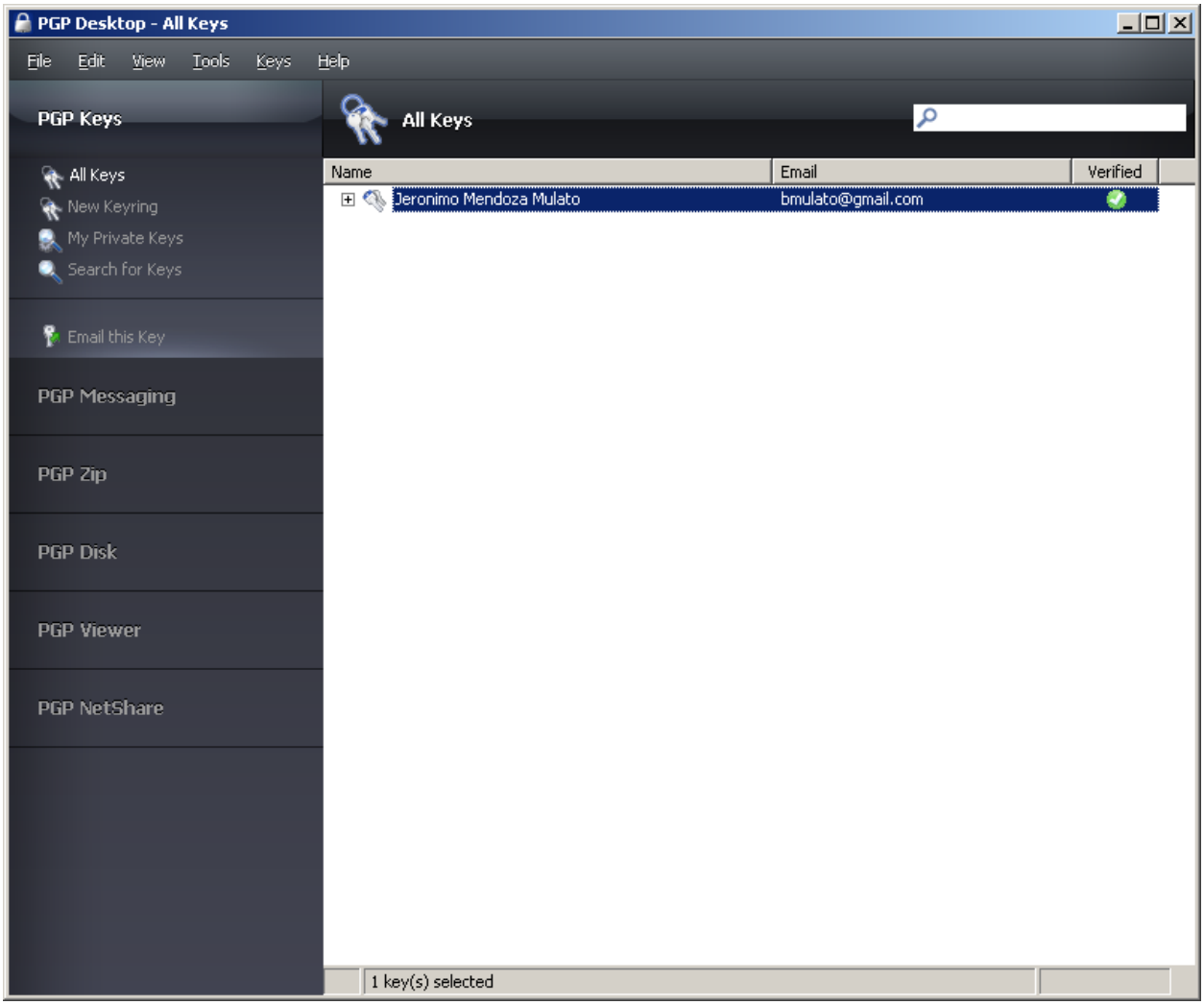
Choose “Save link as” on the selection, which would then open a window to indicate where to save the file. (this is using google chrome , if **using Internet Explorer, choose “save target as**”)



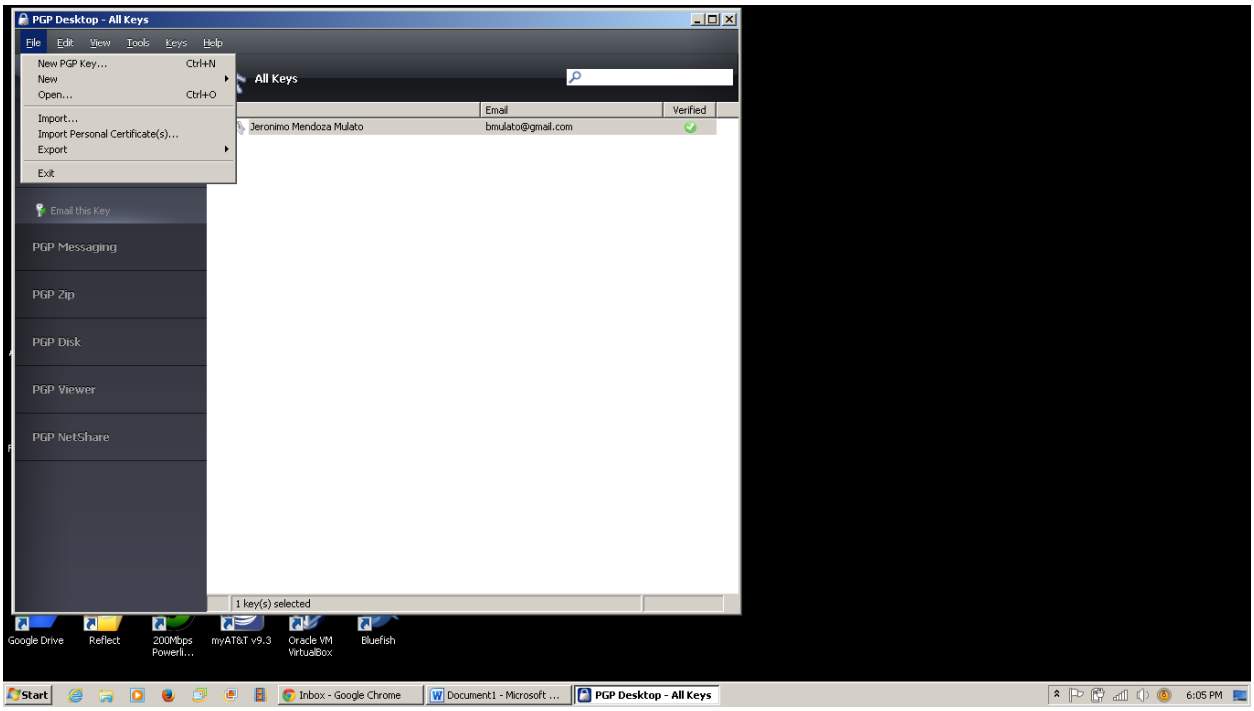
Then “Save”. This action will save the public key file to your hard drive for import.

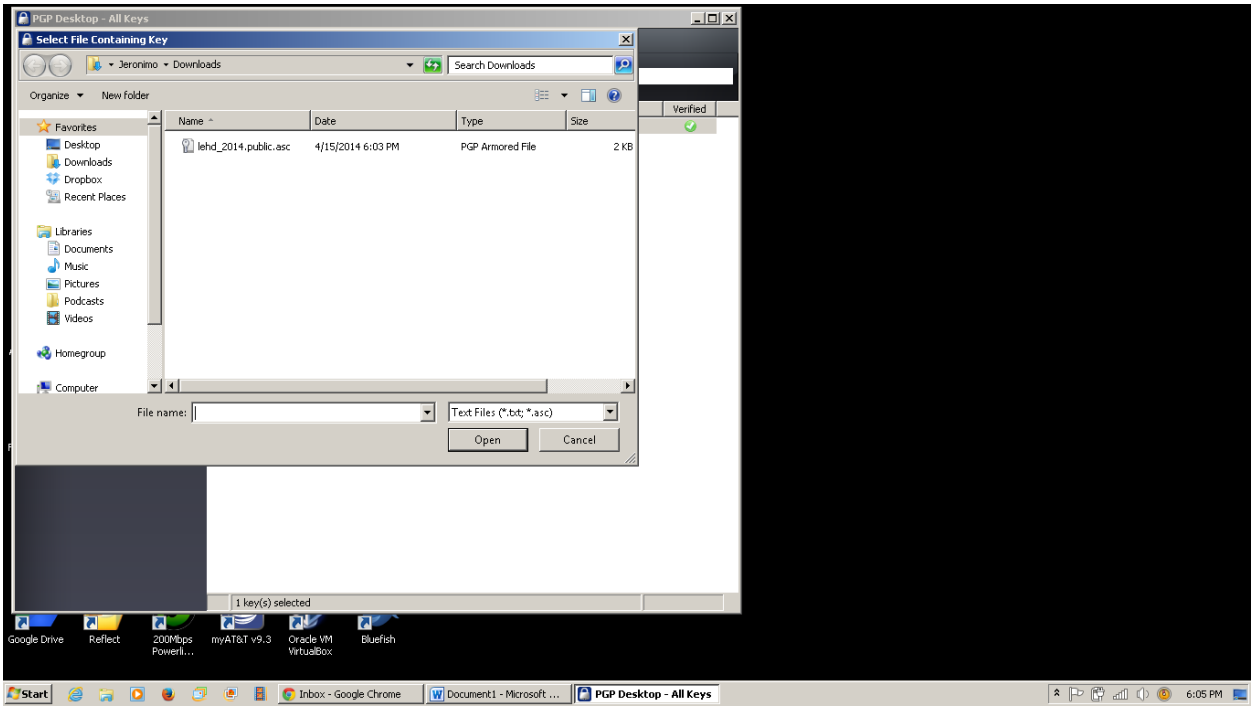
Now, you are ready to Import the public key using the PGP Desktop software.

4. Go to the PGP Desktop software window as follows:

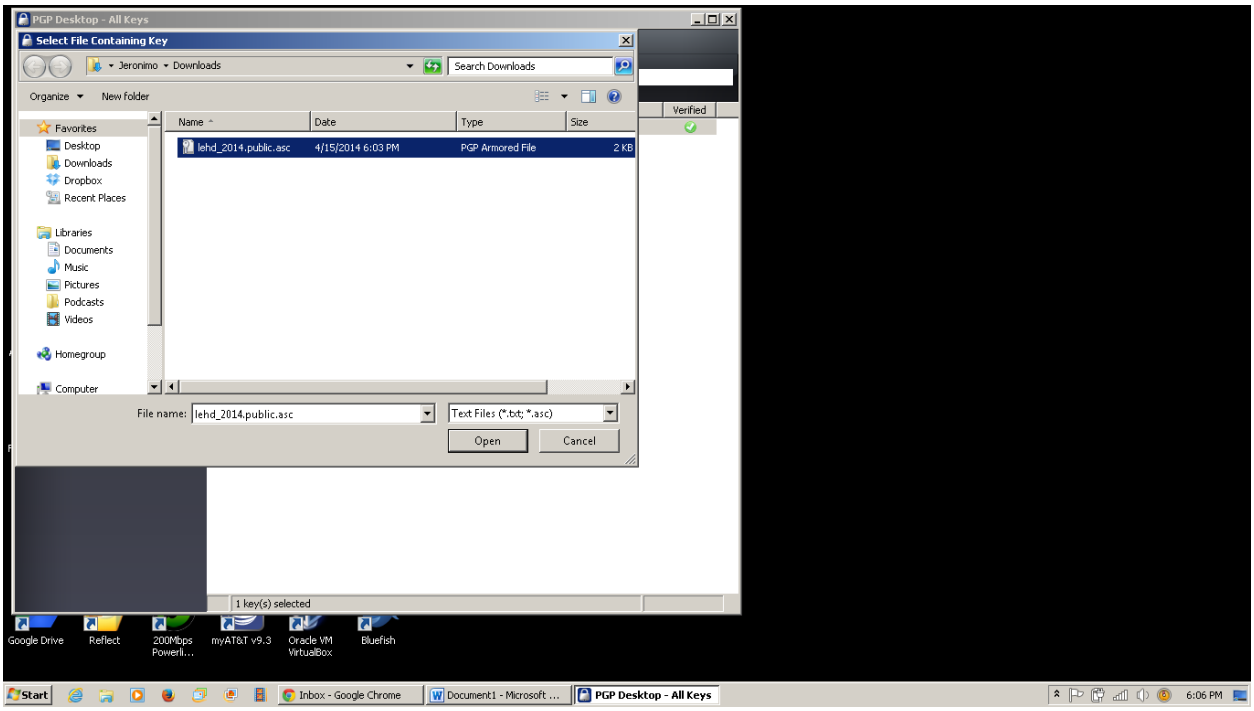


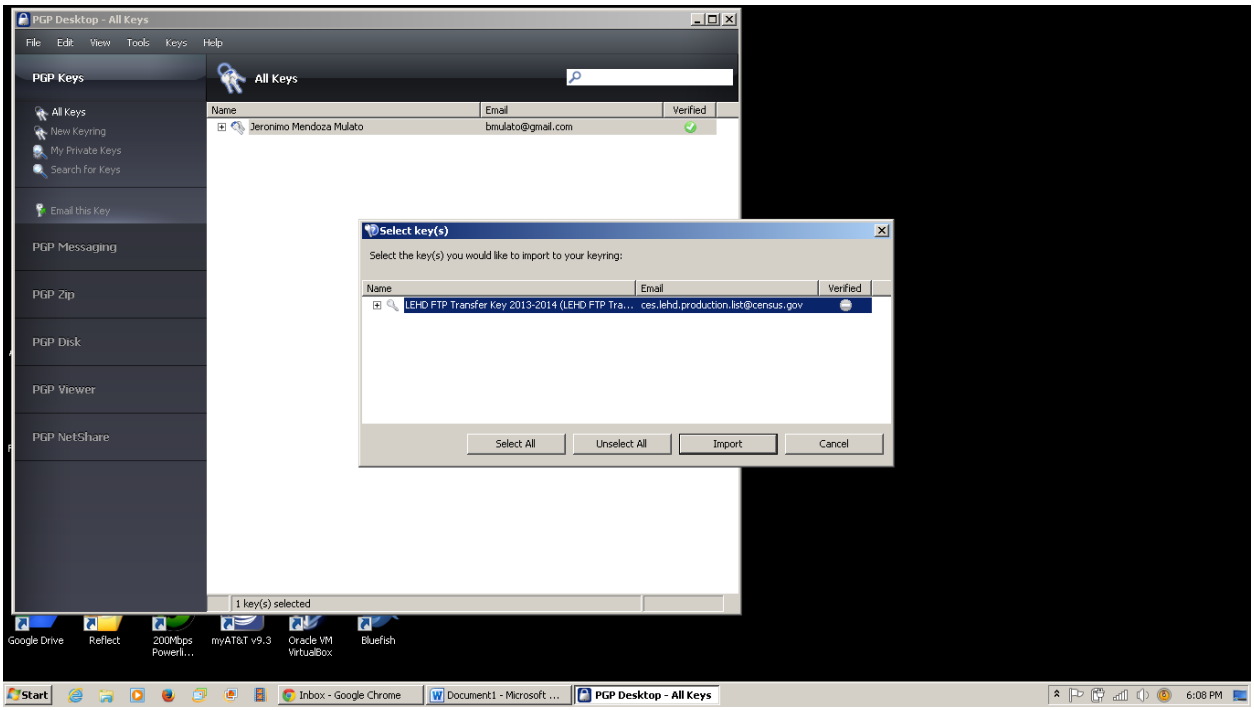
Click on “File”, then select “Import” as seen below.



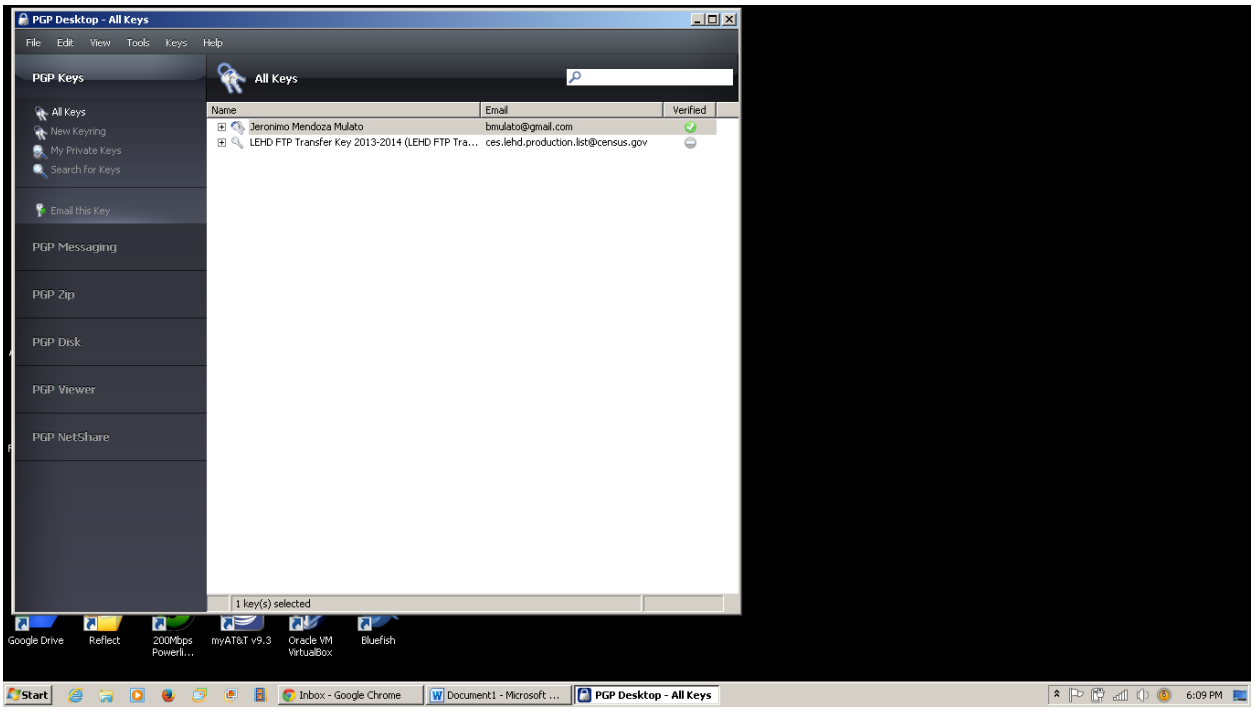


Then highlight the key you want to import, then choose open.





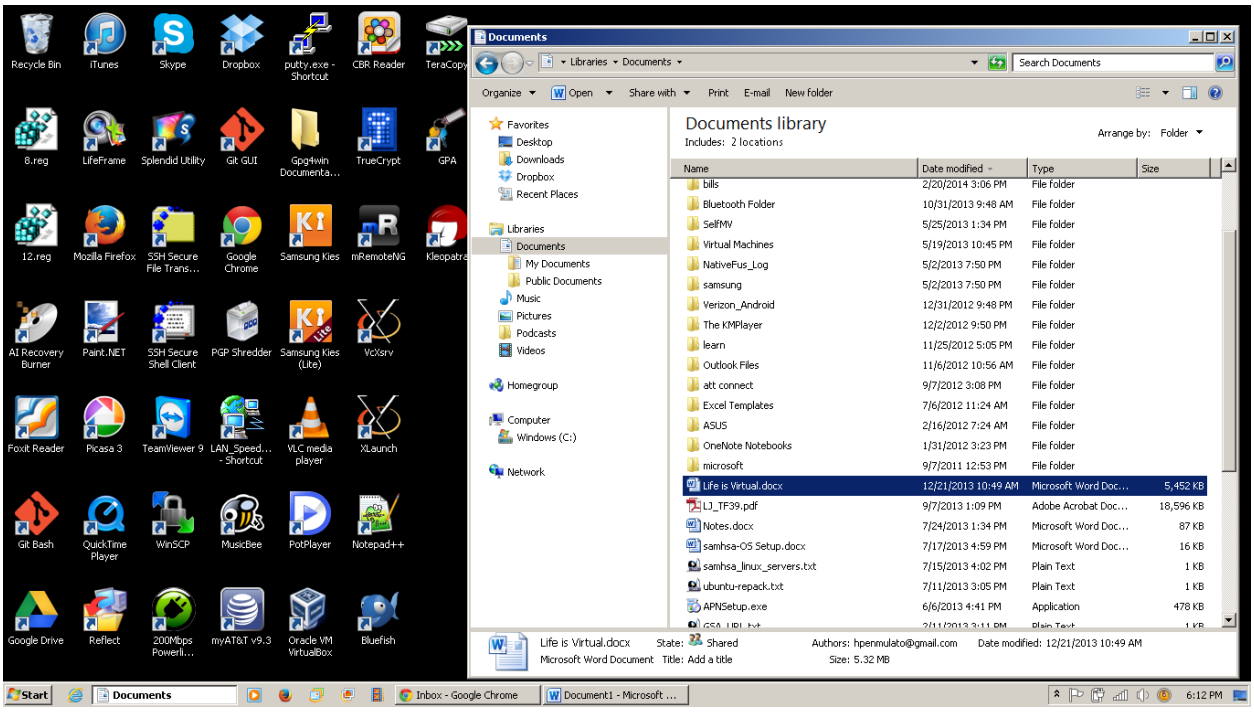
Then choose, “Import”. You will then see from you PGP Desktop the available keys for encryption.


PGP Desktop - All Keys
File Edit View Tools Keys Help
PGP Keys
All Keys
New Keyring
My Private Keys
Search for Keys
Email this Key
PGP Messaging
PGP Zip
PGP Disk
PGP Viewer
PGP NetShare
All Keys
Name
Email
Verified
Jeronimo Mendoza Mulato
bmulato@gmail.com
LEHD FTP Transfer Key 2013-2014 (LEHD FTP Tra...
ces.lehd.production.list@census.gov
1 key(s) selected
Google Drive
Reflect
200Mbps PowerI...
myAT&T v9.3
Oracle VM VirtualBox
Bluefish
Start
Inbox - Google Chrome
Document1 - Microsoft ...
PGP Desktop - All Keys
6:09 PM

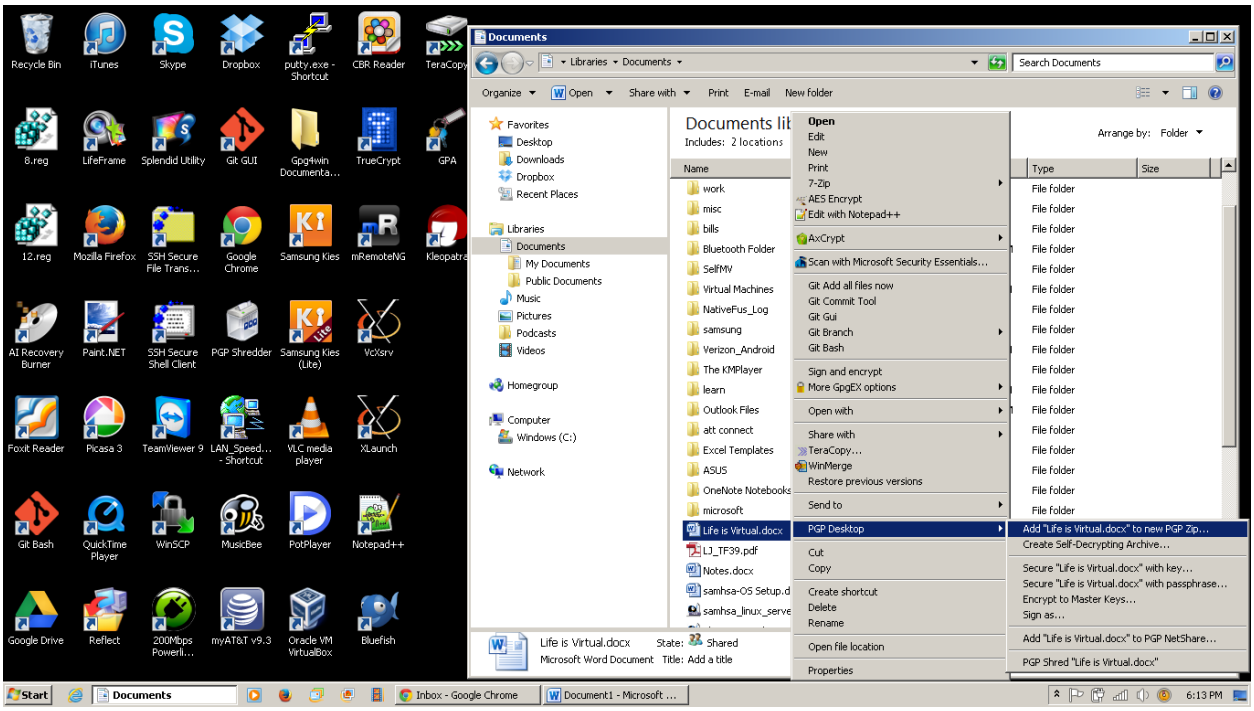
Encrypting a file on a Windows desktop

These instructions demonstrate how to effectively encrypt a file to be sent to LEHD as state UI and ES202 files. This document is based on running PGP on a Windows desktop.

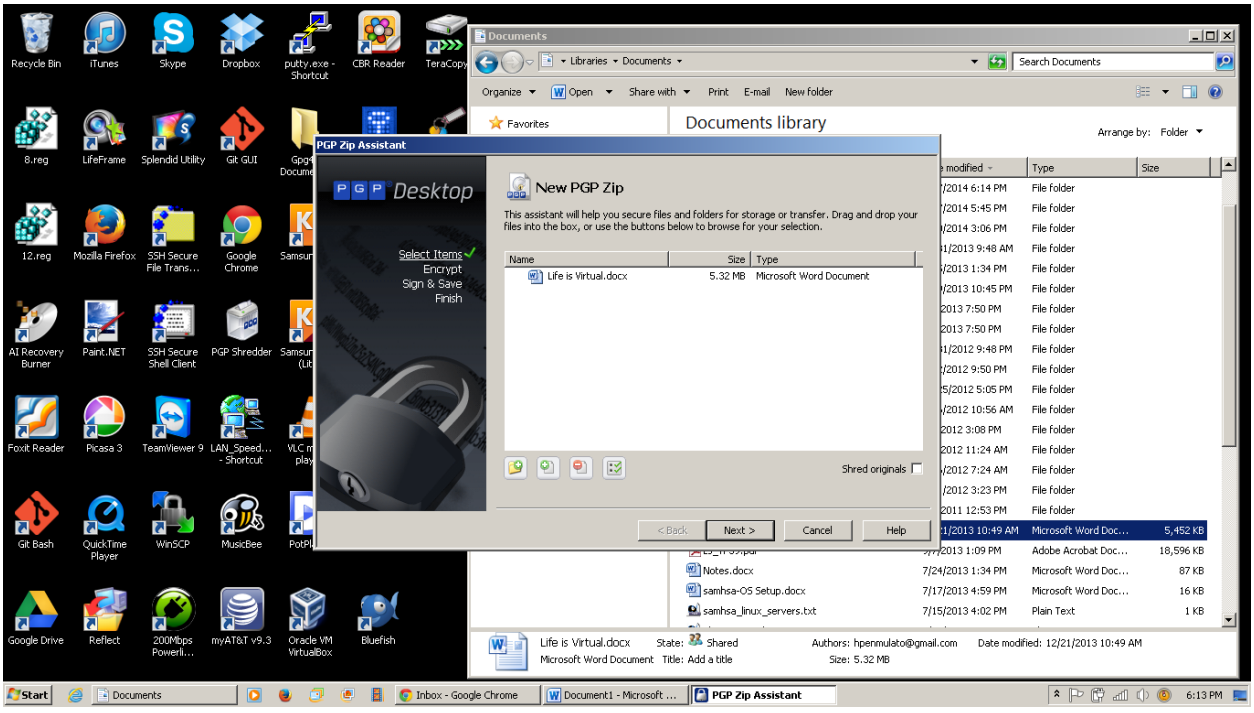
1. On your windows desktop, click on “Start”, then select “Windows Explorer” and choose the file to encrypt. In this example, the file “Life is Virtual.docx” is chosen.



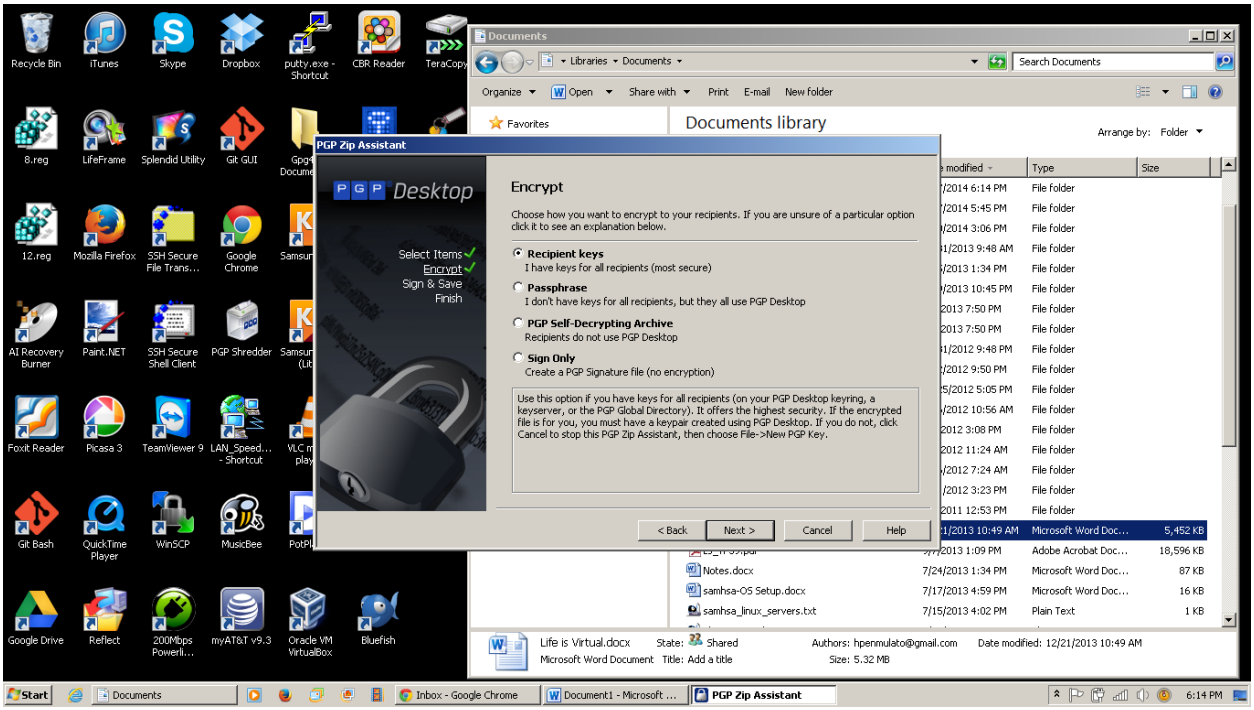
2. Highlight the selected file(s) and use the right mouse button to choose the selection for encryption. Choose “PGP Desktop”, then “Add <docname> to PGP zip”.



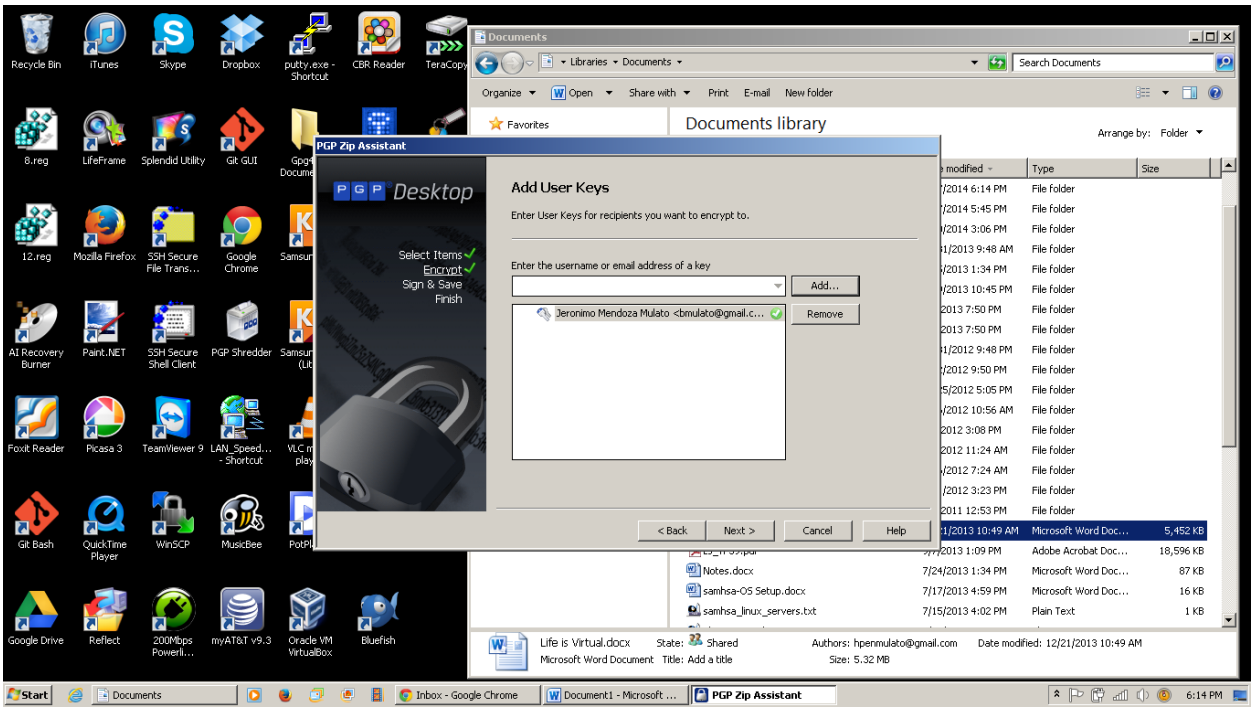
3. A PGP Zip Assistant window will appear (or pop-up) as follows. The window should indicate the selected file(s) that will be encrypted.



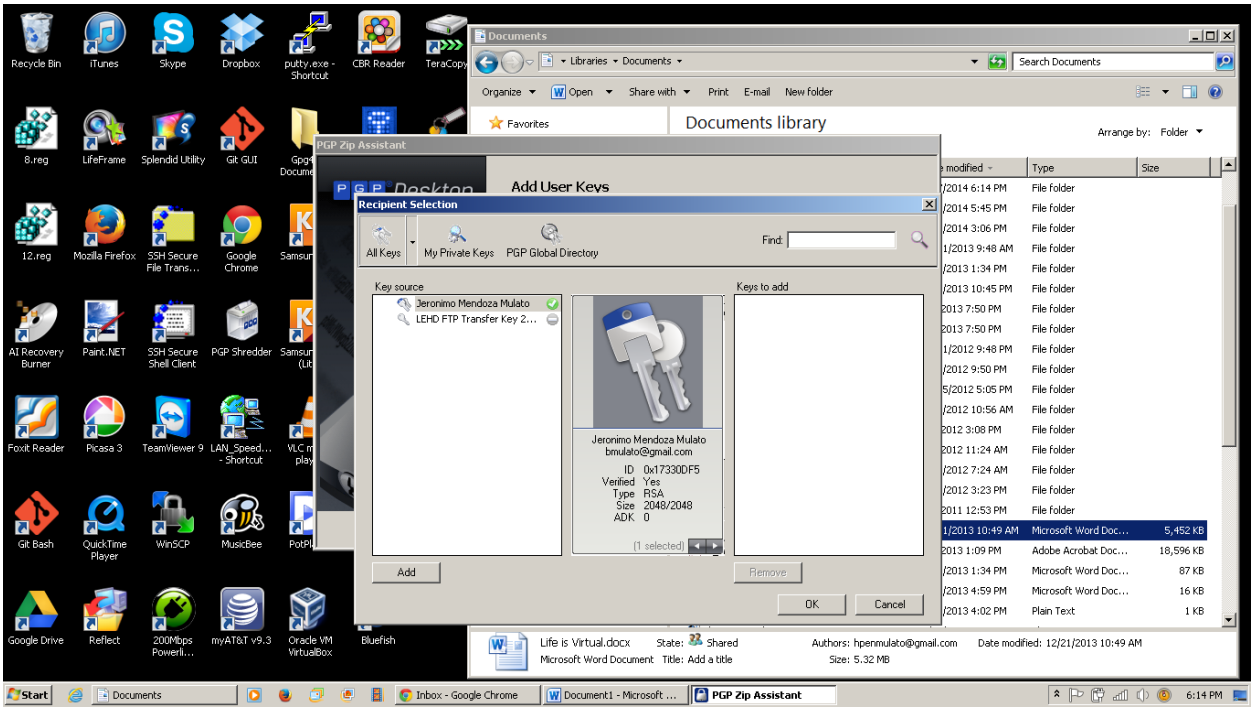
4. From the window, choose the “Next” button to proceed to the next step. A window will appear to allow you choose a key for encryption. Select and use the “Registered keys” button, and then “Next”.



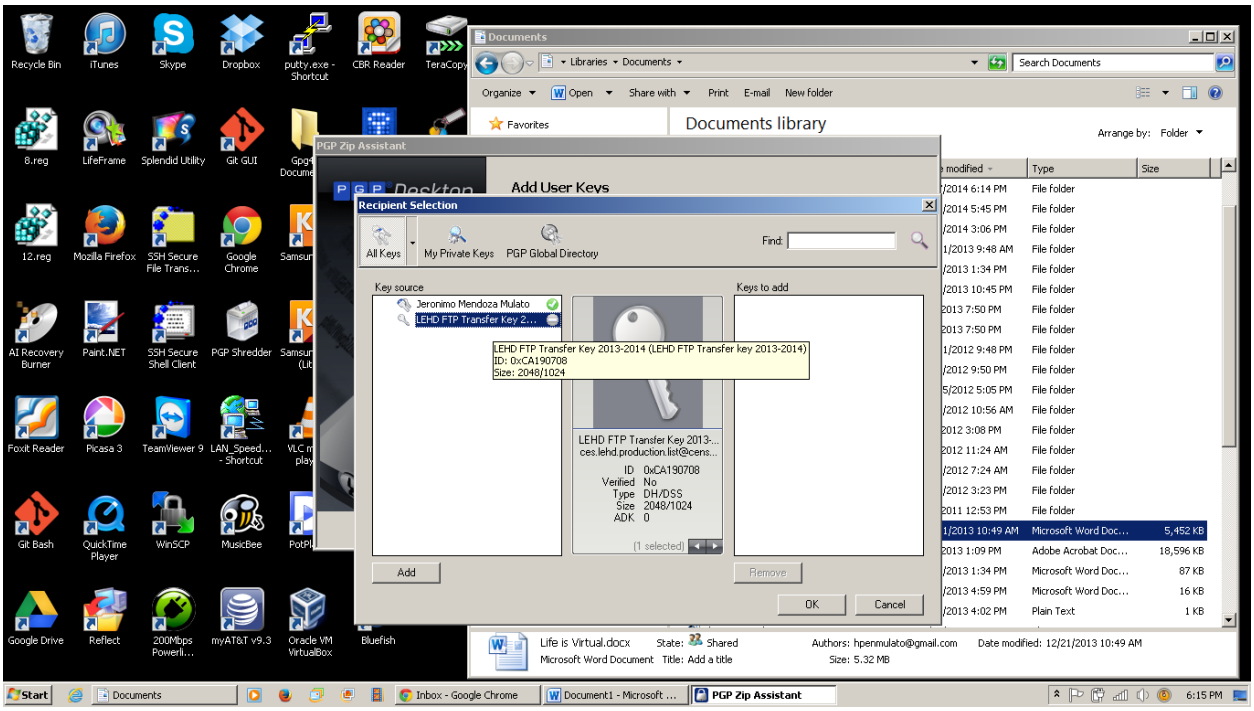
5. By default, the local key is used for encryption. However, for sending to LEHD, we need to add the recipient’s public key for encryption. Choose “Add”.



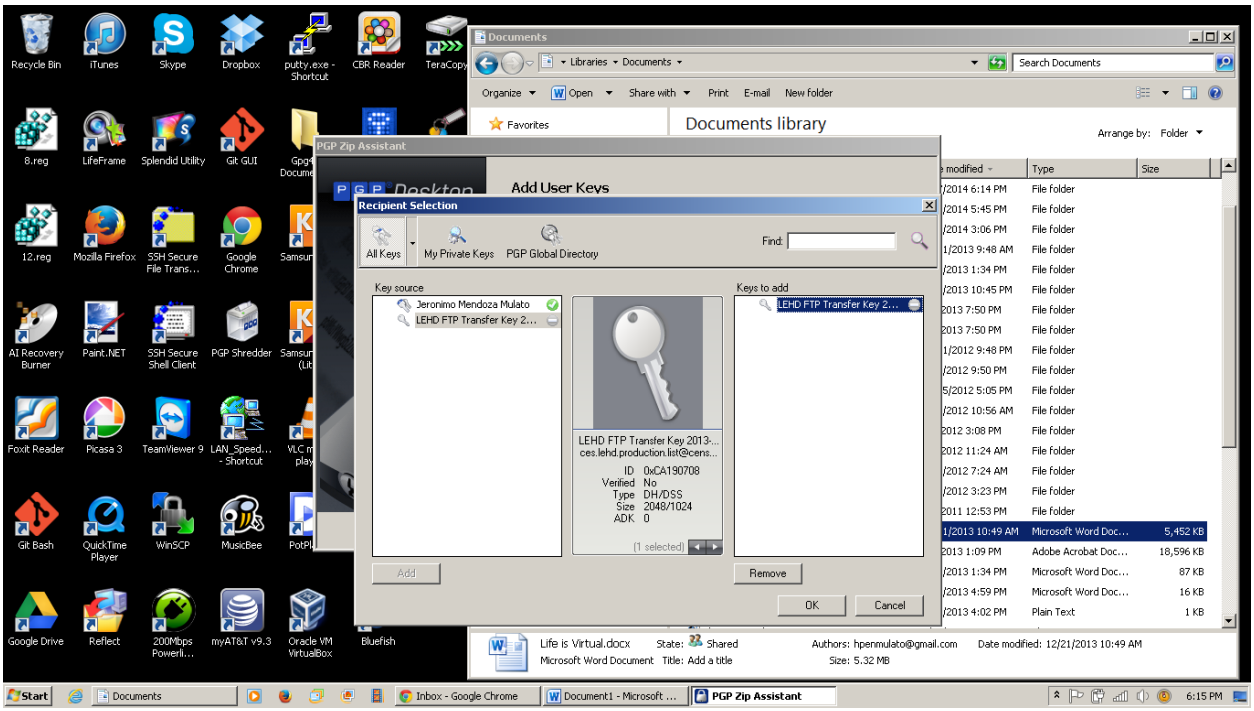
6. A “Recipient Selection” window will appear to enable selection of the key to use for encryption. Since the recipient will be LEHD, we need to choose, highlight and add the “LEHD public key”.



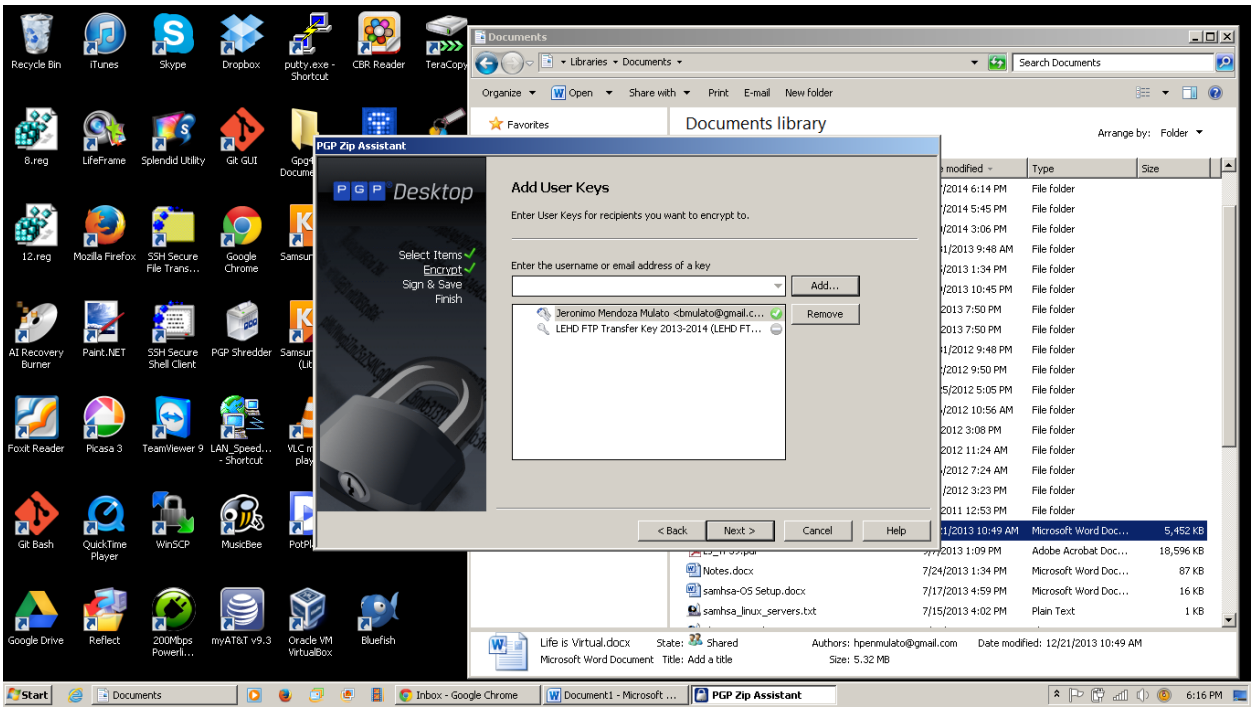
In this example, the “LEHD Public key” was selected and dragged from the right selection (Key source) to the left selection (Keys to add).



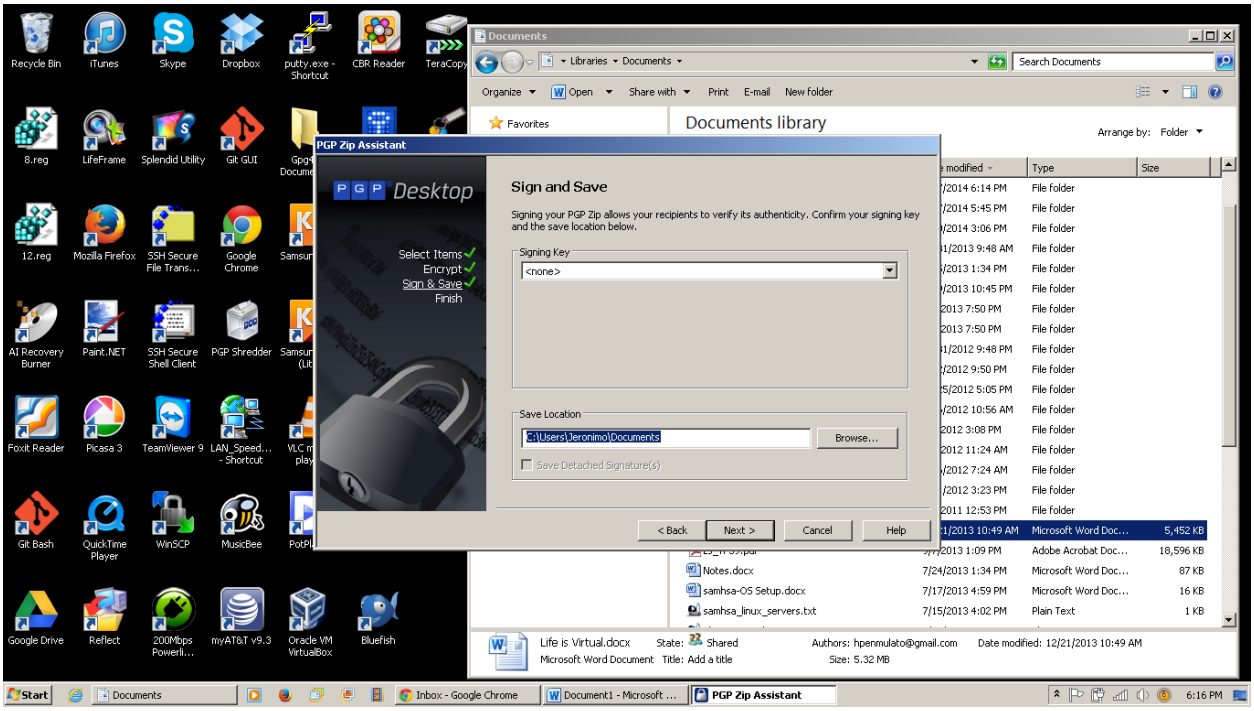
7. You should see the “LEHD Public key” on the “Keys to add” window as seen below:



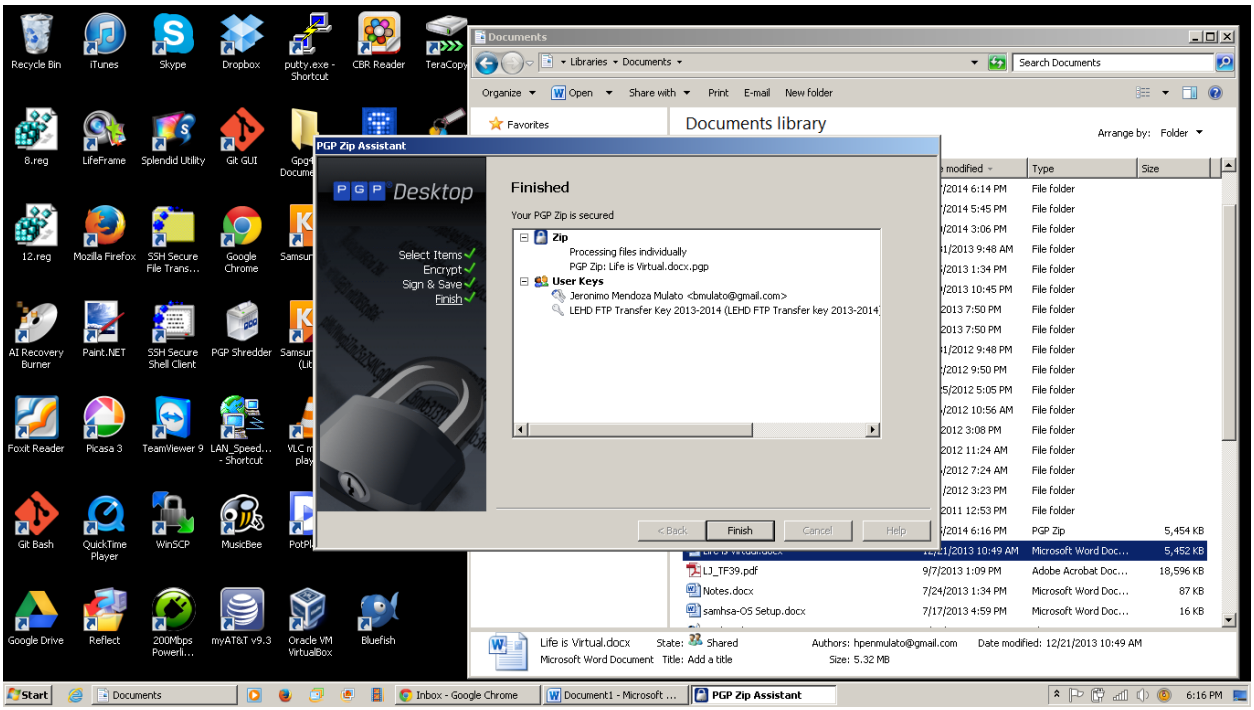
8. By pressing the “Ok” button, you should have the following screen indicating the keys for use on encryption.



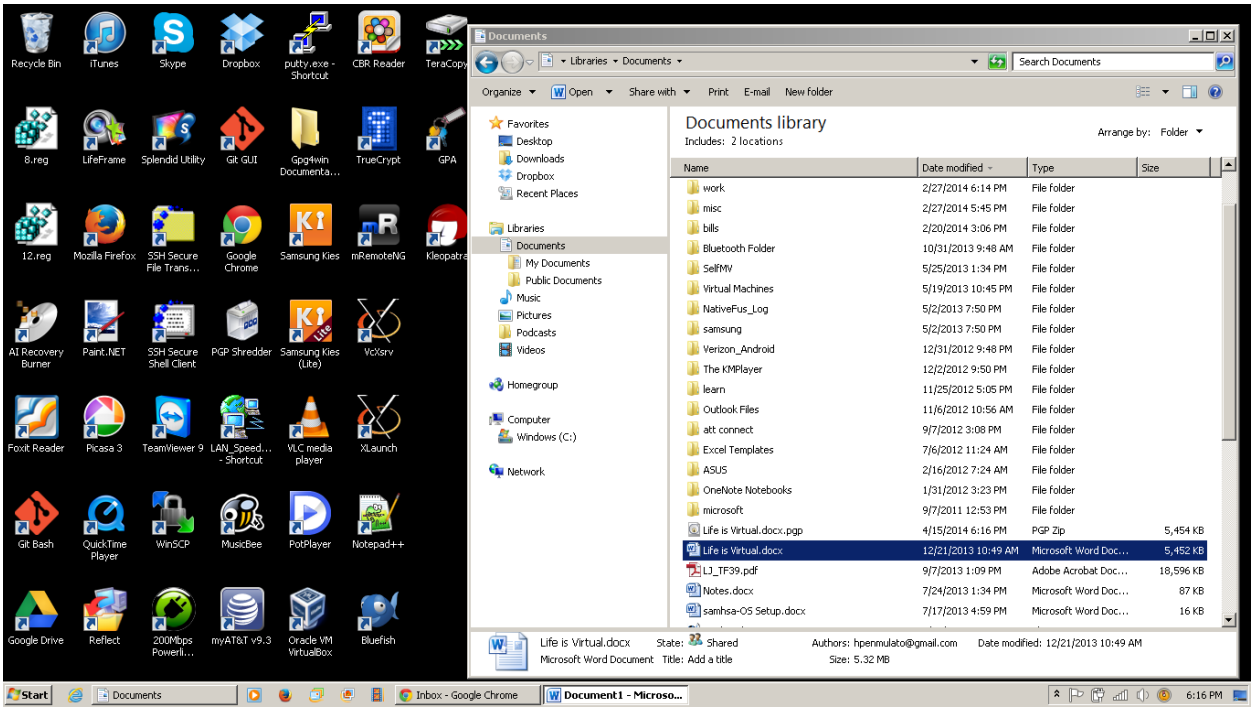
9. Choose “Next”, which opens a “Signing” window. With regard to PGP signing, it is not recommended and we advise to skip and choose “Next” as we don’t intend to “sign” the file.



10. Choose, “Next” to proceed with the encryption. Upon successful file encryption, a window indicating completion, “Finished” will appear. The window should indicate the encryption completion with description of the keys used.



11. On the completion window, choose “Finish” to end the session. Then confirm the creation of the encrypted file with a “.pgp” extension.



Transferring files to Census via HTTPS

Now that all files are ready for transfer, follow the instructions to transfer your data to Census.

NOTE: Please ensure that all files transferred to Census via FTP are encrypted. The Census HTTPS server will delete any non-encrypted files. Encrypted files are identified by their '.pgp' extension.

Internet Explorer (Windows)

- Start Internet Explorer. In the address line, type "https://secure.census.gov/cgi-bin/sendfile" and hit Enter.
- The server will prompt you for a User Name and Password. Check that the "User Name" field contains your actual login, and enter the password you were given.

For each encrypted file to be uploaded:

- click browse, navigate to and highlight the encrypted file you want to upload, and click open.
- Rename the file by providing a different file name is optional.
- Enter your email address.
- Entering a Census Bureau Employee's email address : ces.lehd.production.coordinator.list@census.gov
  Click upload.

To simultaneously upload encrypted files :

- open a new tab in your browser.
- copy and paste the URL above into the new tab.
- follow the same procedure in the new tab.