 ****

**Process Document for Encrypt**

**CSV file & upload to SFTP Site**

# Introduction

## Purpose

This document captures the steps to be followed for encrypting and upload the csv file to SFTP Server.

## Intended Audience

This document is intended for technical team of merchants of Rev.IO.

## Software required

1. File zila (https://filezilla-project.org/)
2. Open PGP (https://www.goanywhere.com/openpgp-studio/download)

# File Zilla

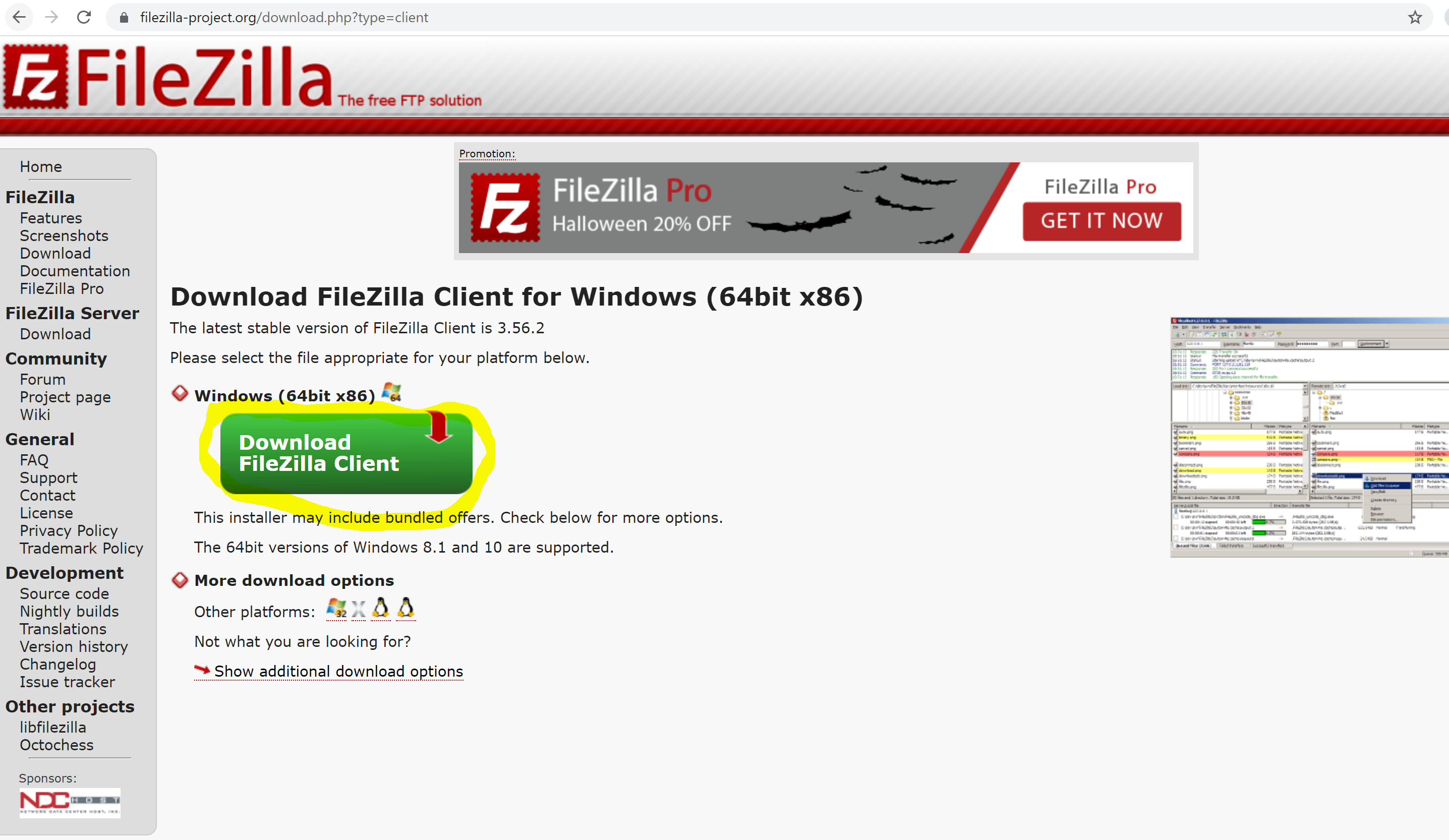
## Go to URL (<https://filezilla-project.org/>)

## Download the installation file, i.e. click on Download File Zila Client.

Graphical user interface, text

Description automatically generated

## Will get below screen



## Click on Download File Zila Client, will get below screen

Graphical user interface, table

Description automatically generated

## Click on download , will download the file (FileZilla\_3.56.2\_win64\_sponsored-setup.exe)

## Open the file ( FileZilla\_3.56.2\_win64\_sponsored-setup.exe ) for installation steps, press next & finish

Click I Agree

Graphical user interface, text, application, email

Description automatically generated

Click Next

Graphical user interface, text, application, email

Description automatically generated

Click Next

Graphical user interface, text, application, email

Description automatically generated  
Installation in progress

Graphical user interface, text, application, email

Description automatically generated

Click Finish

Graphical user interface, application, Word

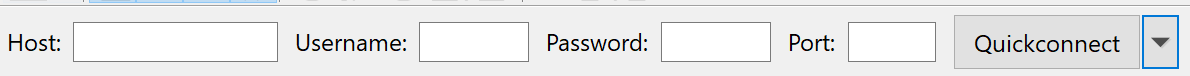
Description automatically generated

## You will get below screen, once you open the File zila

## Enter the given details

* Host Name
* User Name
* Password
* Port number

Click on Quick Connect button.



on successful connection below screen will show the path where you need to upload the encrypted csv file

Graphical user interface, application

Description automatically generated

# Open PGP Studio

## Download PGP software ( <https://www.goanywhere.com/openpgp-studio/download>)

Graphical user interface, text, application, email

Description automatically generated

## Click on Download button- to download file (**gapgpstudio1\_2\_0\_windows.exe**)

## Open the file (gapgpstudio1\_2\_0\_windows.exe) to start installation

Graphical user interface, text, application

Description automatically generated

## Click next

Graphical user interface, text, application

Description automatically generated

## Click next

Graphical user interface, text, application, email

Description automatically generated

## Click finish button

Graphical user interface, text, application

Description automatically generated

Once installation is done

## Search for application **OpenPGPStudio.exe –** IF YOU OPEN THIS APPLICATION, BELOW SCREEN SHOULD OPEN

Graphical user interface, application

Description automatically generated

## Click on Import button on the tab OPENPGP Keys

Graphical user interface, application

Description automatically generated

## Select the given public key

Graphical user interface, text, application

Description automatically generated

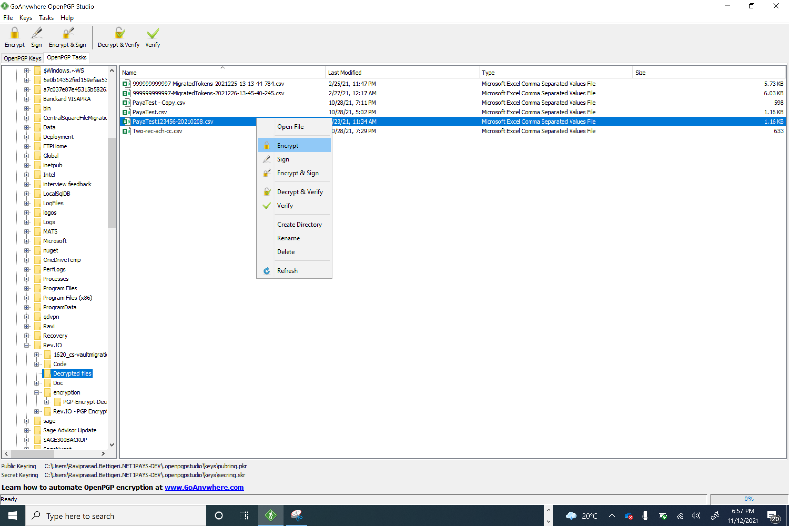
## Select the file to be encrypted

* + - * + select OpenPGP Task as shown below
        + left window- select the folder where the file is located
        + right window- select the file to be encrypted

Graphical user interface, text

Description automatically generated

## Right click the file that need to be encrypted



## Click on Encrypt menu

Graphical user interface, text, application

Description automatically generated

## When above screen is open, make sure

* Remove suffix - .asc
* Add Prefix Enc-
* Check- check box Output as text(ASCII Armored)
* Finally press Encrypt button

## Will get below screen

Graphical user interface, text, application, email

Description automatically generated

## Click on – Save button- to save report in html format as below & click on close button

Graphical user interface, text, application, email

Description automatically generated

## Verify the encrypted file is created

Graphical user interface, text

Description automatically generated

## Once encrypted file is created

## Connect to SFTP via File Zilla : Detailed in 2.8 section above, for how to connect

## Upload to SFTP server via File zilla

Drag encrypted file from left window to right window.

Graphical user interface, application

Description automatically generated

## Upload file to SFTP server is completed