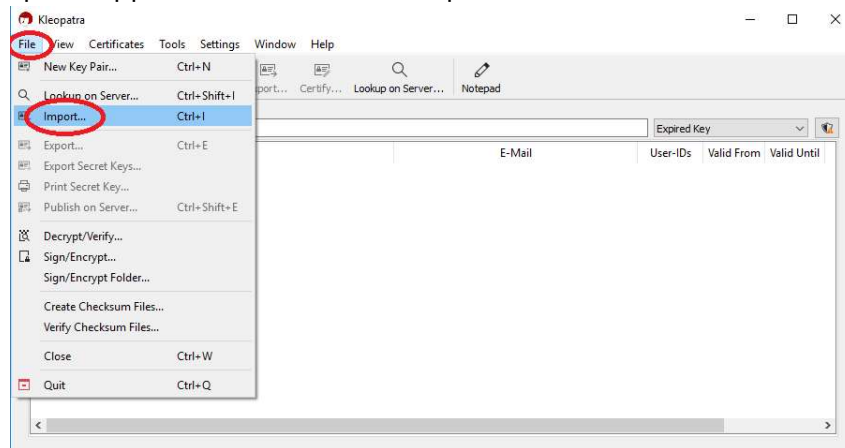
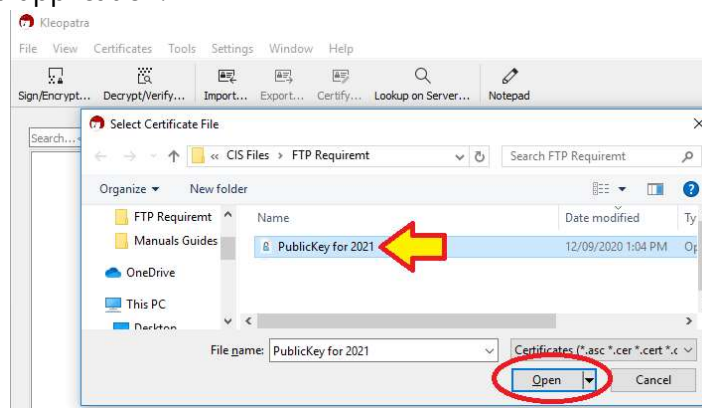
	Title: CREATE NEW GPG PUBLIC ENCRYPTION KEY FOR FTPS		
	Owner: IT Services Project Name: CIC-CIS	Author: ALDS Written: 09December 2020	Classification: Public

IMPORTING A PUBLIC KEY OR ENCRYPTION KEY

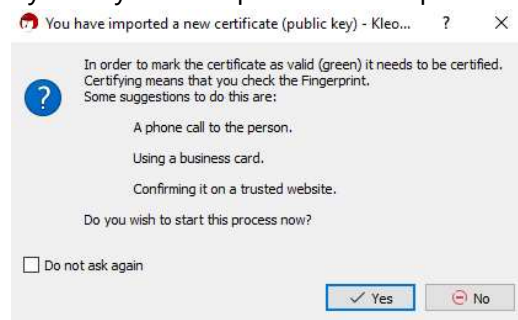
- 1) Save the public key or the encryption key provided by CIC to your local machine.
- 2) Run the Kleopatra application. Click File → Import




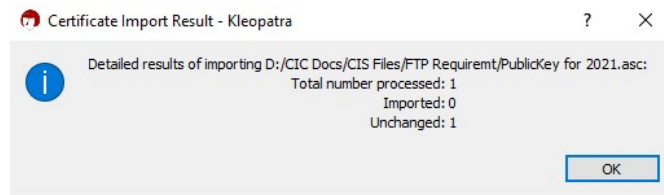
- 3) Locate the file or the public key that you saved in Step#1 and select it to import the file in your Kleopatra application.



- 4) Click NO when you encounter this prompt from Kleopatra. Then OK to finish importing. The item should be displayed in your Kleopatra as an imported key.

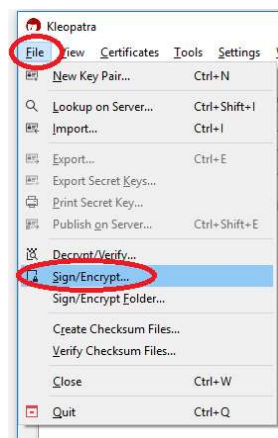


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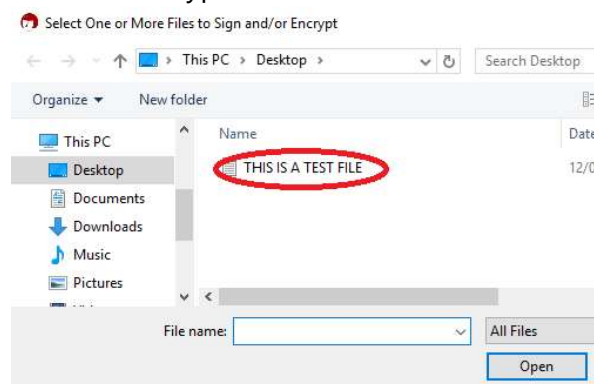



ENCRYPTION A FILE USING THE IMPORTED PUBLIC KEY


- 1) Go to File > Sign/Encrypt in your Kleopatra application.

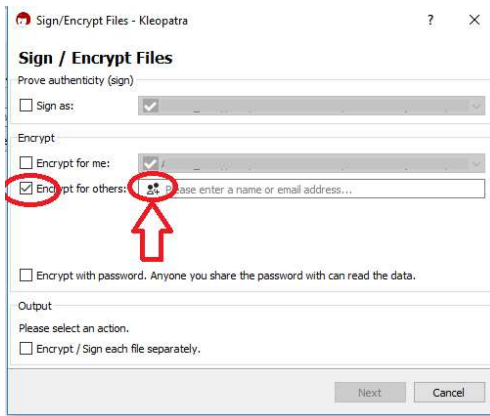


- 2) Select the file that you want to encrypt, then click the OPEN button.

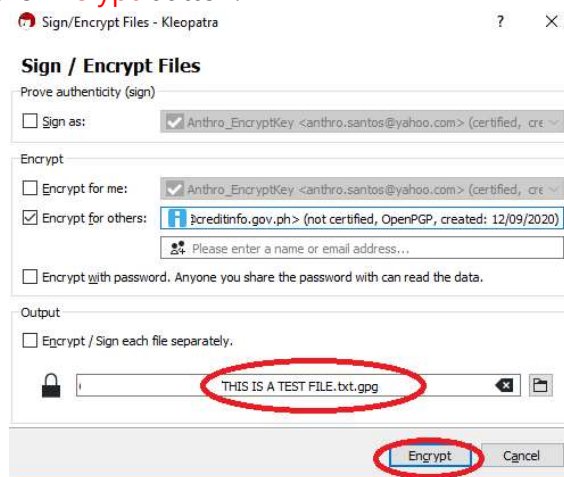


- 3) Do not check the **SIGN AS** and the **ENCRYPT FOR ME** checkboxes. Tick/Check the **ENCRYPT FOR OTHERS**, then click the small icon  to add the public key you received from Credit Information Corporation.

	Title: CREATE NEW GPG PUBLIC ENCRYPTION KEY FOR FTSPS		
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- 4) Select the public key/encryption key.
- 5) Check for the filename and location where the encrypted key would be saved by Kleopatra. Then click the **Encrypt** button.



- 6) If you receive this warning message, just click **Continue**.



- 7) The encryption processes would start. In the Results message, the Kleopatra informs you that the file is ready. Click the **FINISH** button. You may now submit your encrypted file to CIC.



Title:

CREATE NEW GPG PUBLIC ENCRYPTION KEY FOR FTPS

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