

Standard Operating Procedures 3040.7
Secured Electronic File Transfer by HTTPS
January 25, 2016

I. PURPOSE

This document provides a set of standard procedures on how a state's Labor Market Information agency or its authorized personnel may submit data to LED using the Secure Transfer Environment (secure.census.gov) or download processed Quarterly Workforce Indicators (QWI) files using secured electronic file transfer between state partners and LED.

II. FILE DELIVERY

The server runs on a web server with the same document root. The LEHD participants upload to a directory to their own that cannot be accessed by other LEHD participants. Once logged in, the Data Supplier will have access to a secure file upload tool at <https://secure.census.gov/cgi-bin/sendfile>.

III. PREPARATION

The state partner will receive two separate packages:

- containing:
 - PGP instruction and license info to encrypt a file for HTTPS transmission,
 - a public encryption key valid for one year until the next June 30.
- A separate letter containing the login and password information for HTTPS.

IV. IF YOU ARE ALREADY AN HTTPS USER

Use the new public key, usually a file name "lehd_YYYY.public.asc" is available at http://lehd.ces.census.gov/state_partners/standard_operating_procedures.html, where YYYY is the current year for encrypting your files. Reference the User's Guide (Document ID-2016-01.1) to import the LEHD public key.

V. IF YOU ARE A FIRST-TIME USER OF HTTPS

Follow the User's Guide (Document ID-2016-01.1) and PGP instruction package to send files that contain sensitive data:

- Install software including Windows-based or Unix-based encryption.
- Install public and license keys to use the software.
- Learn how to encrypt a file.
- Learn how to access the Send a File Utility with your account name and password and send an encrypted file by HTTPS to LEHD.

To retrieve public use data files from LEHD by HTTPS:

- Access Download QWI data at <http://lehd.ces.census.gov/data/#qwi> or <http://lehd.ces.census.gov/pub/ss> where ss is your 2-character postal state code. For example, use nc for North Carolina.
- Select the file(s) that you want to download, right-click, and save the file(s).

Contact your State Information Technology Contact (SITCON) for coordination, access, or assistance.

VI. ACCOUNT NAME AND PASSWORD

Your account name and password for HTTPS are supplied in a separate package and should be carefully safeguarded at all times.

VII. NOTES

A state partner usually receives one license of the encryption software. An additional license may be supplied for specified backup purposes. If two offices in a state supply the UI and ES202 separately, the state is entitled to two licenses, with another two licenses for specified backup purposes. No state shall receive more than four PGP licenses in total.

VIII. POINTS OF CONTACT

	LEHD Production	(301) 763-8303	ces.lehd.production.list@census.gov
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Frequently Asked Questions

Q. Why electronic file transfer?

A. Electronic file transfer is fast, low-cost, reliable, and secure. It also allows for further automation that improves overall program efficiency.

Q. Why do you require encryption of my files but not yours?

A. File encryption and passwords help to protect your incoming files that contain sensitive data. LEHD will place only those data files that may be used publicly for HTTPS transfer.

Q. What is “PGP software?”

A. “PGP software” refers to the Windows-based software produced by PGP Corporation that the Census Bureau has acquired to encrypt data files. You may install one copy of the software on one computer or workstation. The software remains the property of the Census Bureau, and must be returned to the Census Bureau when you no longer interact with the Census Bureau.

Q. To what specific data files are you referring?

A. Under our Memorandum of Understanding, data files you would supply LED include historical and current quarterly unemployment insurance wage records and ES-202 establishment records. In turn, LED produces and releases public use Quarterly Workforce Indicators.

Q. Why do you send your PGP software info and login information separately?

A. Census Bureau policy does not allow us to combine the two packages for reasons of added security.

Q. I lost my password. What do I do?

A. Contact your State Information Technology Contact (SITCON) for a replacement. Contact LED if needed.

Q. Can I just send my data files in by CD or DVD?

A. NO. The Census Bureau no longer accepts such files on removable media. You risk losing such data files by using CD or DVD.