PGP Public Key Import
PGP Data Encryption

Longitudinal Employer Household Dynamics Data Submissions

Version 3050.1

LEHD PGP Public Key Download

1. After successful installation of the PGP Desktop software, the latest LEHD PGP Public Key should be imported. The public key is available using the following link: https://lehd.ces.census.gov/state_partners/pgp.html.
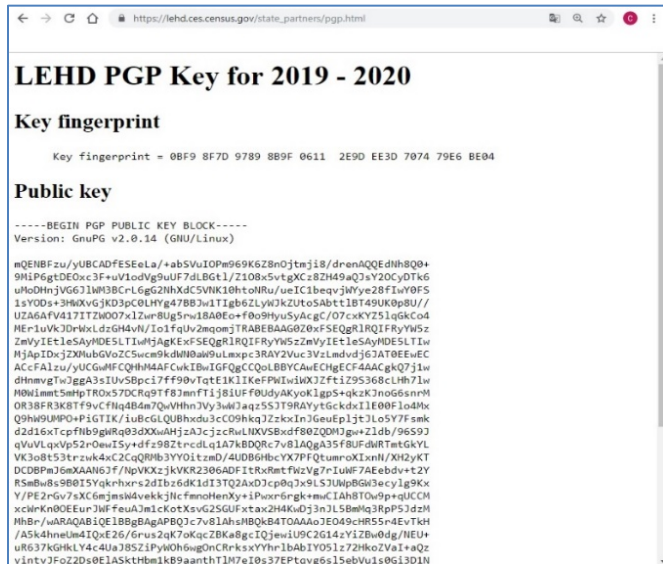

Figure 1: PGP Public Key (Example)

2. Scroll down to the bottom of the PGP Key page. Right mouse click on the link for the .asc file to open the menu for downloading the file. Select the "Save file as..." or "Save link as..." option.
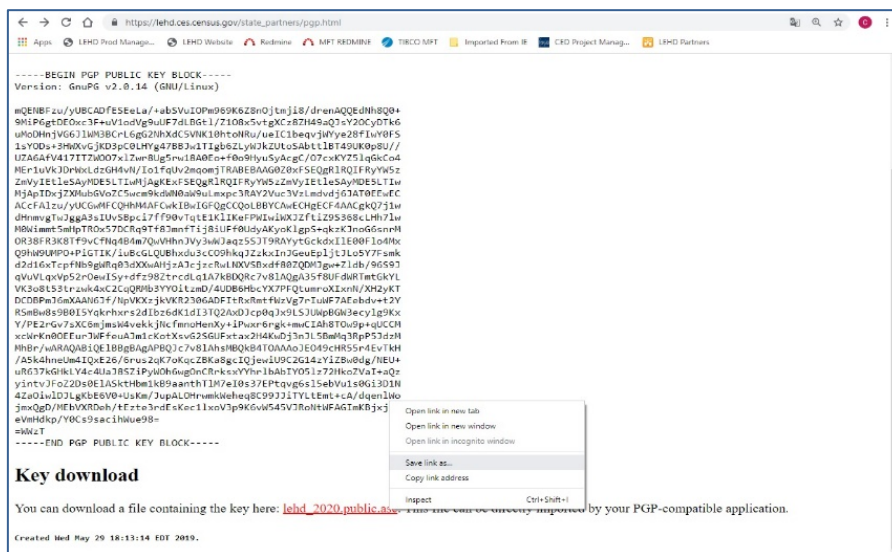

Figure 2: Key Download

3. A window will open and the user will be prompted to save the file. Different browsers may prompt with different save options. Follow the prompts.
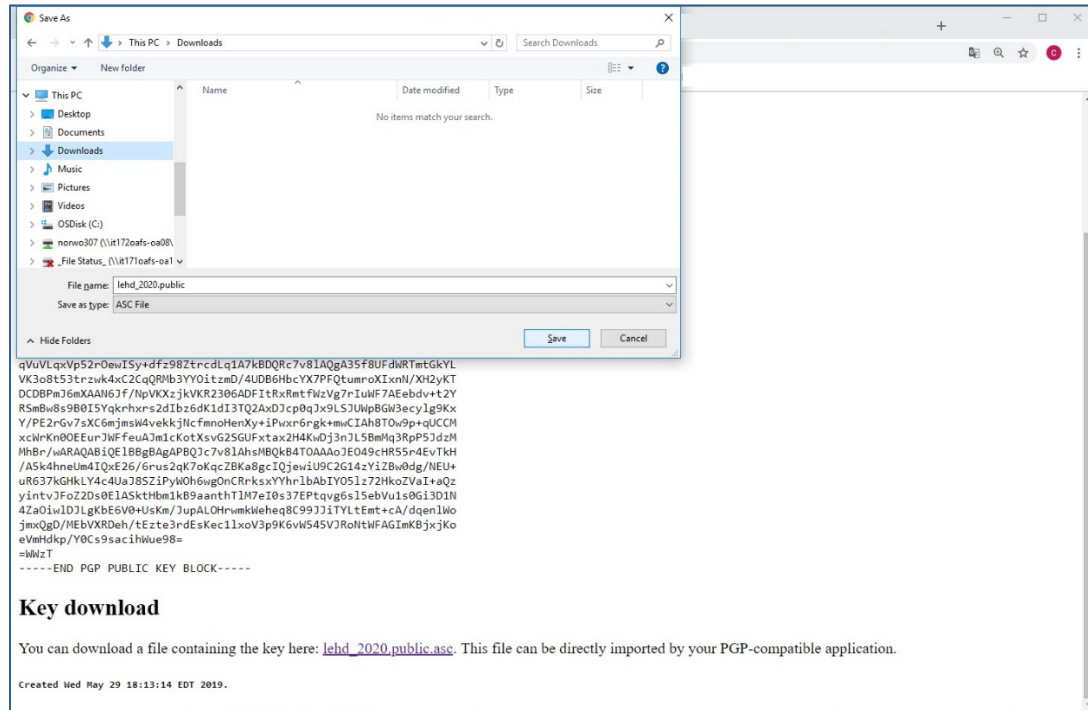

Figure 3: Save PGP Public Key
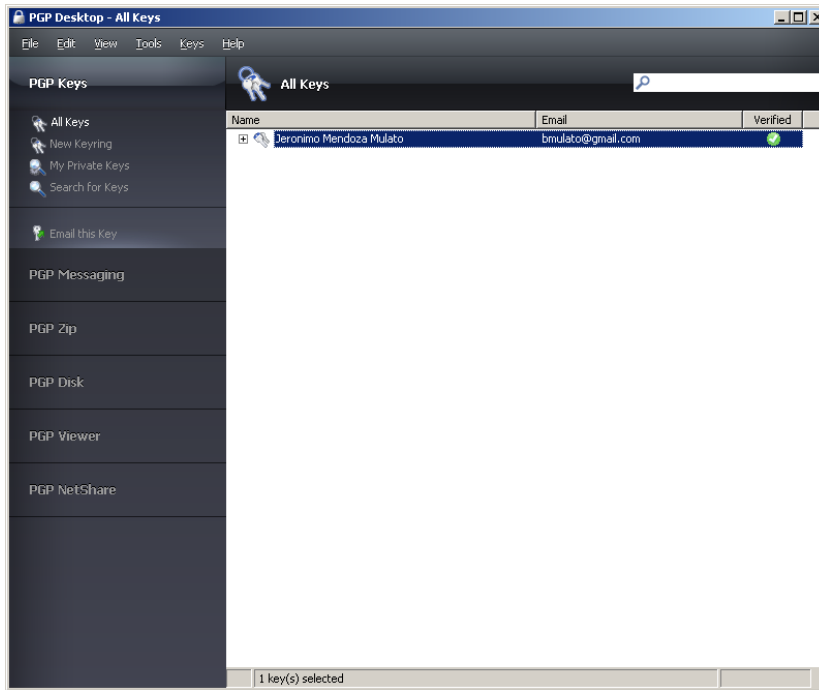
PGP Public Key Import

1. Open PGP Desktop Software

Figure 4: PGP Desktop: All Keys

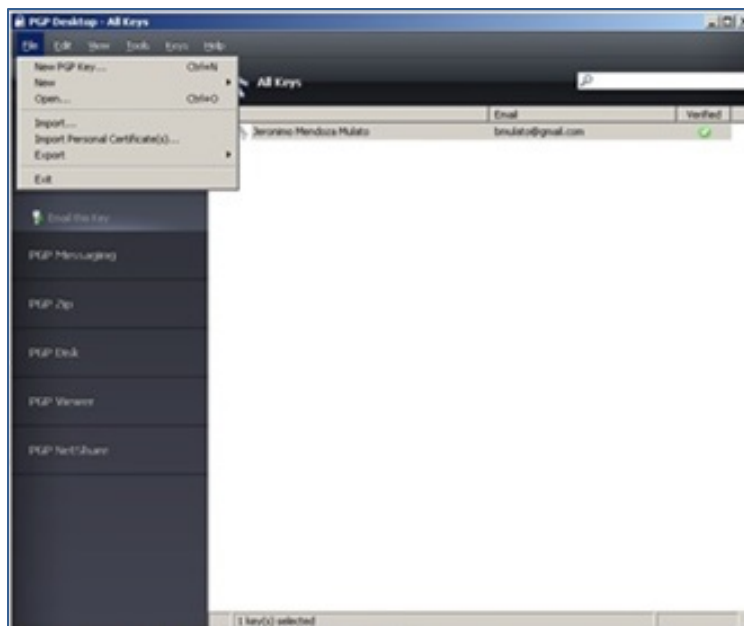2. Click on **"File"** then select **"Import"** as seen below.

Figure 5: File Import

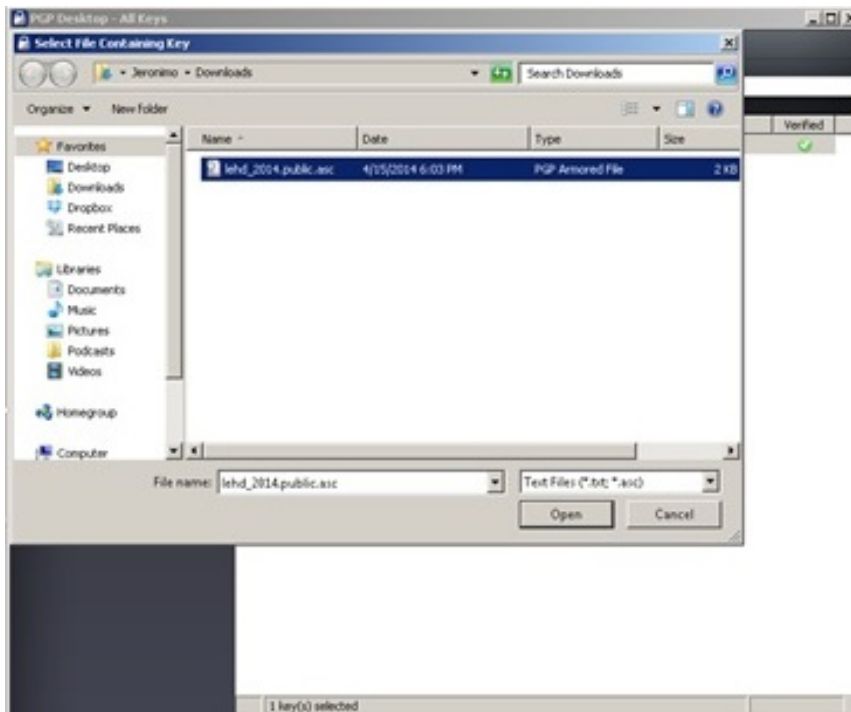3. Highlight the key you want to import, then click the **"Open"** button.

Figure 6: File Import Open

4. From the **Select Keys** window, click the **"Import"** button.
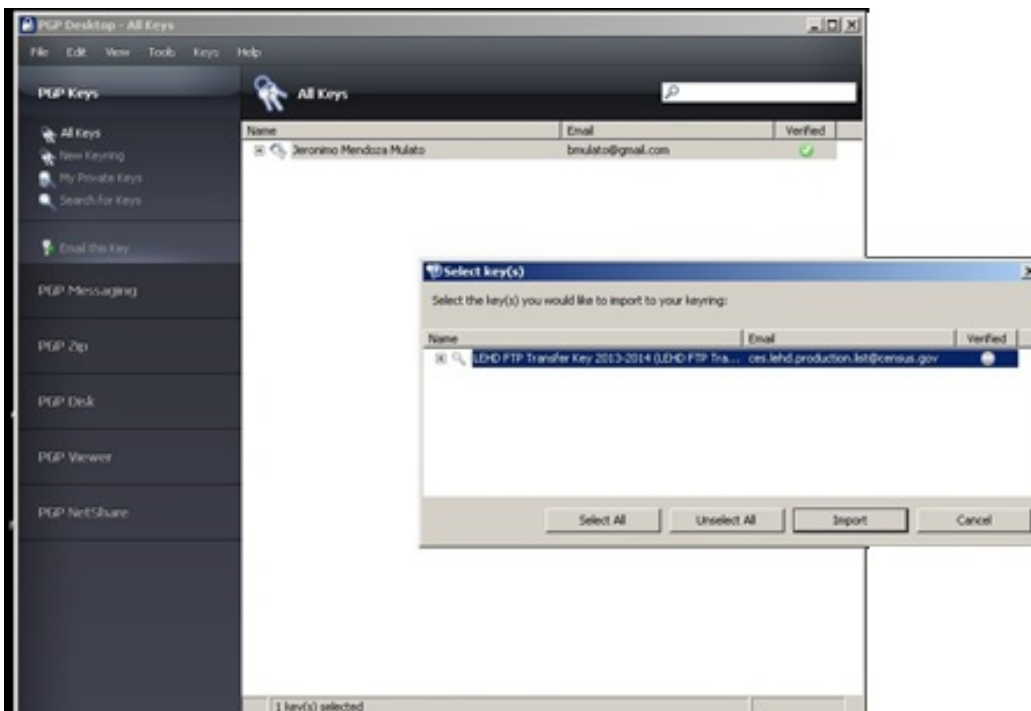

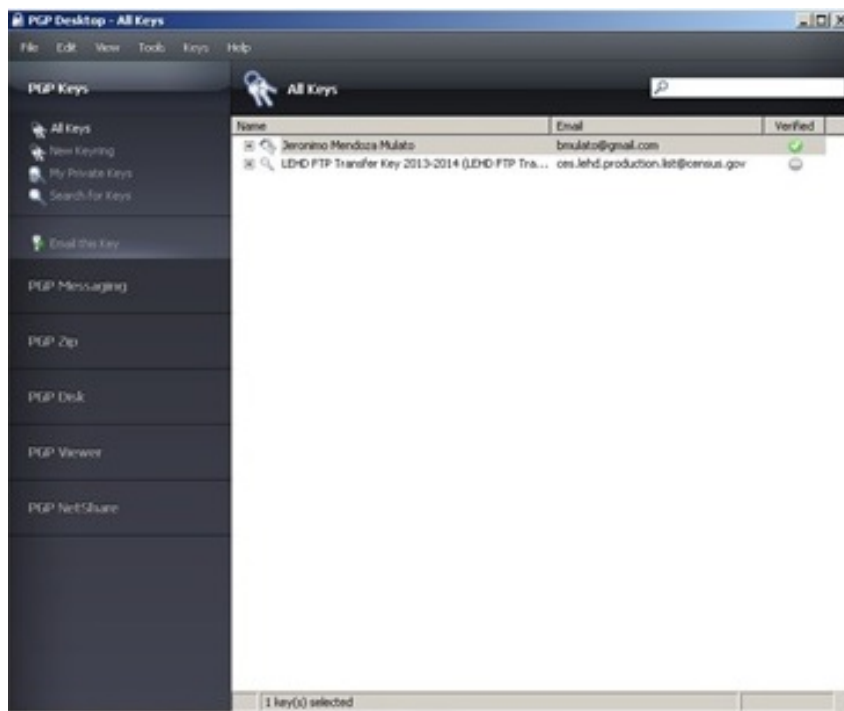**Figure 7: Select Keys**

Figure 8: LEHD PGP Public Key Selection

PGP Encryption on Windows Desktop

1. From the Windows desktop, open Windows Explorer. Choose the file you want to encrypt. For demo purposes, the file Notes.docx is selected.
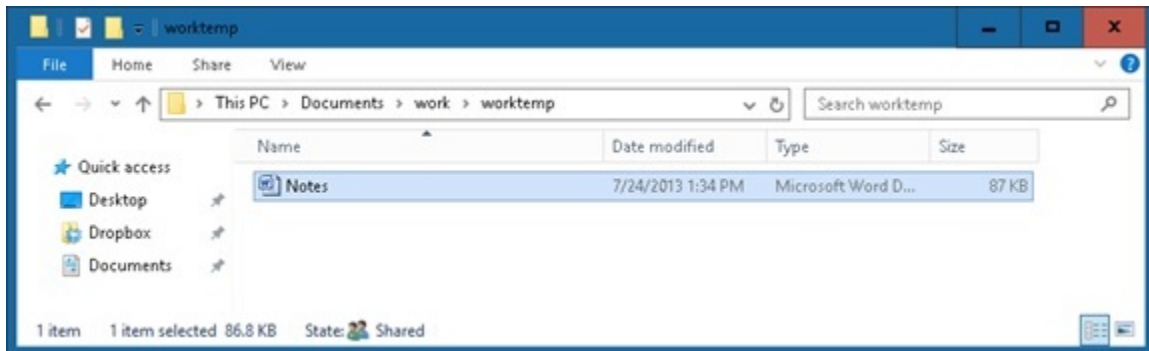

Figure 9: PGP Encryption - Select File(s)

2. Highlight the file(s), right mouse click, choose "Symantec Encryption Desktop", then choose the option indicated as "Secure <filename> with key". A popup window will appear.
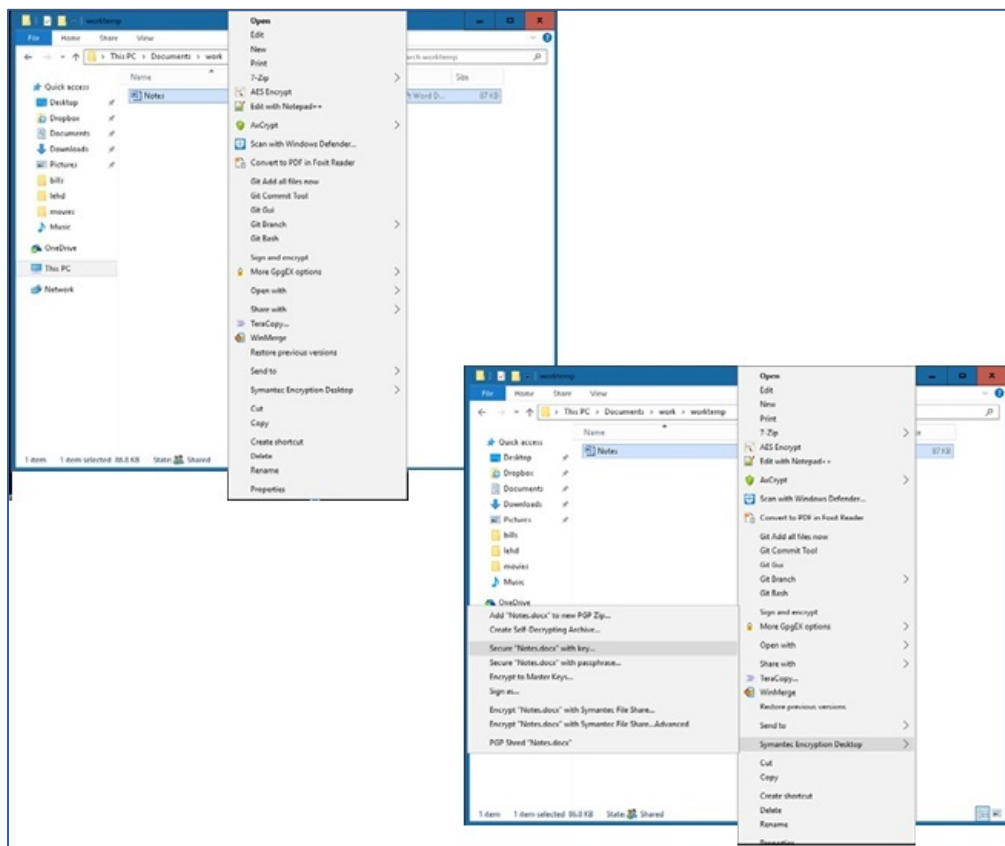

Figure 10: PGP Encryption - Symantec Encryption Desktop

3. Click on the drop down button for **Enter the username or email address of a key**. Select the appropriate, non-expired, LEHD FTP Transfer Key. Once the key is selected, it will appear in the selection key window. Click **"ADD…."** to use the key for encryption. You will see the key in the user key section for usage.
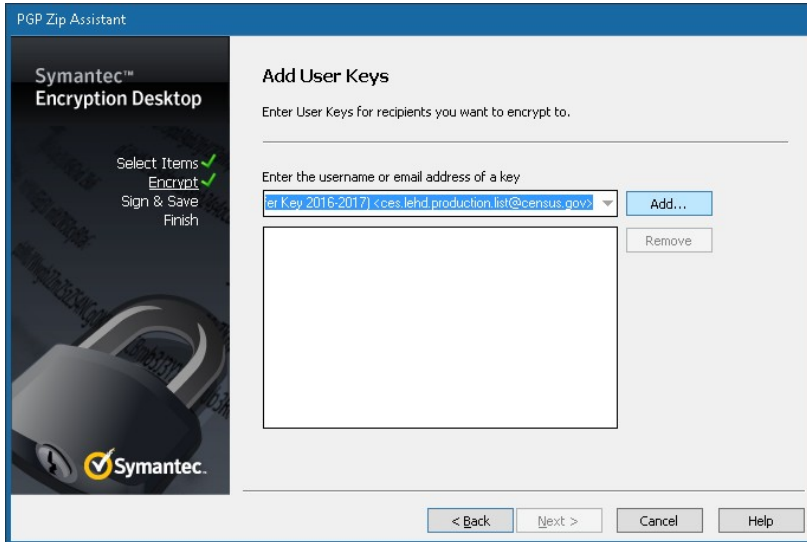

Figure 11: PGP Encryption - Add User Keys

4. In the **Sign and Save** window, skip **Signing Key**. In the **Save Location**, click the **"Browse"** button to navigate and choose the destination for the encrypted file.
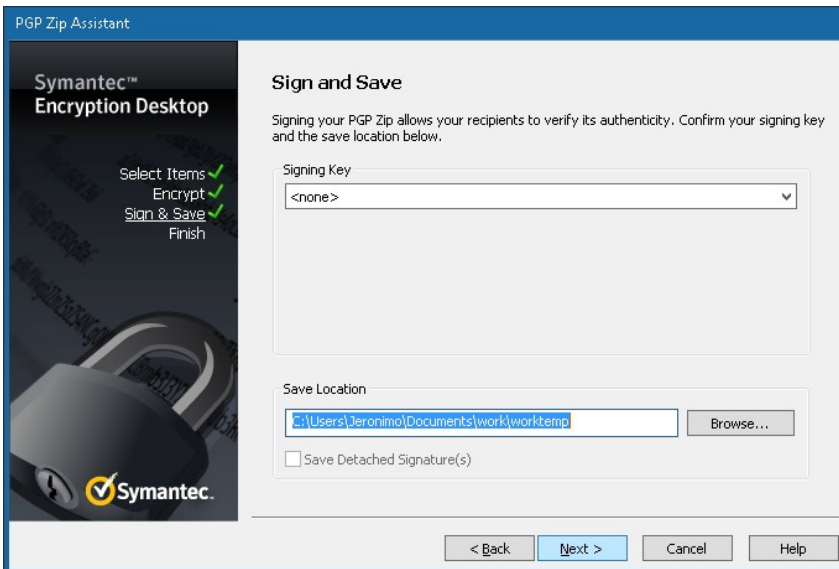

Figure 12: PGP Encryption - Sign and Save

5. Click "Next". The window will close. From Windows Explorer, you should be able to see the newly encrypted file.

Upload State Data Files with Census Managed File Transfer (MFT)

LED State Partners submit files via the Census Managed File Transfer (MFT) software. Use the link below to reference the established standard operating procedures for Census MFT.

https://lehd.ces.census.gov/state_partners/doc/sop/Secured Electronic File Transfer for LED State Partner Files_3040.8.pdf