



Navigate SFTP Guide

Version 1.0 October 2023



1 Introduction

This document covers the generation of an SSH Key to be used for authentication of an SFTP Credential Account. It also provides the folder structure and file names to be used for Motor Policy Insurance Data batch uploads.

2 How to generate an SSH Key

If you are unfamiliar with generating SSH keys here is an example using PuTTY; other tools are available such as ssh-keygen.

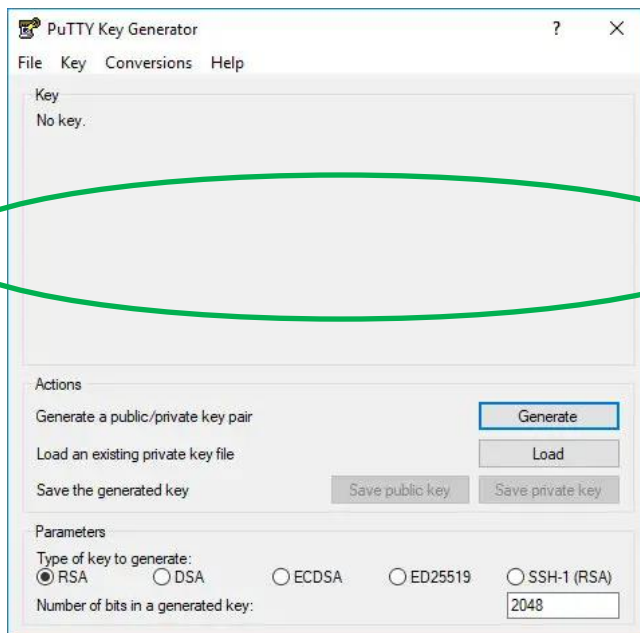
2.1 Creating SSH keys with PuTTYgen

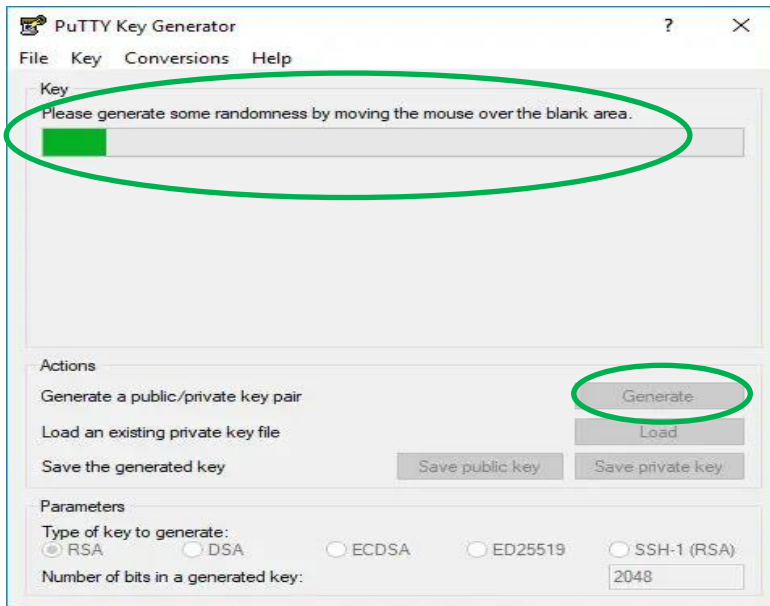
To generate an SSH key pair on Windows using PuTTYgen, perform the following steps:

1. Launch PuTTYgen by double-clicking on its “.exe” file or by going to the Windows Start menu → PuTTY (64-bit) → PuTTYgen.

In the “Parameters” block leave the default key type as RSA. In the “Number of bits in a generated key” field leave the default value 2048, which is sufficient for most use cases.

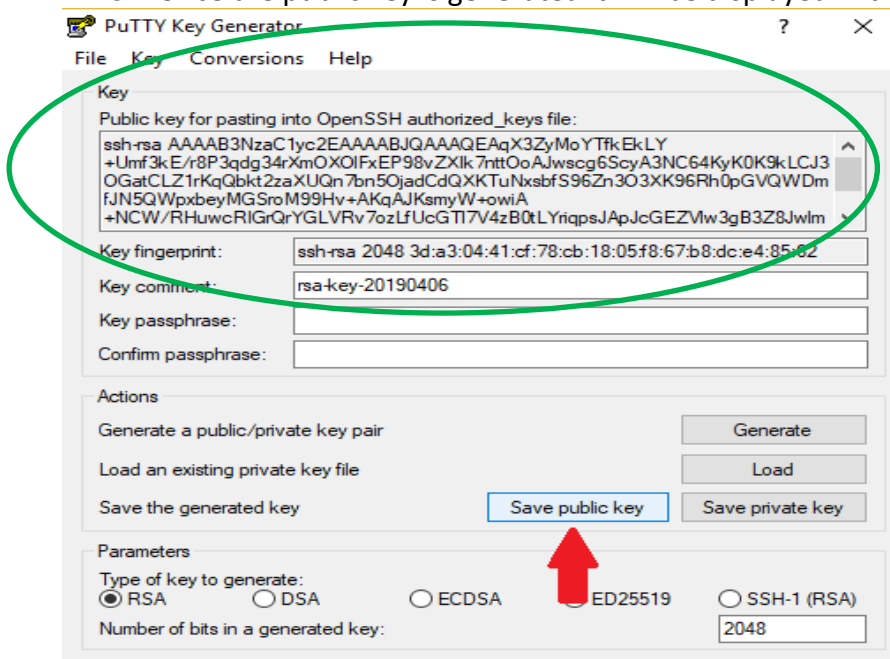
2. Click the “Generate” button to start the process of generating the new key pair.





You will be asked to move your mouse over the blank area of the Key section to generate some randomness. As you move the pointer, the green progress bar will advance. The process should take a few seconds.

3. Once the public key is generated it will be displayed in the “Key” block.



4. Save the **private key** by clicking the “Save private key” button. You can save the file in any directory as a “.ppk” file (PuTTY Private Key)



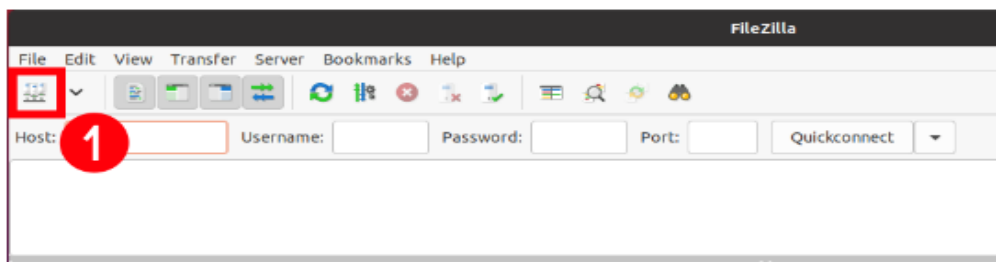
5. Save the **public key** by clicking the “Save **public key**” button. You can save the file in any directory as “.pub” file (Putty public key)
6. Right-click in the text field “Public key for pasting into OpenSSH authorized keys file” (see green circle above) and select all characters by clicking “Select all”. Open a text editor, paste the characters, and save it.

3 SFTP Client

If you are not planning to use a command line for SFTP this section might be of interest. In the example we will explain how to set up Filezilla (but other clients are available).

3.1 Setup FileZilla client

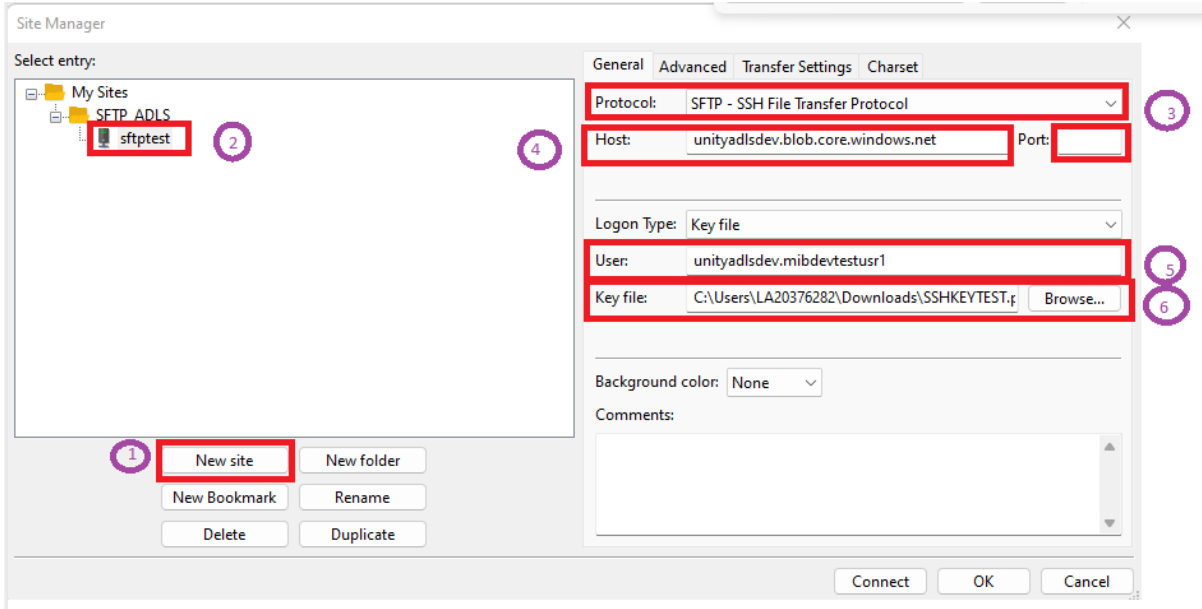
1. Open the FileZilla Site Manager by clicking the top left icon in the menu bar.



2. A popup will appear for you to create a new profile. Click on the New Site button and give the new site connection name.
3. At the right-side panel, enter the following information:
 - Protocol: This is a drop-down section. Select the SFTP – SSH File Transfer Protocol option.
 - Host: Enter host name
 - Port: 22
 - Logon Type: Select Key file from the drop-down menu.
 - User: Enter username.
 - Key file: Click on the Browse button and select your private key file.



4. Press the Connect button, and it will save these settings and connect FileZilla to the SFTP server.



4 SFTP Folder structure

Once connected you will see the below folder structure to upload or download files.

Filename	Filesize	Filetype	Last modified	Permissions	Owner/Group
..					
from_xpn		File folder	04-07-2023 14:...	drwxr-x---	0 0 Tue,
to_xpn		File folder	04-07-2023 14:...	drwxr-x---	0 0 Tue,

- to_xpn is where you should place your upload files
- from_xpn is where your results files and reports can be downloaded

Note - The standard file name format provided when the site set up is confirmed will need to be followed for all files uploaded.

5 Using an RSA key

If you are using an RSA key type and using a command line, then you will need to include the following option when connecting to Azure. **Sftp -o RSAAuthentication**



6 Firewall changes

You might need to open your firewall to access our sftp site.

7 Transmitting files

You will need to connect to our SFTP service using the username, your private SSH Key and endpoint. The endpoint for SFTP is:

sftp.navigate.mib.org.uk

All information on supported clients and algorithms are included on Microsoft's Azure website [here](#).