

SFTP Instructions

Technical Requirements

In order to be setup on the SFTP server, the Utah Department of Technology Services will need the following information.

You may need assistance from your IT department to complete this process.

1. Name of the person who will be submitting documents to the SFTP server.
 - a. _____
2. Email Address.
 - a. _____
3. Phone Number.
 - a. _____
4. Business Name.
 - a. _____
5. If a server is going to be connecting to PSC's SFTP server directly, please have your server administrator send the following:
 - a. Public IP of the Server _____
 - b. SSH Public Key _____
6. If you are connecting via a Workstation
 - a. Identify the Public IP Address of your Office/Workplace (<http://whatismyip.com>)

 - b. Verify with your ISP or IT Department that the IP Address from Step 6a is static and will not change.
 - i. Verified Yes No

STOP: Do not continue this form until you have confirmed it is STATIC

 - c. Create a public/private SSH key-pair for each user needing access. If they don't have one already. See the link for a tutorial on getting your key.
(https://wiki.osuosl.org/howtos/ssh_key_tutorial.html)
 - d. Attach or paste your public key(s) from step 6c and identify who it belong to.
(See example below)

Name of person _____

Key - ssh-rsa

AAAAB3NzaC1yc2EAAAABJQAAAQEAI3iQAjntAuOAqaezBoC+3FB3fvy/l/RoE5J3QwVc7PO8i5uw+ln28Ea6i
jfD8k55FrmnrPAYoYzFqj03eT0/prw5VTfBbEbE6lEXDgJLGxB+gQr7yl2VUF6zSjvncBxb+YH35wagGGSVH/P
fGZka8bYwy9gl1IUPTOOWDyZJ1zuPCYA+f6Zi12780rCUBqdfpwapUrTuHVzBkShx9x2XyZLcUbPSNa+bDYn
NFS/KHqHKdjD1Rgv3nV7rG1r1SZrOCZ0MY6fACT5rPSbVg0yXyBelUoUpSn7gz5EHdQ9YSBySqP759yx3A2b
x64duphWyeqGlrCUWsR0p0RILwdaow== dallasharrisexample-[201706062017](#)

Email this form to psc@utah.gov when complete.