a.- Generating the public and private key

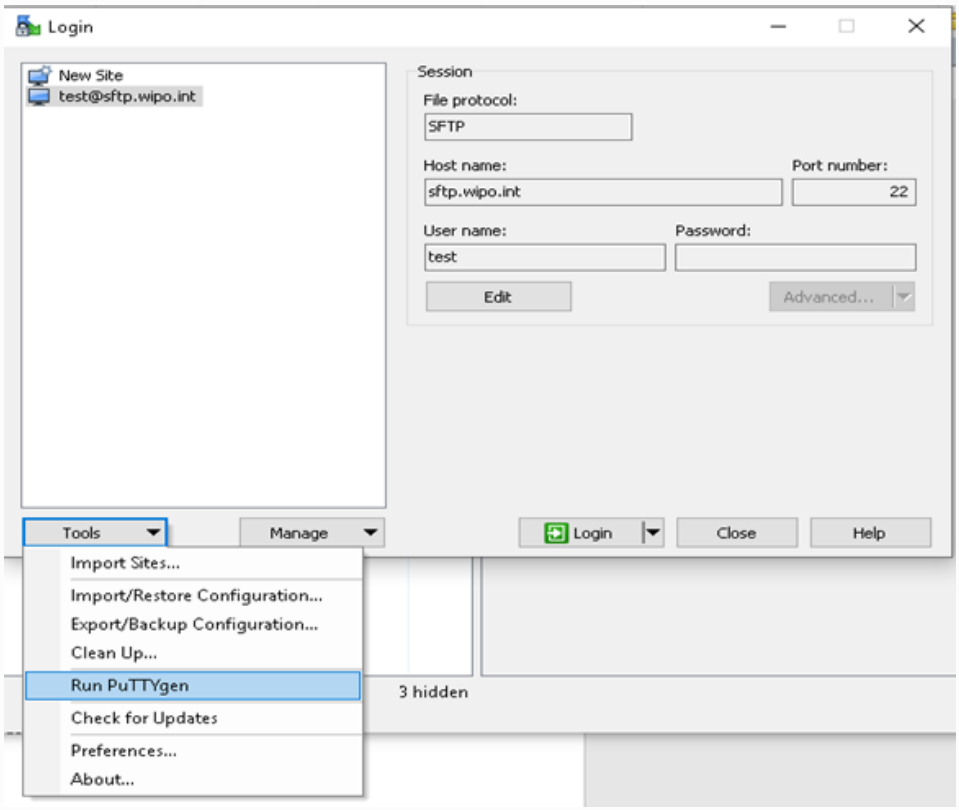
Using **PuTTYGen** (Windows)

PuTTYGen can be installed separately or together with WinSCP (Free Windows SFTP/SCP client)

> It can be downloaded from :
>
> As part of WinSCP - downloaded from https://winscp.net/
>
> or
>
> PuTTYGen(alone) - download from https://www.puttygen.com/

After downloading the package, run it.

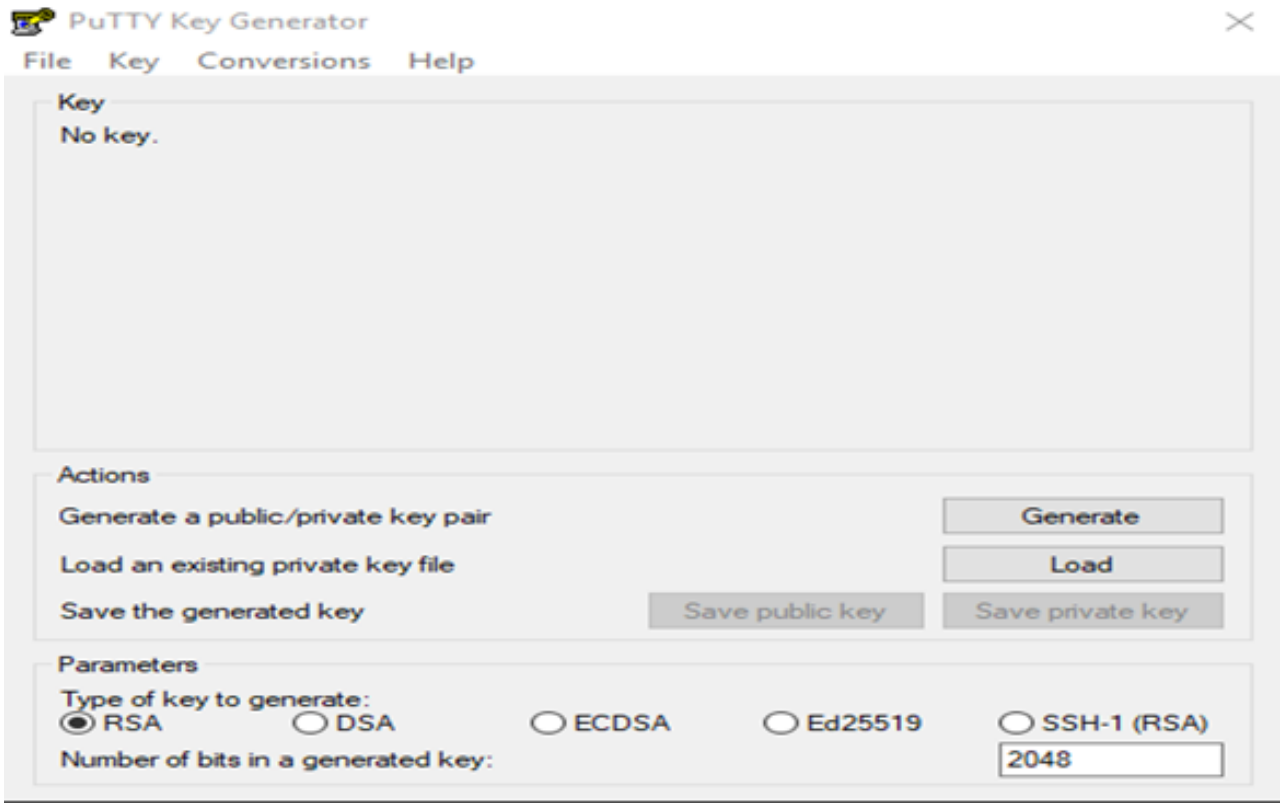
If you chose WinSCP, select your desired language and then select “Typical Installation”, which includes PuTTYgen and Pageant. Follow the installation instructions.

> For WinSCP, after installation finishes, you can find PuTTYGen in the menu:
>
> 
>

Generate Key Pair using the PuTTYGen application

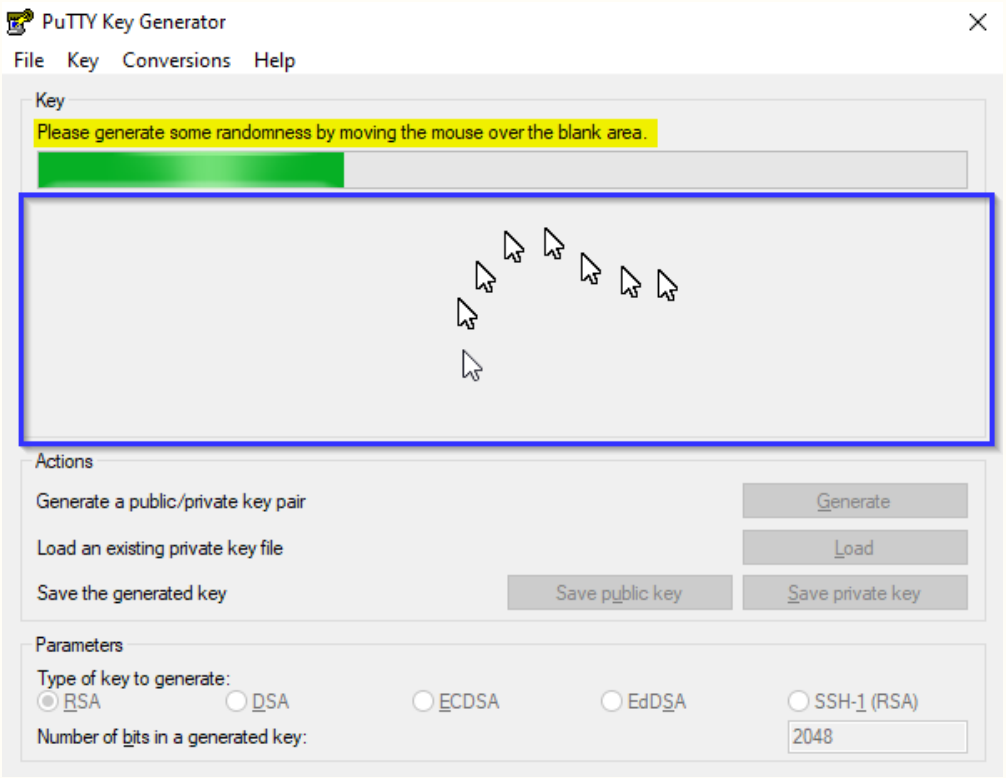
In both cases the PuTTYGen usage is the same, it is used to create the authentication keys as explained below:

- Select “RSA” for the “Type of key to generate”, with 2048 bit key size or greater.
- Press the “Generate” button and follow the instructions on the screen.

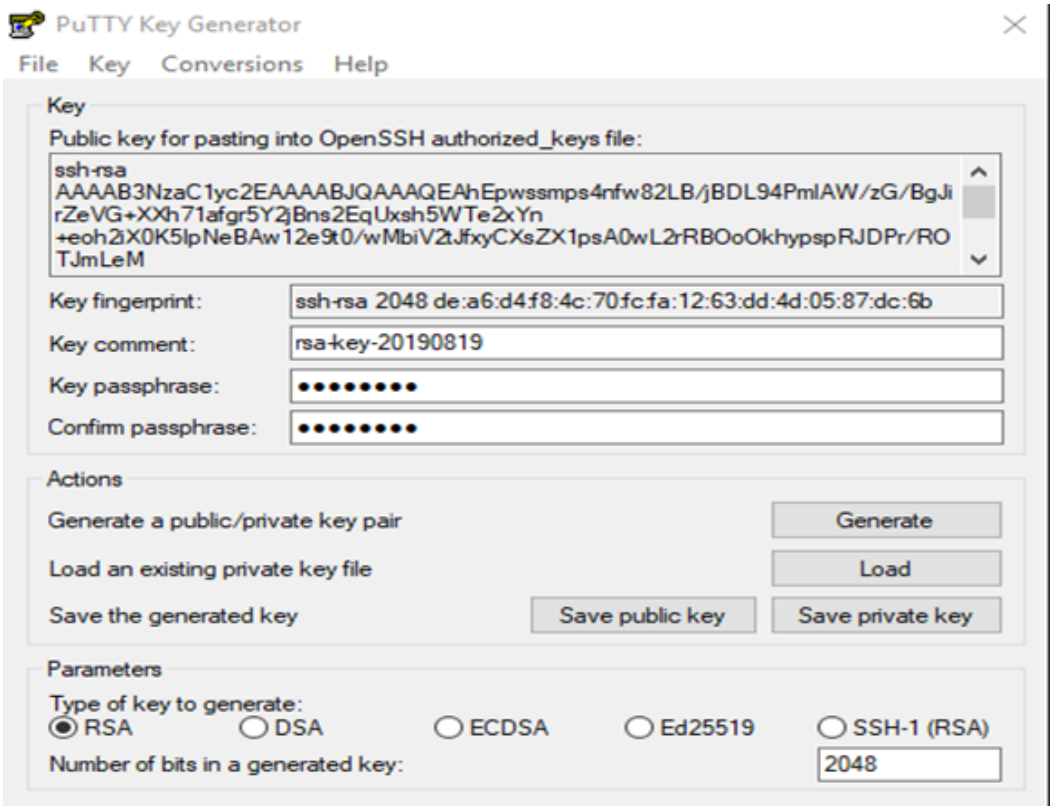


Important

Please note that, as indicated, you will need to move the mouse cursor within the indicated area in order to complete de process:



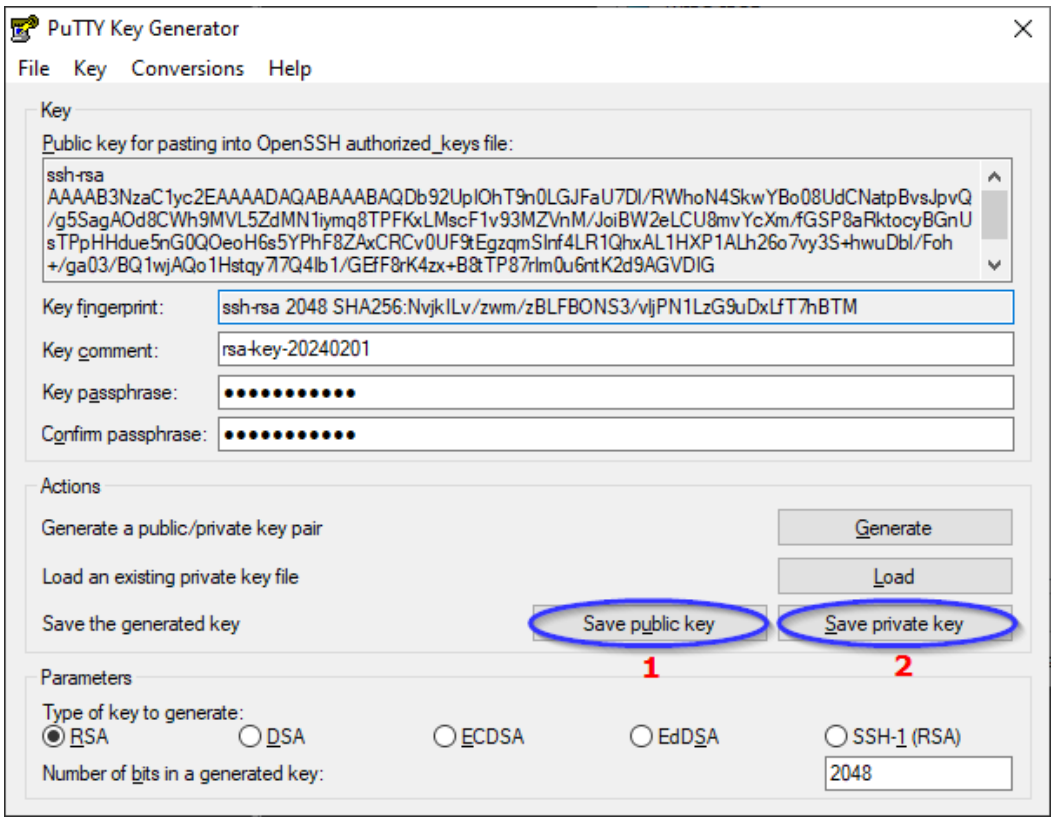
- When the key generation is complete, the screen looks like below:



- Enter a strong passphrase and **remember it**. You will be prompted to type it when you use this key. The passphrase is never sent to the remote server.

Save the Key Pair

1. Press the "**Save public key**" button to save your public key. Name it using the suggested account name, with the extension ".pub" (Example: *ipob_jsmith.pub* or *ipob_cr.pub*)
2. Press the "**Save private key**" button to save your private key. Give it the same name but with ".ppk"extention (*ipob_jsmith.ppk* or *ipob_cr.ppk*)



Be aware that the format of the key should only be RSA SSH2.

If you view the public key with a text editor, will look like something like this:

```
---- BEGIN SSH2 PUBLIC KEY ----
Comment: "rsa-key-20200929"
AAAAB3NzaC1yc2EAAAABJQAAAQEAiVqHjz/BttZOetV0G/Wctfyylm+f5RMTzlbS
+bSGlzWgf5He9zmq46y/B2pVxY7UxQWD5C/xdV5s/P+h+KuOD7NM4ARZFF7VozeH
8UW2GO6U5+sdkfjasldkfjslospdfsdi21323sfZL2MNbiiIWg2YR15GQI1K73kO
2at7Kv0B193qr97ZXpE2/mmxQlgZ2GVLZBJM+e0qGqS0irDzPjwDGLr9qExsli39
1foDoSDYvIr8y6e+ktE1vxAQR48xiY13Ybils92gpcbKPO1xMw+2Tdid8qTAV1zm
uuWdogFceh+nDn9lZTE8Vm2sUu2R+/E0OHexT/EH+0aARCRhhw==
---- END SSH2 PUBLIC KEY ----
```

Be aware that the sequence of characters will be different and unique (is random characters generated by the process described above).

Delivery of the **public key** to WIPO

Rename the files using the suggested account naming convention.

Account Naming Convention

Example for individual:

- Private Key: **ipob_jsmith.ppk**
- Public Key: **ipob_jsmith.pub**

Example for IPO (using country or organization two-letter code according to **WIPO ST.3**):

- Private Key: **ipob_cr.ppk**
- Public Key: **ipob_cr.pub**

Email your **public key** to your support contact copying the ipas mailbox (ipas@wipo.int).

NEVER SEND THE PRIVATE KEY! Keep it safe.