



## How to Access your Motimatic SFTP account using a Public Key

This document walks through the setup for sharing your data files securely to Motimatic's SFTP server. The process uses a [public/private key pair](#) for strong protection of files in transit.

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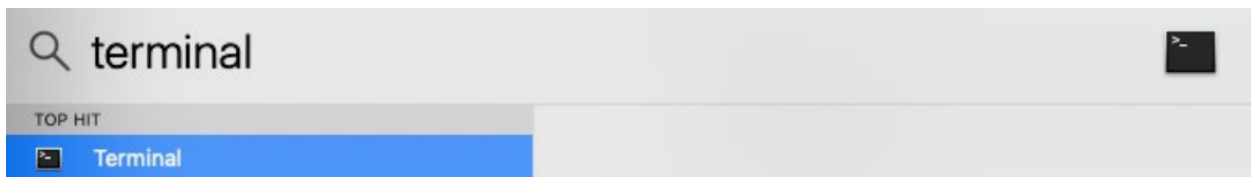


## STEP 1: Mac OS

### Create your Public/Private Key Pair

Using a key generation tool (see notes on platforms below), generate a public/private key pair using a passphrase that is secure for your environment.

1. Open Documents in Finder.
2. Create a New Folder, and name it **Motimatic**.
3. Open a TERMINAL window. You can open a terminal window by typing **terminal** in the spotlight search.



*Note: We are using the keygen program to generate a key pair for authenticating hosts and users. You can read more at <https://www.ssh.com/ssh/keygen/>.*

4. Enter **ssh-keygen-f~/Documents/Motimatic/motimatic\_\_key-trsa-b4096** in the terminal window and press enter.
5. You will be prompted to enter a passphrase. Type a passphrase you will be able to remember. Hit Enter (Do not share this passphrase with anyone. This is the phrase you will be using to access the application).
6. You will be prompted to re-enter the passphrase again. Re-enter the passphrase. Hit Enter.
7. If the key generation is successful you will be given a key's randomart image. It will look something like this:



```
+---[RSA 4096]---+
|                 |
|      o.         |
|    . . o o o o  |
|  . . . o = . =  |
| o +   . + = .   |
|   = . S   B +   |
| .           . B o |
| o.         o .+ o o|
|.oo        . + o=o.+|
| o=E       . o++=Bo|
+---[SHA256]---+
```

8. Access Motimatic Folder, where generated keys are stored. There should be two files:

- motimatic\_\_key (This is your private key - do not share it with anyone)
- motimatic\_\_key.pub (This is the public key)

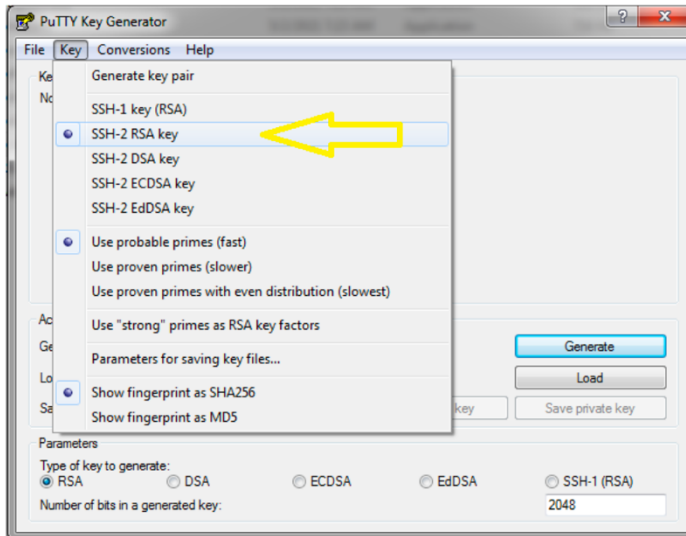
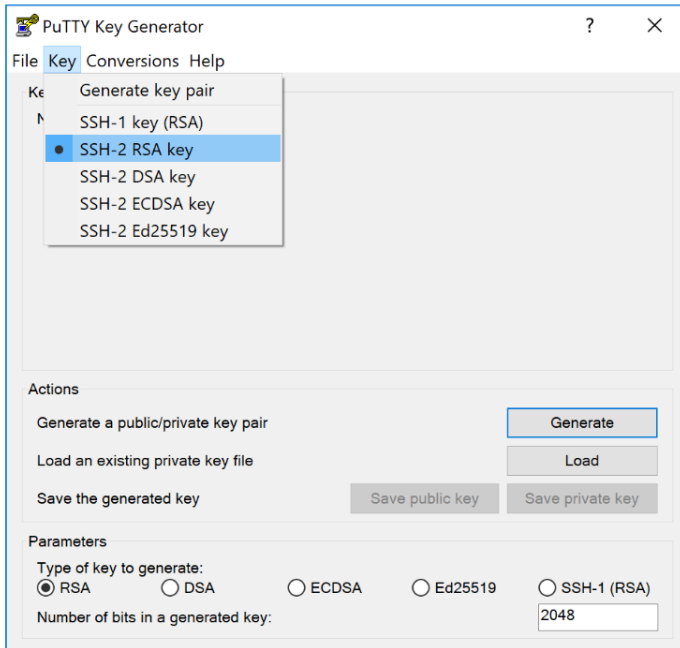
## STEP 1: Windows

### Create your Public/Private Key Pair

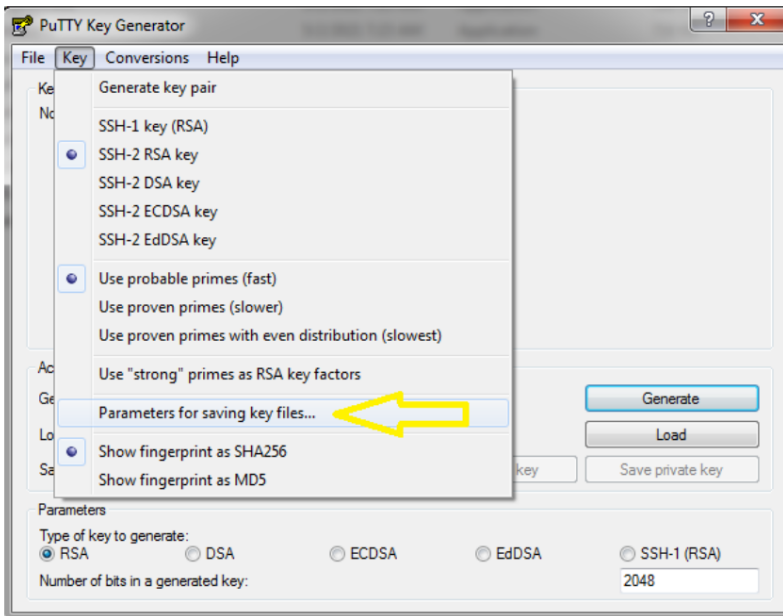
Using a key generation tool (see notes on platforms below), generate a public/private key pair using a passphrase that is secure for your environment.

1. Download PuTTYgen. You will use this app to generate your public/private key pair.
  1. Windows 32-bit: <https://puttygen.com/download.php?val=46>
  2. Windows 64-bit: <https://puttygen.com/download.php?val=49>
2. Install the application and go to the installation folder.
3. Launch the **puttygen.exe** program.
4. From the Key menu, select **SSH-2RSAkey**.

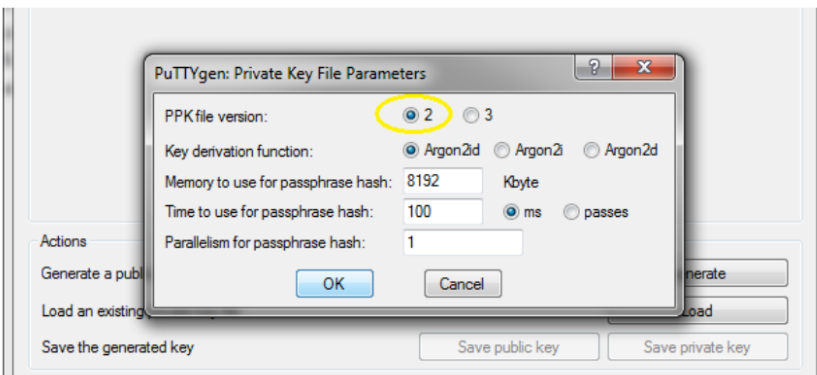
Depending on the version of PuTTYgen, the menu will look like one of these screenshots:



**5. IF the Key menu of your version of PuttyGen looks like the image below, THEN select "Parameters for saving key files"**

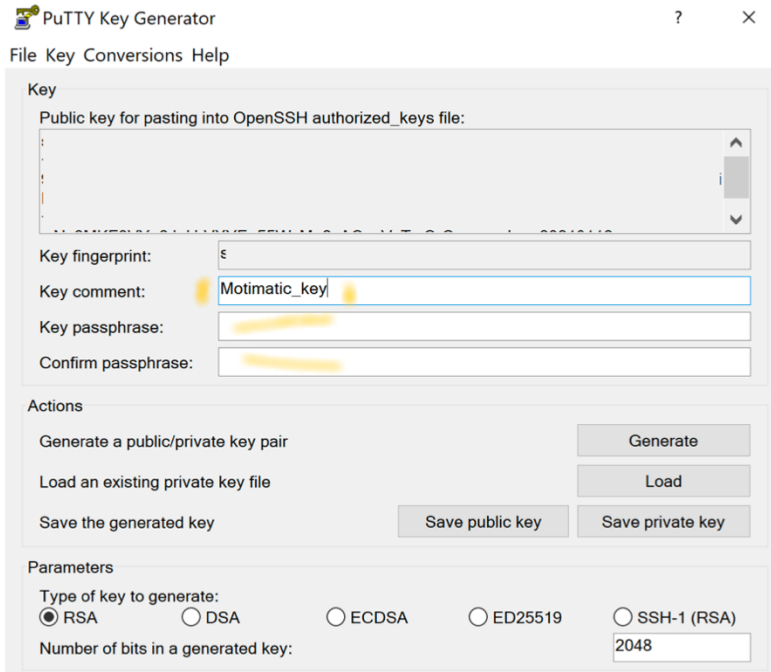


and in the dialog that appears, select **PPK file version 2** and click OK



**FOR ALL VERSIONS, continue with the following steps:**

6. In the Number of bits in a generated key box, enter **4096**.
7. Choose RSA for Type of key to generate.
8. Click the Generate button. The program generates the keys for you. While the key is being generated, **move the mouse randomly over the blank area as directed.**



9. In the **Key comment** field, enter **Motimatic\_key** Page 5

10. Enter a unique key passphrase in the Key passphrase field.  
*Type a passphrase you will be able to remember (Do not share this passphrase with anyone. This is the phrase you will be using to access the application).*

11. Re-enter the passphrase in Confirm passphrase.

12. Click **Save public key** and save the public key in a folder you will be able to easily find later. We recommend creating a “Motimatic” directory in your documents folder. Name the key as **Motimatic\_key.pub**

13. Click Save private key and store the private key in the same folder, with the name **Motimatic\_key**.

## STEP 1: Linux/Unix

### Create your Public/Private Key Pair

Using a key generation tool (see notes on platforms below), generate a public/private key pair using a passphrase that is secure for your environment.

For Linux/Unix servers, the key generation process is best described [here](#), with the following information specific to the Motimatic integration:



- Use RSA encryption algorithm
- Use 4096-bit key strength
- Where a key name is specified in the instructions, use your Motimatic username, e.g. “my\_university”.
- A typical key generation call would be:

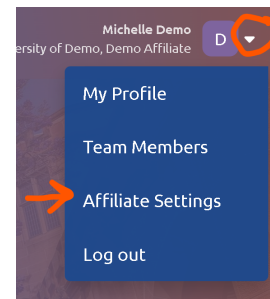
```
ssh-keygen -f ~/.ssh/ my_university__motimatic__key -t rsa -b 4096
```

## STEP 2: Upload your PUBLIC KEY to the Motimatic platform

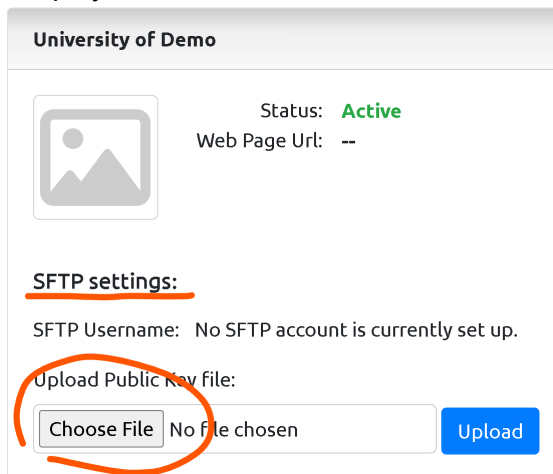
In the prior steps, you generated your public and private keys. In this step, upload your public key to the Motimatic platform.

### Steps:

1. Navigate to the right-hand menu and select Affiliate Settings



If no keys have been uploaded yet for your institution, the Affiliate Settings display will look like this:

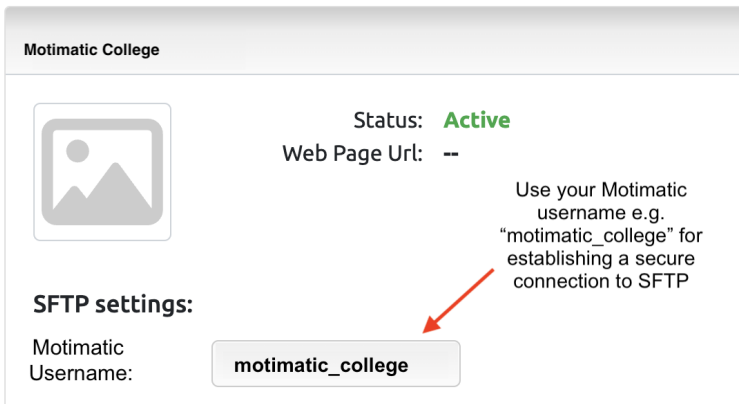


2. Click Choose File and select the public key you just created.  
*NOTE: Only upload your **public** key.*
3. Click Upload
4. When your key has been uploaded, you will see a confirmation message that “The key was installed successfully.”



5. If any errors were encountered, you will see an explanatory message (for example, the file uploaded was not in public key format). Please contact your engagement manager at Motimatic if you'd like assistance completing the SFTP public key upload process.

If you are uploading the first public key for your institution, a Motimatic SFTP username will be generated after your public key is uploaded.



Make a note of this username. You will need it to complete the SFTP configuration described in STEP 3.

Once your public key has been successfully installed, you can begin transferring files to Motimatic's system using the instructions in STEP 3.

### STEP 3: Establish secure connection

Launch your preferred SFTP app (e.g., FileZilla) and use the settings below to establish a secure connection.

Protocol:	SFTP - SSH File Transfer Protocol
Host:	files.motimatic.com
Logon Type:	Key file
User:	Enter your Motimatic-provided username
Key file:	Select the private key file that matches the public key you sent





General | **Advanced** | Transfer Settings | Charset

Protocol: SFTP - SSH File Transfer Protocol

Host: files.motimatic.com Port:

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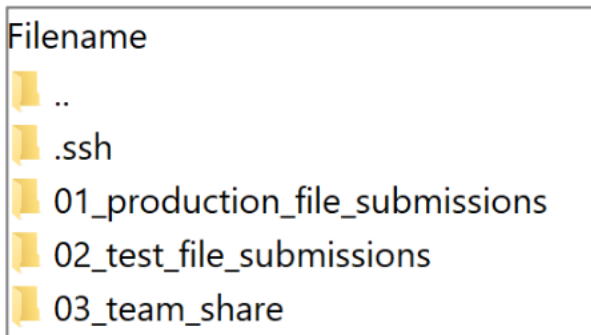
Logon Type: Key file

User: your\_username\_here

Key file: choose\_your\_private\_key

#### STEP 4: Transfer Files

Once your connection is established, you will see three folders in your SFTP account:



##### **01\_production\_file\_submissions:**

Use strictly for files that are production-ready. Files placed here will be automatically ingested by Motimatic's platform and trigger audience updates for GuidePosts.

##### **02\_test\_file\_submissions:**

Use for sharing staging/test files prior to a launch or for an updated data spec

##### **03\_team\_share:**

Use for sharing any other data between your team and Motimatic for purposes of supporting launch implementations, baseline tracking, or results.



To transfer files, locate the file you want to share from your local computer or server, and drag it into the destination folder on the Motimatic SFTP server. You will see a notice that the file is being transferred. To make sure it was successful, open the destination folder to see your file listed.

We recommend closing your SFTP app as soon as you complete the file transfer.