

How to encrypt your form before sending it to us for processing (Windows version)

Step 1 - Install GPG4Win

Download and install GPG for Windows (Version 1.0.1) using the following link -

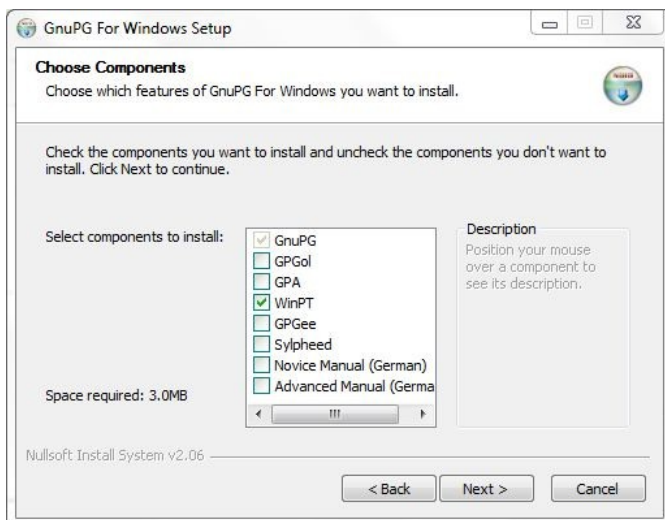
Download available here

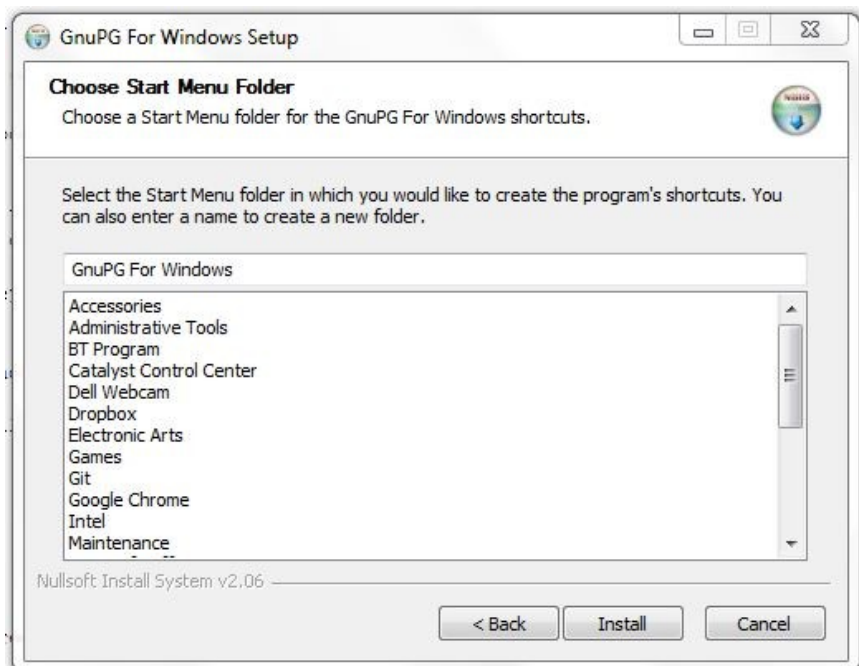
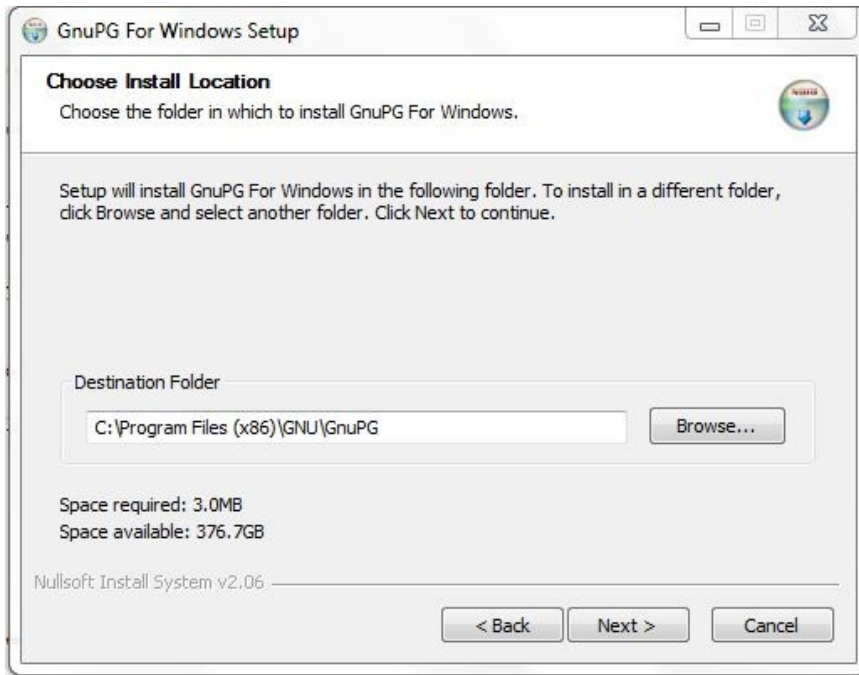
<http://files.gpg4win.org/gpg4win-1.0.1.exe>.

Proceed as follows.



You only need the WinPT Tool for this tutorial.





Complete the rest of the installation.

Step 2 - Generate a pair of keys

Go to the WinPT icon under Start > All Programs > "GnuPG for Windows" to start the program.

You will be prompted with the following message.

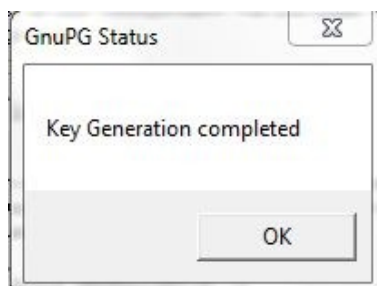


Select "Generate a key pair" and press OK

You will now be asked to enter your details, which won't be needed here as you will not be signing any documents, only encrypting. However as an initialization step, you will be needed to enter your details here nevertheless.



You will be prompted to enter a password twice and this step may take a few seconds.



Step 3 - Get the public key

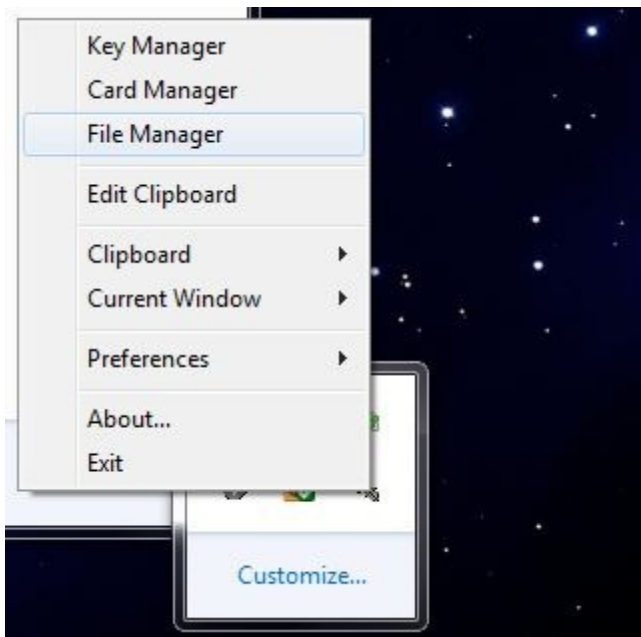
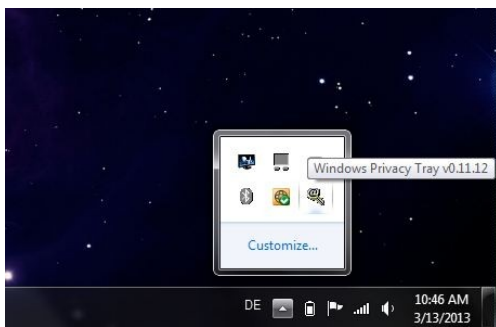
Download the public key available on our website, with which you will be able to encrypt your data

<http://cgi2013.welfenlab.de/76021C8C.asc>.

Save it on your computer.

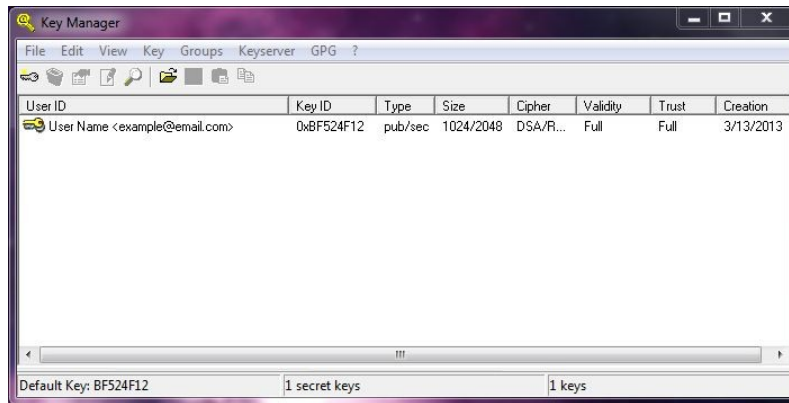
Step 4 - Import the public key

Go to the icons on the right side of the taskbar and right click on the WinPT icon.

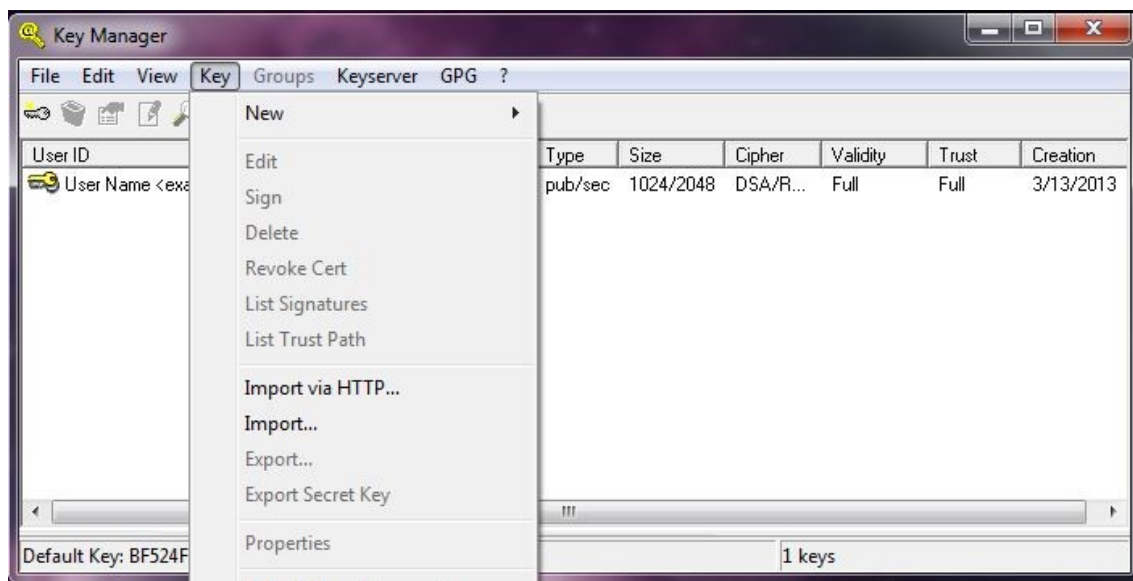


Select "Key Manager".

At this point, you may choose to delete the public-private key you generated earlier in Step 2. Simply click the list item to delete and hit "Delete" on your keyboard. You may also decide to keep it.

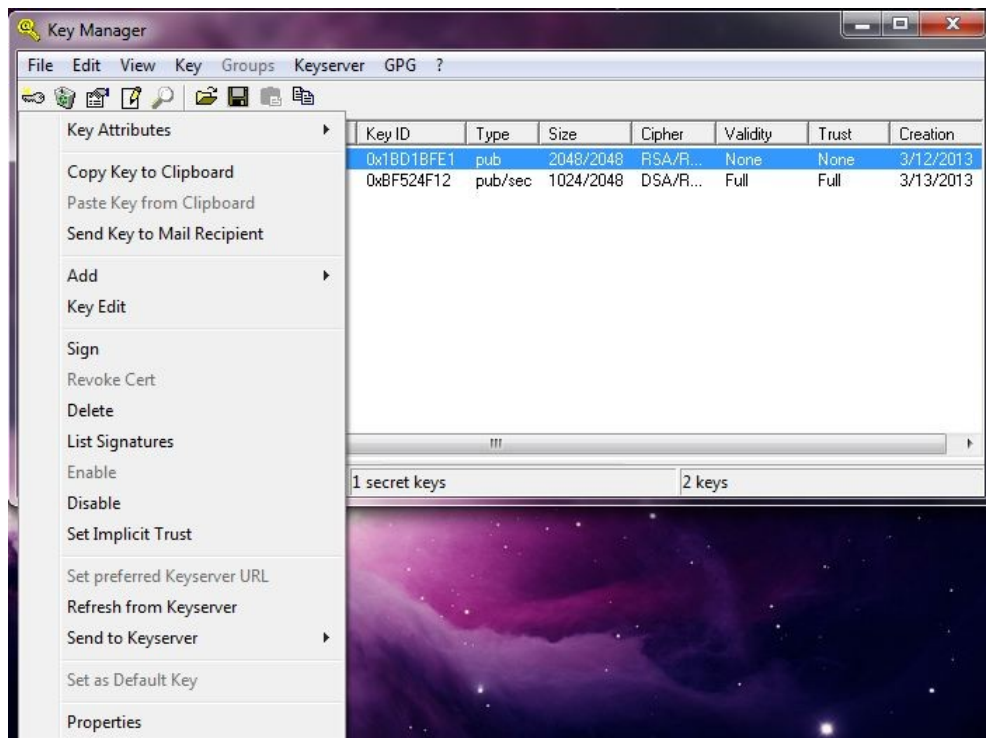


On the menu bar, now select “Key” > “Import...”.



Now navigate to the directory where you saved our RSA public key, which you downloaded in Step 3 and select the file. Click OK when prompted.

This will be added to your list of keys. Right click on this new key in the list (the CGI public key). Now go to change its “Properties”.



Make sure the ownership is set to “fully trust”.

Press OK.

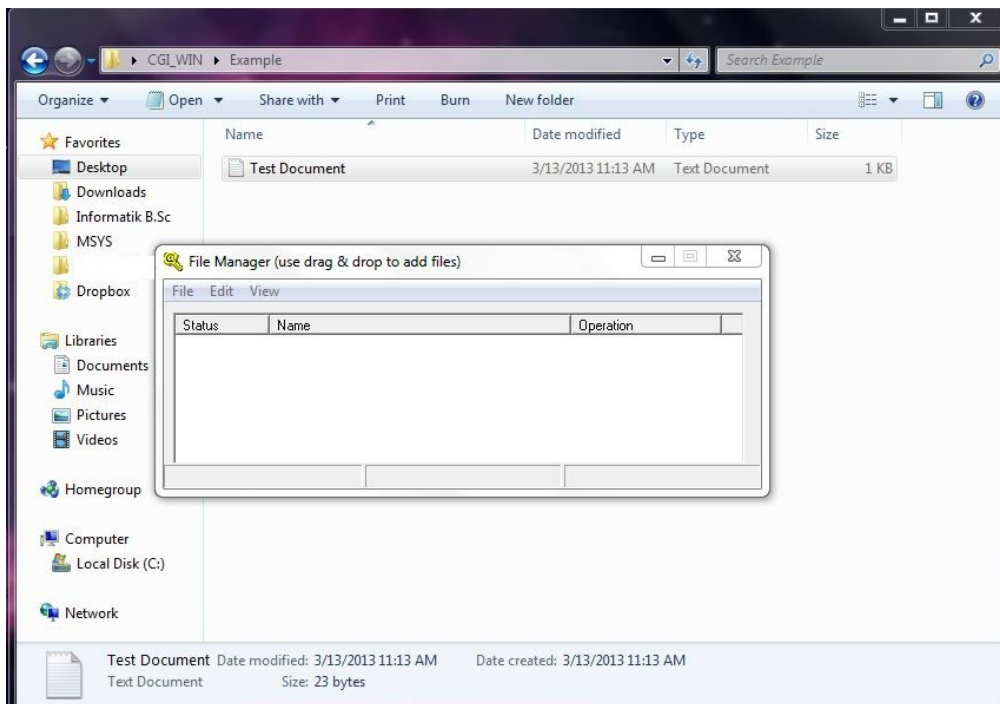
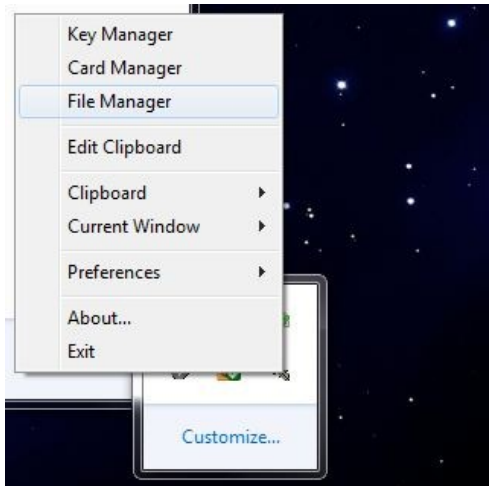


Exit the Key Manager.

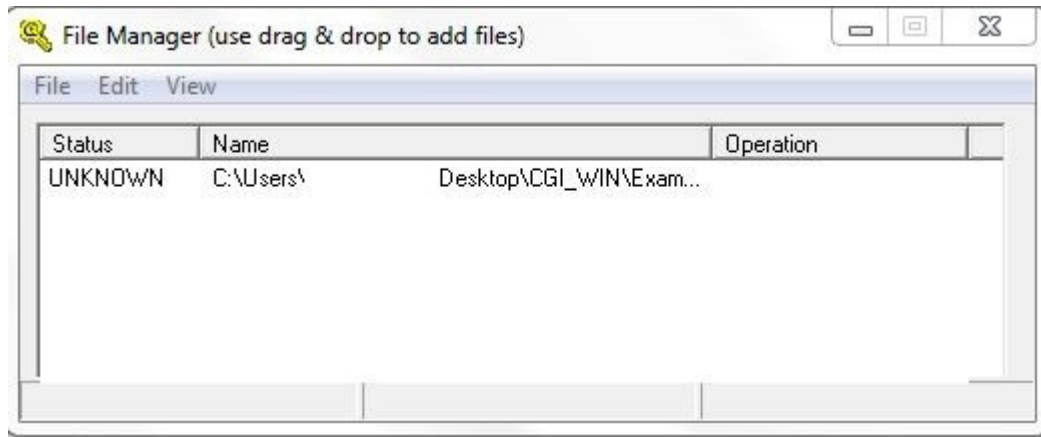
Step 5 - Encrypt your data

You are now ready to encrypt your data with this public key.

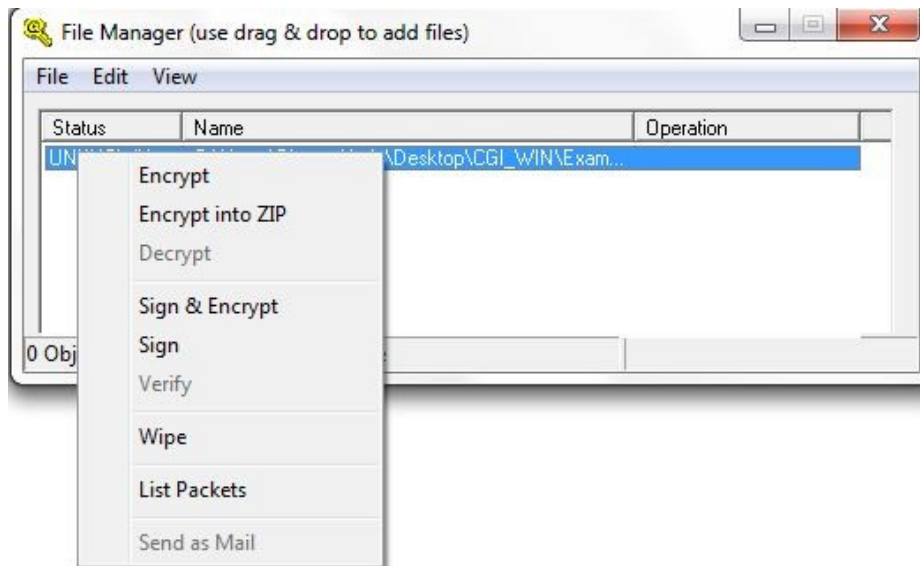
Right click on the WinPT icon in the taskbar and go to “File Manager”.



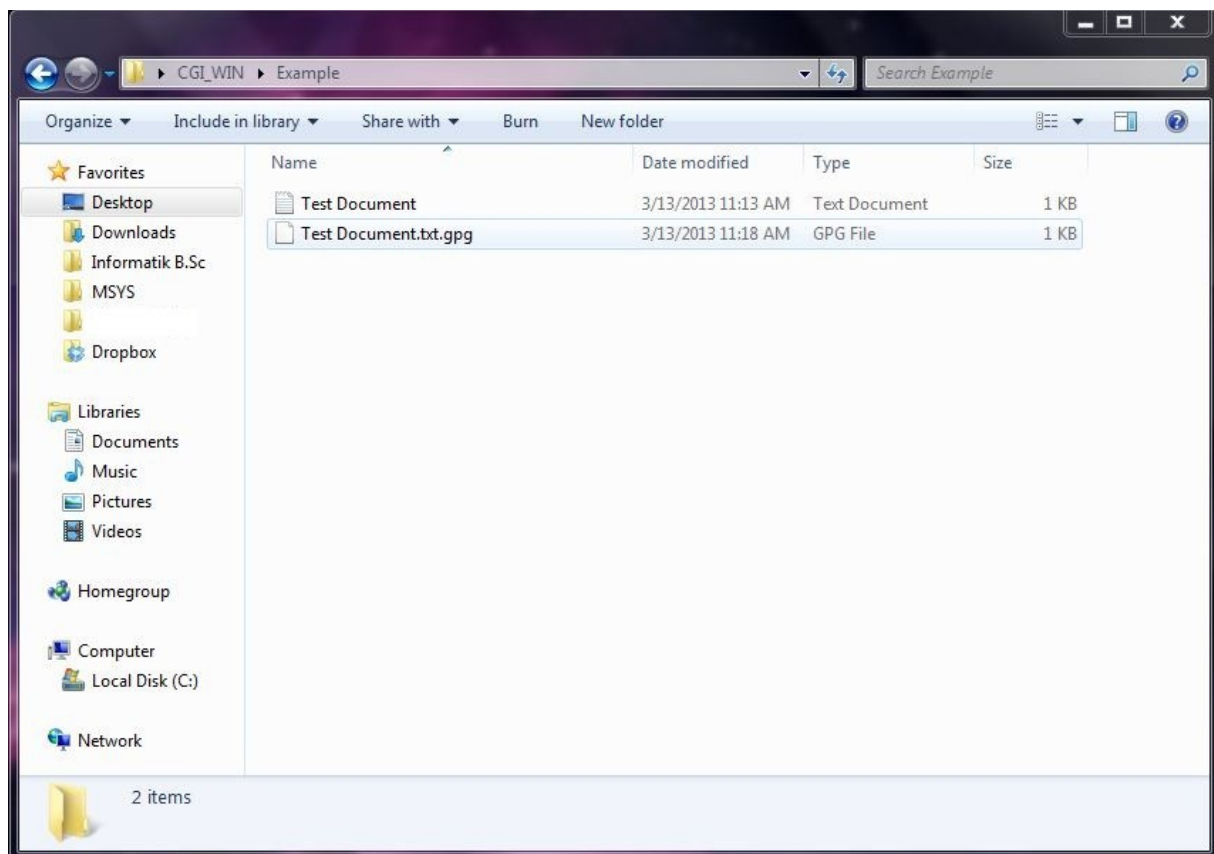
Drag and drop the file you want to encrypt, in this case it would be the fully filled out registration form.



Right click on the file you added and click "Encrypt".



Make sure you select our public key, when prompted to choose an encryption key. This will then allow only our institute to decrypt the file.



Congratulations, you have created a .gpg file, which is encrypted with our RSA 2048 bit key. You may now send us this file, and be assured that your sensitive data is safe.