ONPOINT Health Data | SFTP Registration Form

REGISTERING WITH ONPOINT FOR DATA EXCHANGES VIA SFTP

Onpoint offers our clients' data suppliers two options for transmitting their data to Onpoint: (1) the upload tool available online in the secure Onpoint CDM portal and (2) secure file transfer protocol (SFTP). For delivering data to our clients' authorized data recipients, we leverage SFTP.

These file transfers – both to and from Onpoint – are conducted over an encrypted tunnel via SFTP, with easy access to Onpoint's SFTP server from a wide range of SFTP client utilities and open-source solutions (e.g., WinSCP, FileZilla, etc.).

SFTP data exchanges with Onpoint must be both encrypted using the OpenPGP standard and signed by the sender prior to transfer to ensure file integrity. SFTP data submissions to Onpoint additionally must be performed using Secure Shell (SSH) for an additional level of authentication.

The following registration form provides a walkthrough of the preliminary steps required prior to exchanging data with Onpoint, which include:

1. Providing **your contact information**

2. Providing Onpoint with **your public PGP key**

3. Providing Onpoint with **your public SSH key**

4. Updating your system with Onpoint's SFTP server information (as applicable)

5. Awaiting confirmation from Onpoint

6. Testing successful file exchange and decryption

Important: Before we can proceed with next steps, the first three items bolded in the above list must be sent via email to Onpoint at support@onpointhealthdata.org.

Step 1. Confirm Your Contact Information

The first step to connect to Onpoint's SFTP server is completing the table below so that we can credential the appropriate contact(s).

Contact #1	Project Contact (responsible for facilitating exchanges between Onpoint and your lead SFTP technical contact)
Name	
Title	
Organization	
Email	
Phone	
Contact #2	SFTP Technical Contact (if different than above)
Name	
Title	
Organization	
Email	
Phone	

Step 2. Provide Onpoint with Your Public PGP Key

Prior to either packaging your files for delivery or decrypting data received from Onpoint, our organizations must exchange public PGP keys so that each party can authenticate that the exchanged data originated with one of our organizations. Please email your public PGP key to Onpoint when returning this completed form. (If you did not receive Onpoint's public PGP key as part of the welcome materials, please let us know so that we can provide you with a copy.)

Step 3. Provide Onpoint with Your Public SSH Key

In addition to your public PGP key, you will need to provide Onpoint with your organization's public Secure Shell (SSH) key. SSH is a cryptographic network protocol that allows an additional level of authentication while eliminating the need for passwords. If your organization does not have an existing SSH key or wishes to generate a new key – either for this specific project or for the first time – a walkthrough of the process using WinSCP is included in Onpoint's "User Guide for Data Exchanges with Onpoint." (If you did not receive this guide as part of your welcome materials, please reach out to Onpoint for a copy or download it from the documentation section at Onpoint CDM.) Please email your public PGP key to Onpoint when returning this completed form.

Important: Onpoint will never ask for your private PGP or SSH keys, which should remain securely within your organization. If you accidentally send Onpoint your private key(s), we will shred the key(s) and require that a new keypair be generated prior to the next data exchange.

Step 4. Prepare to Connect to Onpoint

Onpoint's SFTP server information is supplied below for registration in your system.

Item	Detail
Fully Qualified Domain Name	sftp://transfer.onpointhealthdata.org
Port (SSH)	22

Next Steps

After Onpoint has received and processed your (1) SFTP contact information, (2) public PGP key, and (3) public SSH key, we will send an email to the Project Contact (identified in Step 1, above) that includes their assigned username.

Using that username, they may access Onpoint's SFTP server at any time by logging in to the following site with their username and SSH key via any SFTP client utility: sftp://transfer.onpointhealthdata.org.

Upon successful login, we recommend uploading a simple text file with PGP encryption to verify that the connection is working successfully.

Important: When preparing files for SFTP transfer to Onpoint, we highly recommend that each file's name be unique – for example by including a date/timestamp, incrementally numbered suffix, etc. This prevents file overwriting, allows for more effective tracking of received files, and facilitates any troubleshooting and responses to follow-up questions.

Getting Support

If you have any questions or need assistance, please contact us (support@onpointhealthdata.org | 207-623-2555). We look forward to working with you.