CLER PROJECT
Carrier Communications With OPM Information

CLER Project - Using "Push" Technology

Last Updated on: 8/01/2001

If you are a new carrier please refer to the Pull Technology sheet for initial setup and installation. Each FEHB Carrier will need your copy of the PGP software to complete the instructions below.

A. Using your current User-id and Password used to pull Federal Employees Health Benefits Carrier files from OPM-Macon's FTP (file transfer protocol) site log into FTP://WWW.EEXINFO.EMPLOYEEEXPRESS.GOV or **IP ADDRESS 198.79.62.10**

   After connecting to the ftp server change into the **EEX\FEHB\OPMPGPKY** directory/folder. Copy down to your local drive (C: drive or D:drive) the file named **OPMCLER.asc** file. You should write down the location/folder you save the file in because you will have to import this file into your PGP Keying later. Upon completion of the download you can close the connection/web browser.

B. Start the PGPKeys program. In WinNT 4, Win9x, or Win2000 the program is located under Programs Group. Select the PGP group. Select PGP Keys. There you should find the program.

C. Once the program has started, complete the steps below to import the key. Under the PGPkeys program select the tab labeled Keys. There should be a selection named Import. Select this option. This should bring up the import wizard. Select the file that you just downloaded, i.e. OPMCLER.asc. Then, press OK. Select import on the next screen to import the public key into your Keyring.

D. One way to encrypt a file to send to the ftp server is to select the file using the windows explorer interface (Start, Programs, Windows Explorer). Find the file you want to encrypt. Right click on that file and select PGP, then select Encrypt. A Key Selection Dialog box should pop-up on the screen. Select the new key that was imported and move it to the recipient's box by dragging the key or double-clinking on the key. Then, select OK to encrypt the file.

   Key Properties:
   Employee Express Interface PGP Key <EEXInterface@opm.gov>

E. The encrypted file will have a "pgp" extension on it indicating that it is an encrypted file. Next, transmit file to the ftp server and give it the filename **CLER??.txt.pgp**
   ?? = 2-Character FEHB Enrollment Code

EXAMPLE:	Blue Cross - FEHB Code 10
FILENAME:	CLER10.txt.pgp
Directory to FTP file to:	\EEX\FEHB\10\CLER

   NOTE 1: the PGP software will usually automatically add the ".pgp" extension to any file you encrypt. Save file as CLER??.txt, then encrypting file should make the filename to be CLER??.txt.pgp

   NOTE 2: If you are responsible for multiple FEHB Enrollment Codes (i.e. Aetna/U.S. HealthCare) and you will be transmitting enrollment data for those multiple codes, you do not have to split the enrollment data into separate files for each FEHB Enrollment Code. Just send your file to one of the FEHB Enrollment

Code directories on the FTP server. Macon's program will check all "CLER" directories under each FEHB Enrollment Code directory.

F. FTP the encrypted file to OPM ftp server.

If using a internet browser, log in to the FTP server
FTP://WWW.EEXINFO.EMPLOYEEEXPRESS.GOV or FTP://198.79.62.10

Change to the EEX\FEHB\??\CLER directory or folder.

Pull up Windows Explorer and find the file you want to FTP to OPM, Macon. Highlight the file you want to copy, right-click, and select <u>C</u>opy.

Go to the browser. You should be in the EEX\FEHB\CLER directory/folder. Right-click in the "white space" on the screen and select <u>P</u>aste. You should then see the file show up on your browser screen indicating the file was FTP'd successfully.

If using DOS FTP, log in to FTP server
FTP://WWW.EEXINFO.EMPLOYEEEXPRESS.GOV or **IP ADDRESS 198.79.62.10**

Use the "PUT" command. PUT <local filename> <remote filename>
Example using Blue Cross (Code 10)
PUT   C:\CLER\CLER10.TXT.PGP   \EEX\FEHB\10\CLER\CLER10.TXT.PGP

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