

SFTP User Guide

for Service Providers and Service Provider Agents

For the Reassigned Numbers Database

Version 1.4
July 28, 2022

Change History

Date	Revision	Change
04/21/2021	1.0	Initial User Guide
05/21/2021	1.1	Addition of terminal commands for accessing public key files/uploading files to sftp.reassigned.us
06/24/2021	1.2	Addition of Caller and Caller Agent Users
10/11/2021	1.3	Correction of command and asterisk note, Sec 3.0 Page 8, number 3
07/28/2022	1.4	Addition of timeframes for notifications prior to SFTP Credential expiration, Sec 5.0, Page 8

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1.0 Introduction

1.1 Purpose

This document provides instructions for RND users to upload files via the SFTP, Secure File Transfer Protocol. It allows users to leverage a secure connection to transfer files.

This document provides instructions for Service Providers or Service Provider Agents to upload permanently disconnected telephone number files and/or Callers to upload query files.

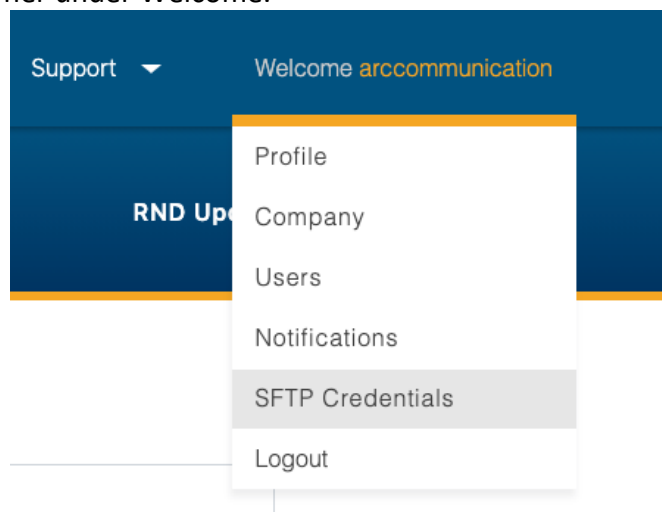
SFTP uses the SSH (Secure Shell) protocol to authenticate and establish a secure connection. Although passwords are easy to use and set up by default, we recommend you create SSH keys and transfer your public key to any system that you must access. This is much more secure and can save you time in the long run.

1.2 Primary Contact to create SFTP Account

The Primary Contact has the authority to create the SFTP Account. The file format for SFTP is the same for both methods used in the GUI file upload interface. The Primary Contact can invite additional users. It is possible to either transfer the Primary Contact responsibilities or “elevate” other invited users to have the same status after inviting additional users. Please contact the RND Administrator if other invited users need to be elevated.

2.0 Setup Overview

1. The Primary Contact will need to login to the RND Application at <https://www.reassigned.us>
2. Navigate to the “SFTP Credentials” page by clicking on your username in the upper right corner under Welcome.



3. Generate SFTP Credentials by entering your SSH Public Key

- a. You can generate an SSH Public Key by opening a command prompt and entering the following command: *ssh-keygen*. (For MAC users, the shortcut to your desktop terminal is to press the command key plus the spacebar, and then type in the word "terminal" and press return. For Windows users, the shortcut to your desktop terminal is to press Ctrl + r on your keyboard, then type "cmd" and then click OK.).

Entering the *ssh-keygen* command after the \$ symbol should generate the following message. The \$ symbol indicates a command prompt. Please replace the wording of *jdoe* with your own username:

```
JDOE-MBP:~ jdoe$ ssh-keygen
Generating public/private rsa key pair.
Enter file in which to save the key (/Users/jdoe/.ssh/id_rsa):
Created directory '/Users/jdoe/.ssh'.
```

- b. By default, the key pair will be saved into the *.ssh/* subdirectory in your home directory unless you specify an alternate path. You will need to access the file with the *.pub* extension from your home directory. If you do a search in your computer's directory for */Users/jdoe/.ssh*, you should be able to locate the two files which will appear as:

```
id_rsa
id_rsa.pub
```

- c. You now have a public and private key that you can use to authenticate. The next step is to place the public key on your server so that you can use SSH-key-based authentication to log in. The public key is the filename *id_rsa.pub*, which you will want to open in a Text Editor/Notepad in order to copy the SSH Public Key into the text field shown below in Step 4.

4. Upload your SSH Keys

- a. Copy your SSH Public Key into the text field
- b. Click the checkbox once you have read and acknowledged the disconnect data is true and accurate

* Required

Enter SSH Public Key : *

I hereby certify that the Service Provider Disconnected Numbers Report submitted here contains permanently disconnected telephone number data that is true and accurate to the best of my knowledge. See 47 CFR §64.1200 (l) *

If you have previously uploaded an SSH public key, it will be overridden with this new key.

Upload SSH

5. After uploading, the user will be presented with the success message: SSH Public Key uploaded successfully along with the following:
 - a. SFTP URL
**Please note that the SFTP URL in highlighted in green below will show as `sftp.reassigned.us`*
 - b. Username
**Please note that the Username in highlighted green below will show as `rnd-prod-sftp-CompanyID`*

SFTP Credentials
RND Updated: 2021-04-08 10:51:58

SSH Public Key uploaded successfully. You can now access SFTP using the url and username below:

- SFTP Url: `sftp.somosrnd.com`
- Username: `rnd-dev-sftp-Arc2411`

* Required

Enter SSH Public Key 🔑 *

```
ssh-rsa
AAAAAB3NzaC1yc2EAAAABJQAAAQAB/nAmQITmezNUDKYVeIRfZYnmwM9/uuUG1d0BYsc8/I/Rtx
+RGi7N2Iubp7Z8MXGwdhL9qd4cltzky/zVdLZE2cycQa18xBK9cQWmcKSDA8FYBxEQWJ/qBY
VUgZbFKTYGaGQxsER+A0w/fX8ALUk78kIP31K69LcQaxis7rNzxsQDQKJ/CixOGMMxczYITeo
LVQhapFQM53FL96didk/QbrfB1WT6s3838SEaXfgZvleFYB2xmfnt9OXFE3FXvh2UPBIN+f
FE7iiayQf/2XR+8j4N4bw30DiPcQGLGUrH1v5X/rpNZNIWW2+jGkaZ1qWg7ITy3mXy5x836Sj/6
L
```

I hereby certify that the Service Provider Disconnected Numbers Report submitted here contains permanently disconnected telephone number data that is true and accurate to the best of my knowledge. See 47 CFR §64.1200 (l) *

If you have previously uploaded an SSH public key, it will be overridden with this new key.

Upload SSH

6. Once you have the SFTP URL and SFTP Username you can proceed to upload your monthly data via SFTP.

3.0 File Upload

The file(s) can now be uploaded using commands through your desktop terminal. The steps may differ if you are choosing to use a front-end SFTP client for transferring your files to `sftp.reassigned.us`

1. Access your desktop terminal (Please see Section 1.2, number 3 above for MAC users/Windows Users)
2. Assuming the file you are planning to upload is located on your desktop, enter the following command after the \$: `cd Desktop` (then click enter)

- Next, enter the following command after the \$:

```
$: sftp -i /Users/jdoe/.ssh/id_rsa rnd-prod-sftp-  
companyid@sftp.reassigned.us (then click enter)
```

**Please note the above is just an example and in this example you would need to replace jdoe with your name and companyid with your RND CompanyID. The above command is just example; the user should specify the path and filename of their private key.*

- After clicking enter in Step 3, you should see the following:

```
Warning: Permanently added the RSA host key for IP address  
'XX.XX.XXX.XX' to the list of known hosts.  
Connected to sftp.reassigned.us.  
sftp>
```

- Next, at the sftp> prompt, enter the command `put` and then add your filename (the .XLSX or .CSV file):

```
sftp> put filename.csv (then click enter)
```

- After clicking enter in Step 5, you should see
Uploading filename.csv to /filename.csv
100% XXX XX.0KB/s 00:00

- Your upload is now complete, so you can enter the command `bye` to end your upload session:

```
sftp> bye
```

4.0 File Upload Confirmation

When submitting your file(s) by SFTP, you will be sent an email confirmation of successful or unsuccessful data transmission of report. Any additional contact emails that were included in the uploaded file will be copied on the email response.

5.0 SFTP Credentials expiring

The Primary Contact(s) will be notified via email when the SFTP Credentials are expiring in order to renew the SSH Public Key and reconfirm SFTP Credentials. The SFTP credentials are good for 6 months.

These notifications will be sent at thirty days prior to expiration and reminders will also be sent fourteen days, seven days, three days, two days, one day prior, and a notification will be sent if the SFTP Credentials have expired. **It is also important that the Primary Contact or at least one Primary Contact for the account remains in active status in order for the SFTP credentials**

to be kept current. Only the active Primary Contact(s) will receive the “RND SFTP Credentials are about to expire” notices.

6.0 Assistance

Questions or issues on the RND may be directed to RND Customer Support at 833-763-2366 or by email (support@reassigned.us).

The RND will be available during US business hours of 8:00 am and 8:00 pm Monday through Friday ET, excluding recognized holidays which are posted separately on the RND website (www.reassigned.us). On the 15th day of each month, the RND shall be available from 8:00 am until midnight ET.