



4C Entity, LLC
380 Tennant Ave., Unit 4
Morgan Hill CA 95037
+1-408-776-2014 phone
+1-408-779-9291 fax

PGP Information Sheet

In order to enable 4C Entity, LLC to process a key order, the Adopter Contact (Authorized Employee who signs the order form) must provide 4C Entity, LLC with a PGP key on a CD-R and PGP "fingerprint" by fax. PGP is the name of a software program which implements a public key security protocol standard for cryptographically securing documents and other items. The 4C Entity uses PGP to encrypt all Device Key and Media Key Block orders before shipping them to the Adopter Contact. In order to accomplish this, we require the Adopter Contact's PGP Public Key on a CD-R, as well as the PGP fingerprint via fax.

If you are not already a user of PGP encryption, you may purchase and download the most recent version at the following web address:

<http://www.symantec.com/theme.jsp?themeid=pgp>

For use in 4C order processing, the PGP product must have the feature "PGP Zip Archives". Please check the Symantec website to see what your choices are.

You may wish to consider Symantec Encryption Desktop 10.4.1 MP1 (Build 620) Released March 31, 2017. The older (previous) version we use is Symantec PGP Desktop Professional 10.2.x

The designated Adopter Contact must then create both a public and private key pair for themselves. The key properties should be reflected as size 2048/1024-bit. The PGP version should be 6.5.3 or later and of the type DH/DSS. Type RSA is not acceptable. Note that these are not the default settings. The PGP program will have to be manipulated when making the PGP Key to achieve them.

When prompted to do so, back up your public and private key ring in case of a computer crash or system failure.

- **Export your public key by doing the following:**

- **Start the PGP tools application**
- **Click on the keys icon (this will start the PGP keys application)**
- **Select your key in the window**
- **In the menu go to keys> export...**
- **Make sure "Include private key(s)" is *not* checked**
- **Save your file (it should look like "Your Name.asc") on your computer.**
- **To be usable, the PGP key must be an ".asc" file (a ".txt" file will *not* work).**
- **The PGP key must be personal, NOT in the company name. For example: ("John_Smith.asc")**
- **Copy the PGP Key file to a CD-R. Do not put any other files or items on the CD-R. It should contain *only the PGP Key*.**
- **Label the CD-R with your name and the name of your company. Send the CD-R by post or courier to:**

**4C Entity, LLC
c/o LMI
380 Tennant Ave., Unit 4
Morgan Hill, CA 95037 USA**
- **Find your fingerprint by doing the following:**
- **Right click on your key in the window**
- **In the menu go to --> properties**
- **Your fingerprint will be displayed on the screen.**
- **Make sure you select the Hexadecimal box to get the correct fingerprint.**
- **View the properties of the key and click the box that says "Hexadecimal". The forty-character sequence (in groups of four) appears. That is the "fingerprint".**
- **Either neatly handwrite your fingerprint, or do a cut and paste before faxing it, but do NOT do a screen shot of your**

- fingerprint. That method does not work well. Please use the PGP "Fingerprint" form provided by 4C Entity, LLC.
The PGP fingerprint must then be *faxed* to 4C Entity, LLC at: 408-779-9291.

IT IS VERY IMPORTANT THAT THE CD-R AND FINGERPRINT BE SENT *SEPARATELY*.

The private PGP key must be kept a secret. PLEASE DO NOT FORGET YOUR PASSWORD. IF WE MUST CREATE A NEW REPLACEMENT ORDER BECAUSE OF A FORGOTTEN PASSWORD, YOUR COMPANY WILL BE CHARGED FOR THE NEW ORDER.

When you are "unlocking" your order disc, you need to do it either on the same computer where you initially make your PGP Key, OR if you are using a different computer, you need to export your key ring with both the public and private keys and import them (public and private keys) to the different or new computer which must also have PGP installed on its system. If you need instruction on how to import and export, you may wish to review the material on the Symantec Help button or contact Symantec for technical support.

*** Please remember to complete and fax back the PGP Password Verification Form.**

Note: It is very important to back up your public and private key ring in case of system failure. Please refer to "PGP Desktop Security Help" for details on how to protect and back up your key rings.