



# Instructions

**HOW TO CREATE NEW SSH KEYS TO EXCHANGE  
DATA WITH MASTERCARD PAYMENT SERVICE**

*Updated October 2023*

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# Introduction

These instructions are for those of you who use SFTP to exchange files with Mastercard Payment Services (previously Nets).

The instructions guide you through five steps to create new SSH keys with a private and a public key. The keys secure the transfer of files between you and MasterCard Payment Services.

You can find answers to the most frequently asked questions here:

<https://www.mastercardpaymentservices.com/denmark/my-file-transfer>

Please visit the following website if you are looking for more general information about the SFTP solution:

<https://www.mastercardpaymentservices.com/denmark/kundeservice/datakommunikation#sftp>

You must create a new set of keys for each of the mailboxes you use to exchange data with Mastercard Payment Services via an SFTP solution.

Below you will find the five steps that you must go through to generate a new set of keys.

# 1. Access the server with MitID Erhverv

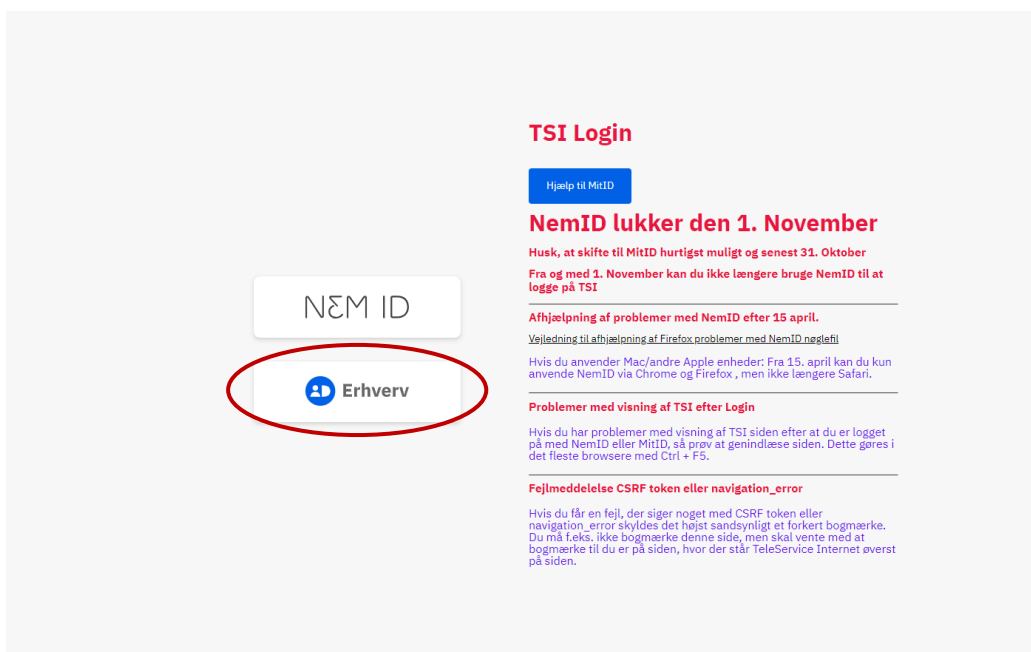
Open this link <https://ft.pbs.dk/key> in a standard browser – for example Google Chrome.

**Are you unsure about where and how you find and apply for MitID Erhverv?**

Find more information on MitID's website here:

<https://www.mitid-erhverv.dk/tilslutning/sadan-far-i-mitid-erhverv/>

The following box will appear on your screen. This picture is from Google Chrome. The box might look different from browser to browser:



Click in the MitID Erhverv logo for logging in with your MitID Erhverv.

Please visit this site for help to MitID Erhverv: <https://mitid-erhverv.dk/support/>

## 2. Log on to Teleservice Internet, TSI

Now you have access to the server, and you will see this site, from which you can log in to Teleservice Internet, TSI.



Now click the button **'Log på'** at the top of the menu to log on to Teleservice internet, TSI.

This will send you to a site where it is possible to log on with your **'User ID'** and **'password'**. You can find an overview of your mailboxes and the User ID and password for each of them in the appendix to the letter you received in e-Boks.



You can enter wrong information no more than 5 times. Afterwards, your User ID and password will be blocked. In that case, you must contact our data support on (+45) 8081 0679 for assistance to unlock your user.

### 3. Create new SSH keys

When logged on, you will receive this message. You can now start creating a new pair of SSH keys with a private and a public key.



Click '**Nøgle generering**' in the menu to the left.

Now make up a password or '*passphrase*' and enter it in the area '**Indtast passphrase**'.

The passphrase must include minimum 8 characters and can be an optional combination of numbers and letters. The passphrase ensures that only people who know it will be able to use the private key.

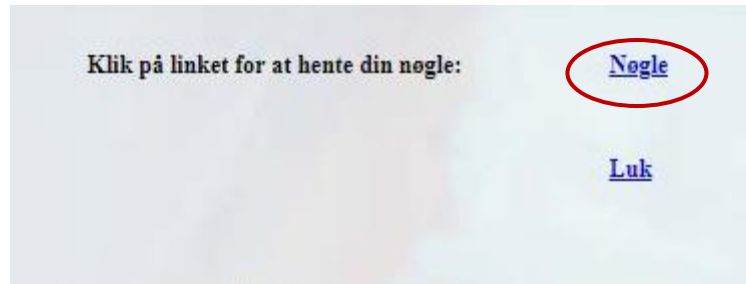


Now click '**Lav nøgle**'.

### 4. Your pair of keys is almost ready

Within 1-2 minutes the pair of SSH keys will be ready for you.

When the keys are ready for you, this box will appear. You can download your private key here.



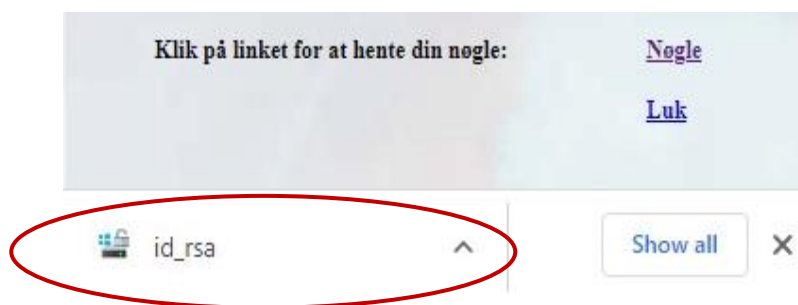
You cannot download the public key. This key will be automatically linked to your mailbox in TSI. It will automatically link with your private key.

Click '**Nøgle**' to download your private key.

## 5. Save your private key

You must now save your private key (the key file) in a safe place on your drive, where only the right people in your organisation can access it.

To save the private key, look in the folder 'Downloads' or 'Overførsler' on your PC. Your new private key is called **id\_rsa**.



Move the key file from 'Downloads' or 'Overførsler' to the right folder in your drive.

Please make sure that the private key can only be accessed on the drive by people who have a business-related need to do so.

Your old keys will be invalid from when you start using the new ones and latest seven days after you have generated new keys.



# Do you have questions or need help?

You are always welcome to call our data support at (+45) 8081 0679 if you need help to create new SSH keys.

On this page, you will find a video guide on how to change a pair of keys:

<https://www.mastercardpaymentservices.com/denmark/my-file-transfer>

You will also find a FAQ and information about why it is necessary to create new SSH keys with a public and a private key.

## Rights and safety

If the keys issued to you are kept without the proper security, Mastercard Payment Services cannot be held responsible for the consequences.

Mastercard Payment Services recommends that you replace your private key frequently. You are responsible for checking if this corresponds to your company's security policy.

If you believe your key has been intercepted or for any other reasons no longer provides the necessary security, you must immediately contact Mastercard Payment Services.

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