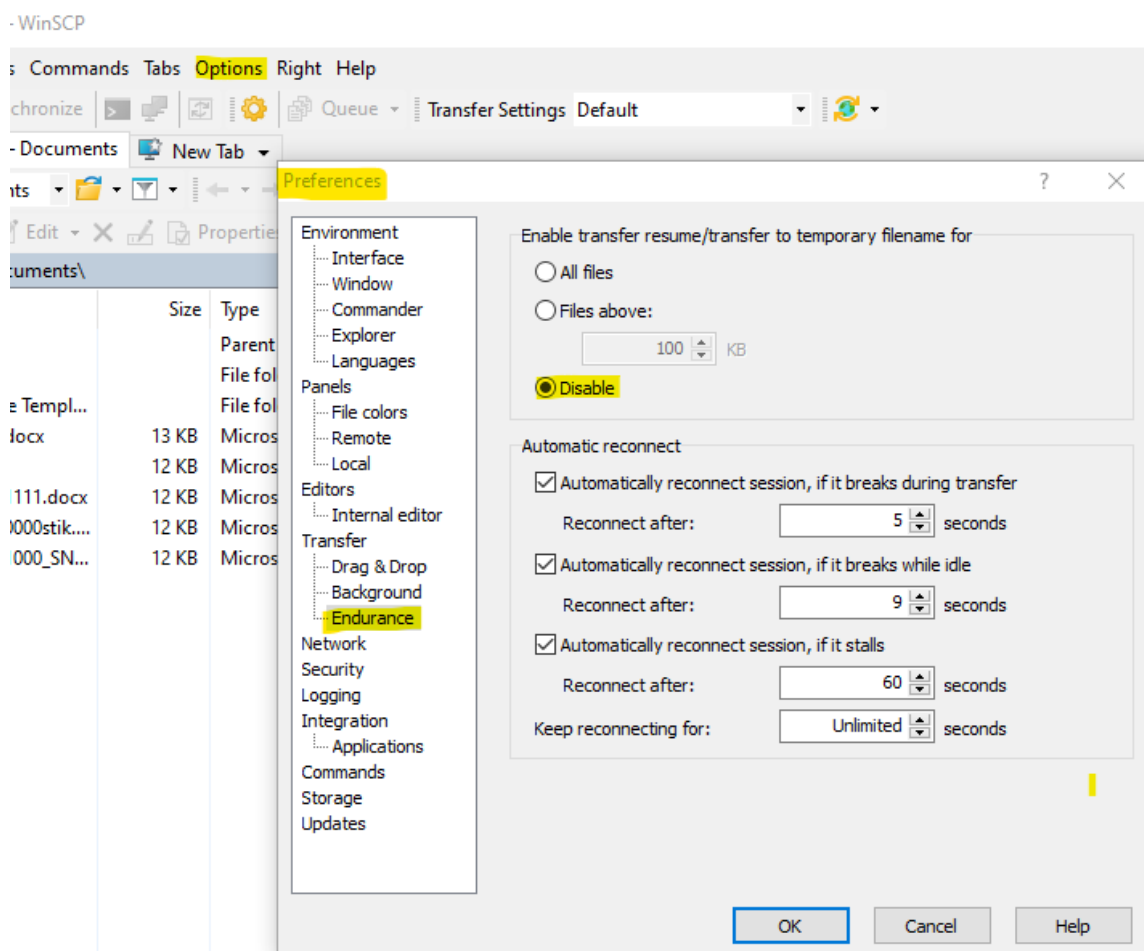


## How to upload via WinSCP?

Go to WinSCP

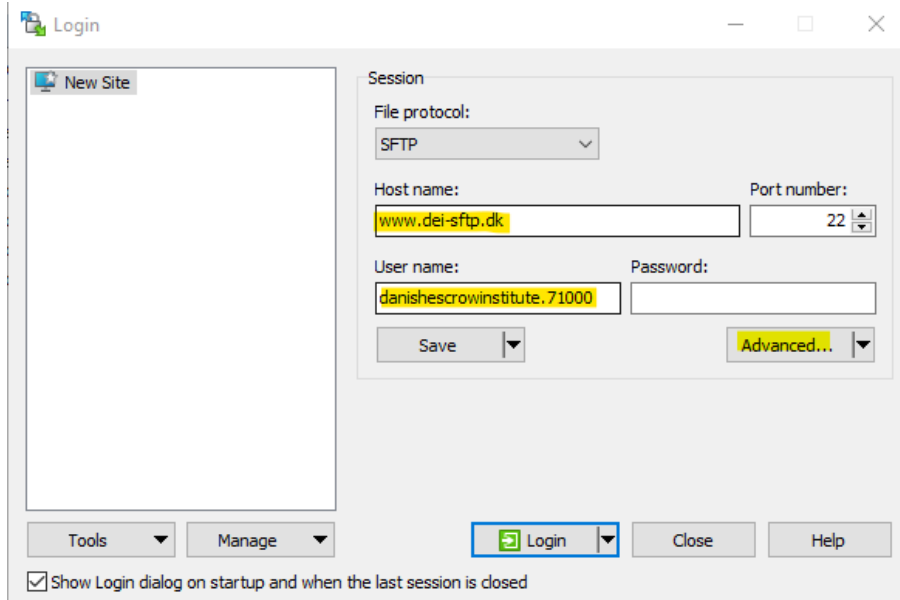
**Start by disabling the "resume" functionality.** This needs to be done in order to avoid the file from renaming during the transfer. It does so, because Azure does not support the "resume" feature.

Deactivation of "resume": Choose: Options, Preferences, Endurance, Disable:

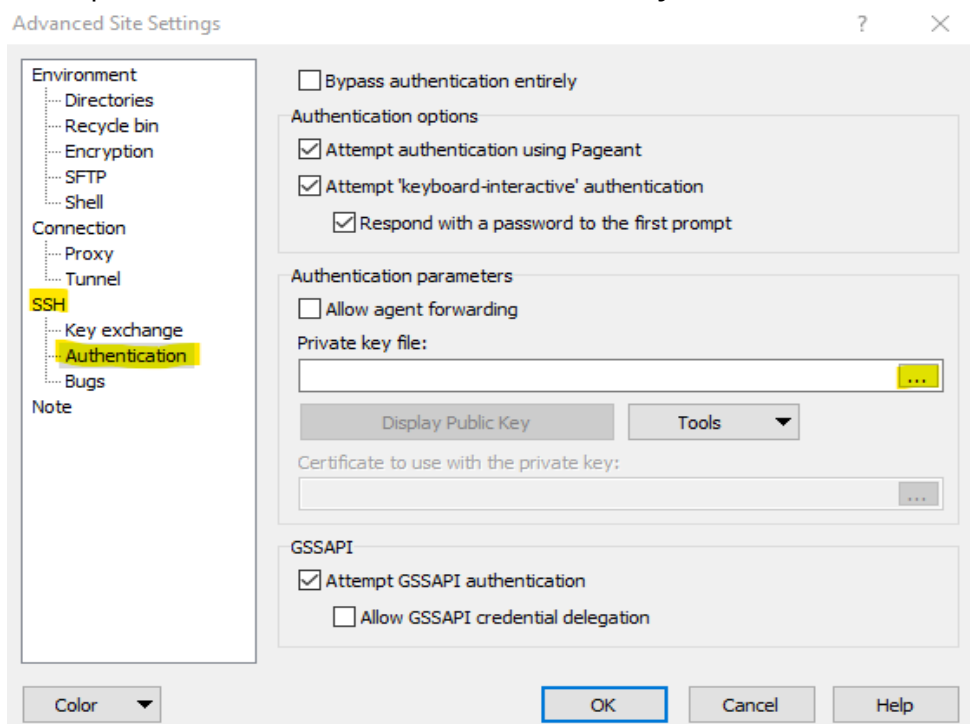


Fill in Host name: always the same: [www.dei-sftp.dk](http://www.dei-sftp.dk)

Fill in User name: danishescrowinstitute.(own escrow number) 'below e.g. 71000' – press Advanced

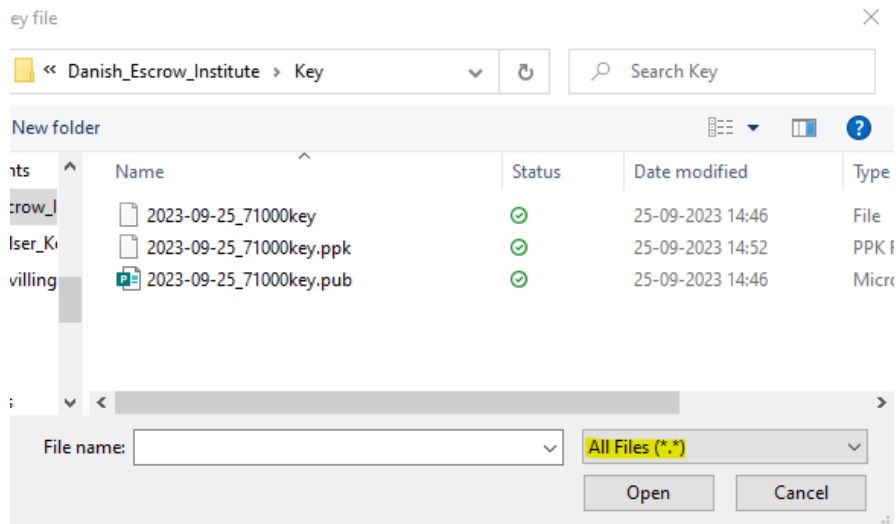


Press Advanced, choose SSH and Authentication.  
Then press the three dots next to Private key file:

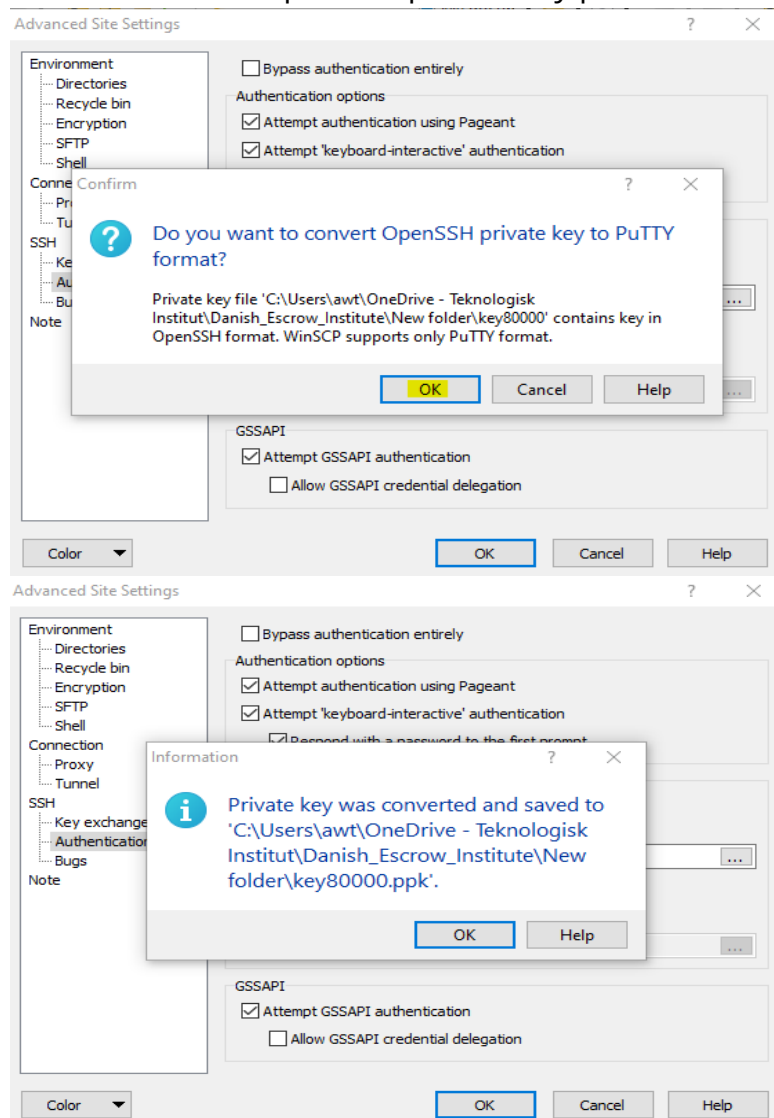


Choose the correct private key (.ppk) in the folder – here 'key71000.ppk' – press it.

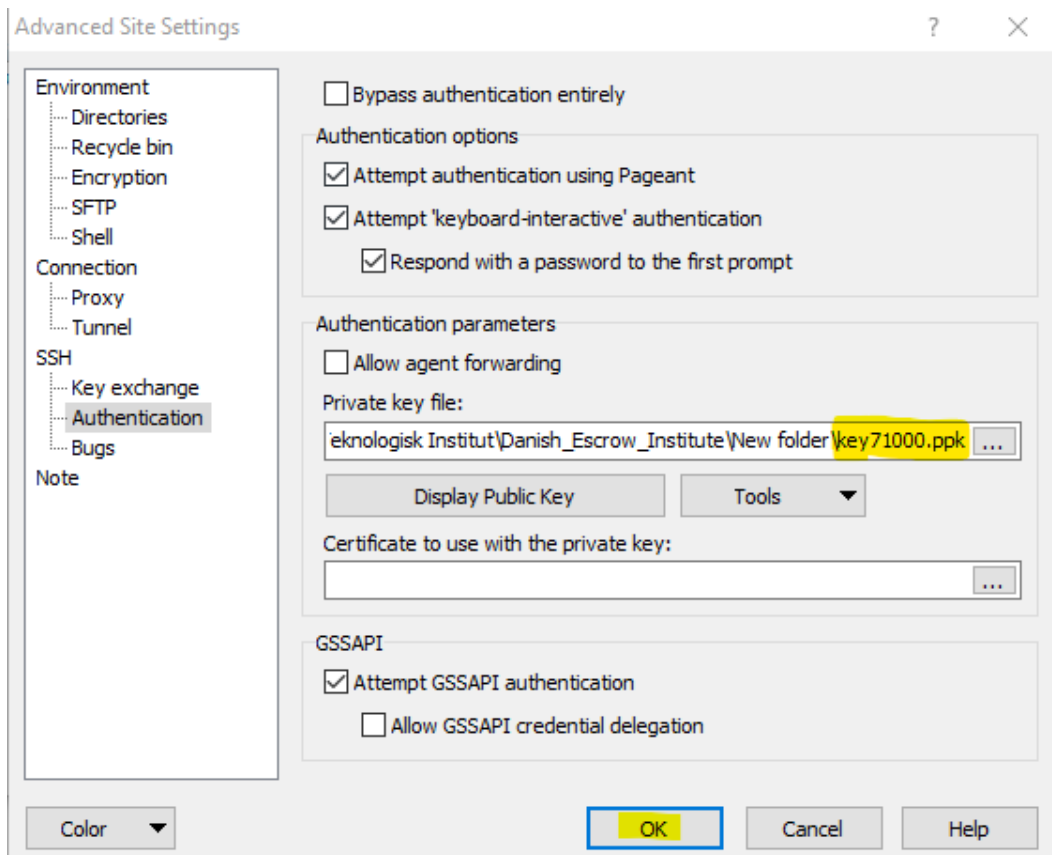
*Note! Select 'all files' in the folder. Otherwise, you may not be able to find your key.*



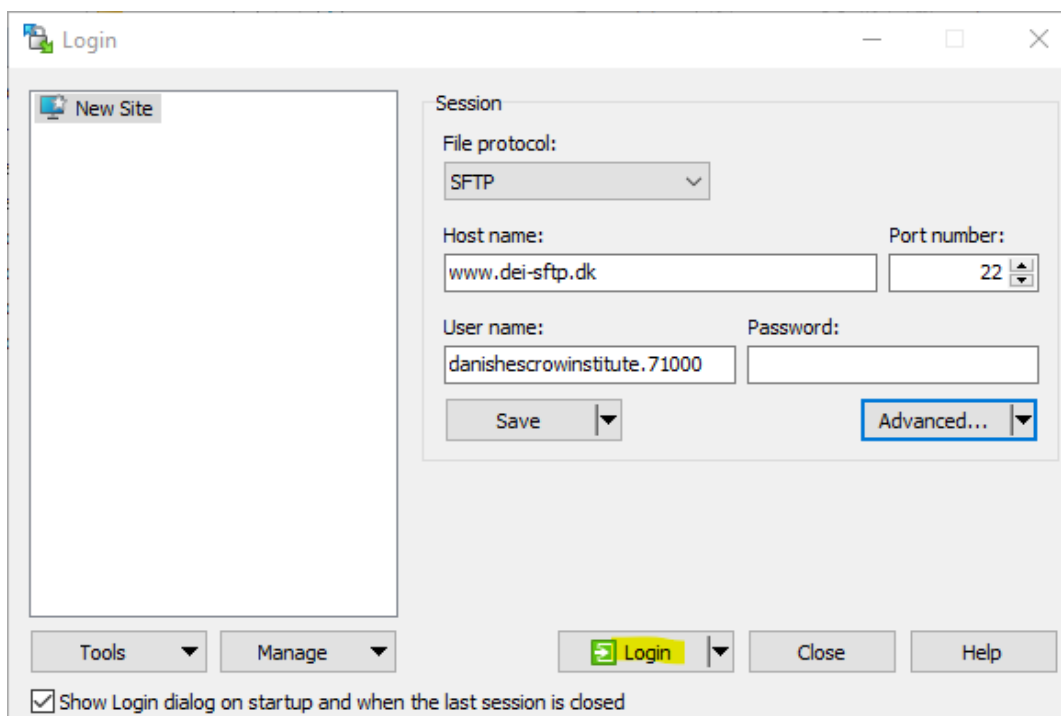
To convert the file to .ppk (if it isn't already – it is in the example above), we say ok to 'convert to OpenSSH private key puTTY format + save:



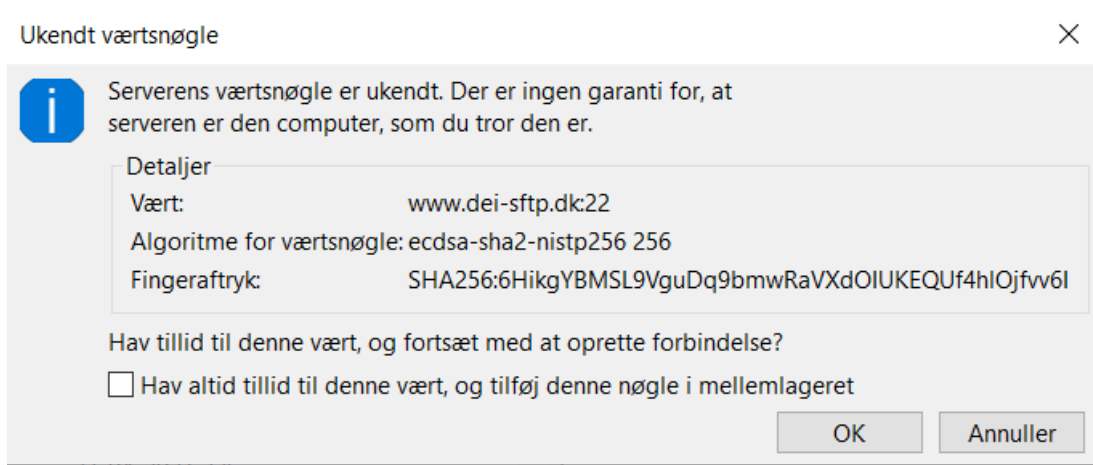
Press OK and OK to the below:



Press Log-in:



You will encounter the message below when connecting to the server:



For verification of host key, see here: <https://learn.microsoft.com/en-us/azure/storage/blobs/secure-file-transfer-protocol-host-keys>

We use "Sweden Central".

The information is run through.

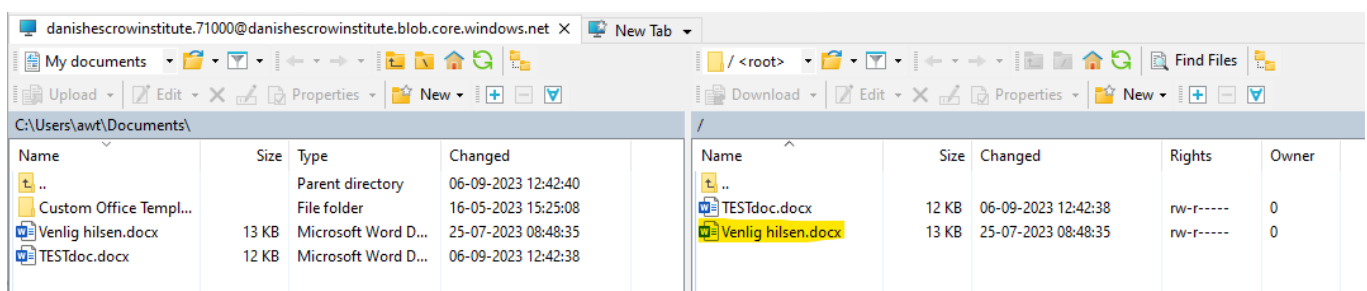
The files you need to upload must be in the 'Documents' folder.

***The material must be encrypted, and the encryption code must be sent to Danish Escrow Institute at [escrow@teknologisk.dk](mailto:escrow@teknologisk.dk)***

You can now drag files from the left screen to the right (see example 'Venlig hilsen').

Remember that the file **must** be named in date format and include the escrow number, *YYYY-MM-DD\_escrow no.zip* – **example: 2026-11-28\_71000**

Once the document has been moved to the right-hand side, it is uploaded.



***It is important that the private key is kept secret and securely stored.***