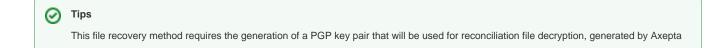# Download CTSF file by e-mail

Axepta Online offers daily reconciliation reporting (Settlement File).

The Settlement File brings together all the data of the different payment methods used by the merchant to meet his reconciliation and reporting needs. Clearing and settlement information is retrieved from individual payment service providers and acquirers.

The file is Comma Separated Values (CSV) format.

This step-by-step documentation explains the steps to retrieve the Settlement File when it is sent by email.

> ✅ **Tips**
>
> This file recovery method requires the generation of a PGP key pair that will be used for reconciliation file decryption, generated by Axepta

Step by step

1. The Merchant contacts Axepta Support to request the reconciliation file availability by email
2. Axepta Support contacts the Merchant and asks him to send his PGP public key
3. The Merchant creates his PGP key pair. It only transmits the public key to Axepta Support
4. Axepta Support performs the appropriate configuration and informs the merchant
5. The Merchant receives the reconciliation file by email and decrypts it using his private key

Details

Step 1: Request to receive the reconciliation file by mail

The request to make the reconciliation file available by e-mail is sent by email to Axepta Support.

The merchant specifies the email address they want to set up as the recipient of reconciliation files.

> ⓘ In order to reach Axepta online support service, please click on the following link: Contact Axepta BNP Paribas Support

Step 2: Request to send the PGP public key

In response, Axepta Support contacts the merchant by email so that he can send him his PGP public key to Axepta.

This email also contains Axepta Online public key which will be used only in case the merchant wishes to export operations by Batch.

ⓘ

Step 3: Generate the PGP key pair and send to support

Step 3.1: Generate the key pair

The Merchant (its integrator or IT department) generates a pair of PGP keys. PGP uses a so-called asymmetric encryption mode characterized by the use of a key pair.

This pair is composed of:

- an encryption key called a public key
- a decryption key called a private key

ⓘ **Usability**

- PGP keys will be used to encrypt and decrypt the reconciliation file.

⚠ **Prerequisite:**

- The PGP key must have an RSA length of at least 4096 Bit.
- The PGP key must be in .asc format

Step 3.2: Send to Support

The merchant sends his PGP public key to Axepta Support, specifying his MID.

ⓘ For more details : Contacter l'Assistance Axepta BNP Paribas

Step 4: Configuration by Axepta Support

Axepta Support configures the PGP public key provided by the merchant on the Axepta platform.

Step 5: Receiving and decrypting the file

The merchant receives the reconciliation file by email and uses his PGP private key to decrypt the file.