

Payment Cards Processing at UNL

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University of Nebraska — Lincoln
Bursar's Office

FY 2012-13 PCI Self-Assessment

Each spring we undergo the PCI Self-Assessment for the University. **Every merchant** must fulfill the requirements of the Self-Assessment to continue credit card business at UNL. There are two deadlines for documentation. The two deadlines assist us in the collection efforts of such a large amount of information. The deadlines are:



DUE MARCH 31st
(see below)

* Updated and Signed Merchant Profile
* Updated and Signed Procedures Document

DUE MAY 15th
(see next page)

* Completed and Signed Self-Assessment Questionnaire

Please submit your documentation as early as possible. We assemble the information for the entire campus and consolidate it into one document. So, the earlier the better!

March 31st Deadline—Profile and Procedures

The **March 31st deadline** is for submittal of:

- Updated and Signed Merchant Profile
- Updated and Signed Procedures Document

Merchant Profile

Forms are available at:

<http://bursar.unl.edu/policies/forms>

Complete a form for each merchant account. If several processes are used under one merchant account or if both internet and paper processing is performed under one merchant account, multiple forms should be completed—one for each process. Obtain signatures on each form. Make copies of the completed form(s) for your records. Maintain a “PCI” folder to retain your departmental documentation.

Procedures Document

This constitutes a narrative of how credit card payments are processed in your department so a

form is not available. It should outline the controls in place and each step in the process i.e. how payments are taken, who has a hand in processing them, and who reconciles/reviews the activity.

Merchants in their first year of business will have to start fresh on this document. Contact the Bursar's Office at 402-472-9004 if you'd like assistance.

Merchants who have completed this document previously can start with the prior year's document. Review and update the procedures to reflect your current practices. Save the updated document, print, sign and submit the original to the Bursar's Office.

Submission of Materials

Your completed data should be submitted to:

Jennifer Hellwege
121 ADMIN, 0412
jhellwege@unl.edu

Security Reminders (per PCI DSS v2.0)

3.2.2 Do not store the card verification code or value (three-digit or four-digit number printed on the front or back of a payment card) used to verify card-not-present transactions.

5.1 Deploy anti-virus software on all systems commonly affected by malicious software (particularly personal computers and servers.)

5.2 Ensure that all anti-virus mechanisms are current, actively running, and generating audit logs.

6.1 Ensure that all system components and software are protected from known vulnerabilities by having the **latest vendor-supplied security patches installed**. Install critical security patches within one month of release.



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Bursar’s Office**

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The Office of the Bursar is responsible for administering the University of Nebraska-Lincoln money handling policies and procedures. Don't ever hesitate to contact us with any receipting questions you may have.

May 15th Deadline –Self-Assessment Questionnaire

Each merchant must also complete the Self-Assessment Questionnaire (SAQ). The SAQ is version 2.0 again this year. There are five different SAQ's :

1. SAQ A
2. SAQ B
3. SAQ C
4. SAQ C-VT
5. SAQ D

You will first need to determine which SAQ applies to your business. The forms for each SAQ are available at:

https://www.pcisecuritystandards.org/security_standards/documents.php

This site also has the document "SAQ Instructions and Guidelines v2.1". Page 9 of this document reviews the different SAQ's and will assist you in determining which one is correct for your merchant account(s). SAQ P2PE –HW is not yet applicable. Please select one of only the five listed above.

Do your merchant account(s) fit more than one category of SAQ?

If this applies to your business, you can either:

- 1) do an SAQ for each type of busi-

- ness that applies or,
- 2) Contact the Bursar's Office about the SAQ's that apply. We will determine with you if one SAQ can be completed to cover all of your activity.

Completing the SAQ

Each SAQ consists of several parts. There are a lot of "informational pages" at the beginning of each document and then you get to the "Attestation of Compliance, SAQ x" (AOC). Skip these parts and go directly to the page titled "Self-Assessment Questionnaire x". Answer every question.

For assistance on any of the compliance questions, please contact:

Dan Buser
dbuser3@unl.edu
(402) 472-5379

or
Ricky Keim
rkeim2@unl.edu
(402) 472-2994

Once all of the compliance questions are answered, you can return to the AOC for its completion. We will send out copies of the five SAQ types with as

many standard fields completed as possible because some parts are the same for all of UNL's self-assessments. Complete any remaining fields not pre-filled.



After the entire document is complete, print it and obtain an appropriate signature for your department in Part 3b of the AOC.

PLEASE NOTE: The following parts of the AOC must be completed in full for your SAQ to be accepted:

- Eligibility to Complete SAQ x
- PCI DSS Validation
- Confirmation of Compliant Status
- Merchant Acknowledgement

Submission of Materials

Submit your completed and signed document by **May 15th** to:

Jennifer Hellwege
121 ADMIN, 0412