

Payment Cards Processing at UNL

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University of Nebraska-Lincoln
PCI Compliance Team

Reminder: PCI Attestation of Scan Compliance - Due Quarterly

E-commerce (SAQ-A) merchants accepting card payments are required to submit a **PCI Attestation of Scan Compliance** in the PCI Compliance Manager portal each quarter as evidence their e-commerce site is meeting the PCI external scan requirements.

You may have received an email from PCI Compliance Manager, similar to the one below, notifying you that it's time to upload a new scan attestation.

Action Steps Due Quarterly:

Step 1 - Obtain the scan attestation

- ◆ If your e-commerce site is completely outsourced, the scan attestation needs to be obtained directly from your provider.
- ◆ If your e-commerce site is locally hosted by the university or managed in the department, the scan attestation can be provided to you by ITS. How to request a scan attestation:

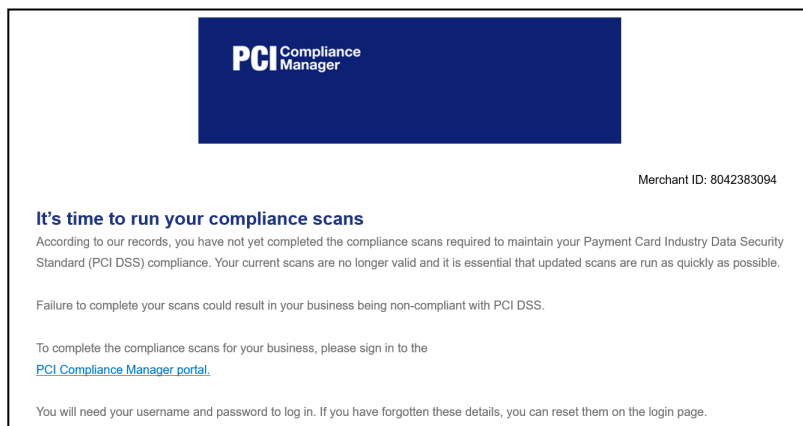
1. Submit an ITS [Ticket Request](#)
2. Click **Request Attestation** from the right side options
3. Complete and submit a separate form for each Merchant ID (MID)/e-commerce site

Step 2 - Upload the scan attestation to [PCI Compliance Manager portal](#)

1. Login to your merchant account and click Manage Account
2. Find the Be Scan Compliant section and click Manage
3. Click Upload Results

Questions about the scan attestation? Email ITS-Security-Compliance at its-sec-compliance@nebraska.edu

Questions about receiving the email notification from PCI Compliance Manager? Email bursar@unl.edu



University of Nebraska-Lincoln PCI Compliance Team

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The PCI Compliance Team is a collaboration between Information Technology Services (ITS) and the Office of the Bursar. It is a cross-functional team responsible for administering the University of Nebraska-Lincoln payment card policies and procedures, monitoring payment card activity, and educating merchants.

Consideration: Cost of Accepting Payment via Card vs. Check

When a customer wants to pay their bill via card, you may want to consider the cost of card processing that will be charged to your merchant account. The university's card processing costs typically cost around 2-3% of your card sales. If you decide to accept payment via card for a large sales item, you will incur a substantial processing fee.

For example: \$3,000 bill paid via card x 2% processing fee = **\$60 cost to department**

Even though card payments can be quicker, this cost should be considered when deciding what payment methods to accept for your sales activity.

Policy Reminder - Charging a Fee for Card Payments: Merchants are not allowed to charge a "convenience fee" or "service fee" to customers for card payment. The cost of card processing must be incorporated into your overall pricing of goods/services. Your pricing must be consistent for all customers, regardless of payment type. This UNL fee policy was adapted from information provided by Elavon. There are circumstances where your merchant account can be configured with Elavon to incorporate a fee; however, these are limited in nature, more complex, and must be part of your configuration. They cannot be added on by the department accepting payment.



Ingenico Terminal Best Practice: Password Protect Return Transactions



Elavon has the ability to enable a password feature on your Ingenico terminal for processing return transactions. When enabled, anytime an operator attempts a refund, they must enter the password in order to complete the transaction. This is helpful to departments for managing authorization of return transactions and in eliminating accidental returns due to the wrong button being pushed on the terminal.

Please send an email to bursar@unl.edu if you're interested in enabling the password feature on your terminal.