

Payment Cards Processing at UNL

VOLUME 5, ISSUE 1

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**University of Nebraska —Lincoln
Bursar's Office**

FY 2010-11 PCI Self-Assessment is Nearing

It's time again for our annual Self-Assessment that is required of all credit card merchants. *What does the Self-Assessment require from you?* Each merchant will need to complete the following for their merchant number(s):

- Updated and signed Merchant Profile
- Updated and signed procedures document
- Completed and signed Self-Assessment Ques-

tionnaire (SAQ)

The deadline for Merchants to have all Self-Assessment data complete is **May 15th**, but we will break down the submission into two parts. Since we are collecting data from over 40 merchants, this helps us manage this process.

March 31—Merchant Profile and procedures document are due

May 15—SAQ is due

Please be cognizant of these dates and submit your data in a timely fashion. We will send an email reminder for each deadline to our PCI contact(s).

Once the Bursar's Office has collected all of the needed data, we then compile it and report to our Acquirer, First National Merchant Solutions.

- PCI Scans -

We have submitted
PASSING
2nd and 3rd Quarter
2010-11 scans.

**The 4th Quarter
scan is scheduled
for May.**

New Ownership

First National Merchant Solutions is now wholly owned by TSYS so they will be renamed "TSYS Merchant Solutions". At this point in time all contact information remains the same.

March 31st Deadline –Profile & Procedures

Required for the March 31st deadline are two items: 1) an updated and signed Merchant Profile and 2) an updated and signed Procedures document. Each merchant must annually provide these as part of UNL's Payment Card Policies and Procedures.

This requirement should be a fairly simple one to complete if you refer back to your documents from last year. The Merchant Profile forms are online at our website:

<http://bf.unl.edu/policies/bursar/CreditCardProcessing.shtml>

They are listed under Forms. There is one for paper and one for online merchants. Complete the form(s) applicable to your merchant number(s). For the procedures document, we'd recommend starting with last year's compliance document. You will just need to make any necessary updates, print, and sign.

Please send paper copies of these two completed forms to:

Jennifer Hellwege, Bursar's Office, 121 Admin, 0412

**University of Nebraska –Lincoln
Bursar’s Office**

121 Canfield Administration Bldg
Lincoln, NE 68588-0412

Phone: 402-472-1734
Fax: 402-472-2959
E-mail: bursar@unlnotes.unl.edu



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

The second part of the annual PCI Self-Assessment is the Self-Assessment Questionnaire (SAQ). This piece can be a more time-consuming task. You must first identify which SAQ is applicable to your business. This year's SAQ's are version 2.0 and are available at:

[https://
www.pcisecuritystandards.org/
security_standards/documents.php?
category=sags](https://www.pcisecuritystandards.org/security_standards/documents.php?category=sags)

The "SAQ Instructions and Guidelines v2.0" (also available via this link) discusses the different SAQ categories on pages 12–17. If you have more than one merchant number, identify which SAQ is applicable to each merchant number. You can then use just one SAQ for all merchant numbers by selecting the letter that appears last in the table on page 12. For example, I may have one merchant number

that is an "A" and another that is a "C". I need to complete SAQ C.

Once your SAQ has been determined, you will then need to complete the appropriate form. I will send out copies of each SAQ in an email to all of our PCI contacts, but these are also available at the website previously listed. They are found under the section "Self-Assessment Questionnaires".

The form will have an "Attestation of Compliance, SAQ x" (AOC) before the actual questions of the

SAQ. Skip the AOC section of the document and go directly to the page that's titled "Self-Assessment Questionnaire x". Answer each question. If a question is not applicable to your business, you can answer "N/A" in the "Special" column. Any "N/A"

answers must be explained then in Appendix D of the document.

After completing all of the SAQ

questions, you can then return back to the AOC. On the SAQ's we send out later in an email, we will complete the generic fields or not applicable fields. You will need to complete the other fields.

Once the entire form is completed, you will need to print it out. Obtain an appropriate signature for your department in Part 3b of the AOC. Then forward the document to:

Jennifer Hellwege
Bursar's Office
121 Admin (0412)



Attack Vectors

Data: First Half 2010

Remote Access 41%

Up 18% from 2009

Insecure Host 33%

Insecure Network 19%

Web Attack 7%

Taken from: October 6, 2010 Visa Webinar