Payment Cards Processing at UNL

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

FY 2013-14 PCI Self-Assessment Deadlines

Spring is near! Which means it's time again for our annual PCI Self-Assessment.

Every merchant must be in compliance with the requirements of the data security standards to continue taking credit cards for payment at UNL. There are two major deadlines for documentation:

Due March 31st (see below)
♦ Updated and Signed Merchant Profile
♦ Updated and Signed Procedures Document

Due May 15th (see page 2)
♦ Completed and Signed Self-Assessment Questionnaire

We assemble the information for the entire campus and consolidate it into one document for compliance certification. The two deadlines assist us in the collection efforts of such a large amount of information.

Submit your documentation as early as possible. The sooner the better!

Due March 31st –Merchant Profile & Procedures

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

• **Updated & Signed Merchant Profile**
• **Updated & Signed Procedures Document**

Merchant Profile   Forms are available at:

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

Complete a profile for each merchant account. If several processes are used under one merchant account or if both internet and paper processing are 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 centralize your departmental documentation.

Procedures Document   This is a narrative of how credit card payments are processed in your department so a standard form is not available.

It should outline each step in the process and the controls in place i.e. how payments are taken, who has a hand in processing it, 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   Submit your completed and signed documents by **March 31st** to:

Jennifer Hellwege, 121 ADMIN, 0412

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.

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Due May 15th –Self-Assessment Questionnaire

Each merchant must also complete the Self-Assessment Questionnaire (SAQ) appropriate to their type of business. We will use version 2.0 again this year. Version 3.0 will not be used until FY 2014-15.

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 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 only select from the five listed above.

Does 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 business 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

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

Michael Rutt
mrutt2@unl.edu
(402) 472-0933

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(s) by **May 15th** to:

Jennifer Hellwege
121 ADMIN, 0412