

# Payment Cards Processing at UNL

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**University of Nebraska –Lincoln  
UNL PCI Team**

## USBank/Elavon Contract with State is SIGNED

The contract between USBank/Elavon and the State of Nebraska for merchant services has been signed. The Bursar's Office met with Elavon, USBank, the State, and the other campuses to discuss the overall conversion process and what can be expected. UNL has also started to meet with Elavon individually. The first task in the conversion is to finalize a demographics file containing basic information on all 55 of our merchant accounts. This will be used by Elavon to create UNL's initial setup in their systems. Once that is complete, we can begin to convert individual merchant accounts over to the new platform. It is not a one-time switch for all of UNL. We can convert as we work through each merchant account. We expect these to start in August. This is a large undertaking with many unknowns so the length of time it will take to convert is unknown, but we hope to work swiftly through this process.



### Visa, MasterCard, and Discover in Setup for All Merchants

The standard payment options available on all merchant accounts will include Visa, MasterCard, and Discover once the conversion takes place.

### Scheduling Conversion

The Bursar's Office will be reaching out to each merchant to schedule the conversion for their merchant accounts. We will be addressing the conversion of e-commerce site third party payment processors and the acquisition of new equipment at that time.

### *How can you prepare?*

#### Timing of Conversion for Your Merchant Accounts

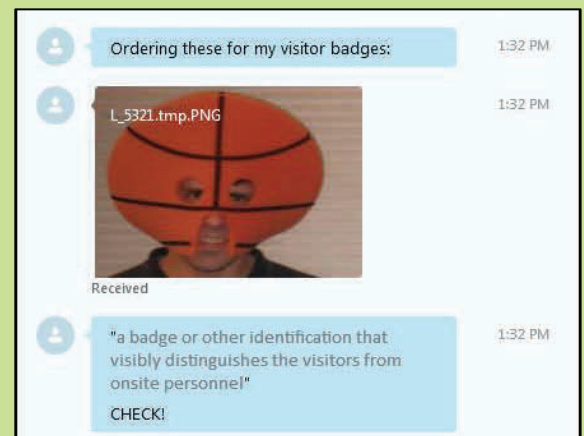
Conversion will likely take place August-October 2015 with each merchant account taking 1-5 days for the changeover depending on size and complexity of the merchant. This estimate is only for the changeover after all the equipment has been configured by Elavon. If there is a time that will not work or is not good for your department to convert, please email Jennifer Hellwege at [jhellwege@unl.edu](mailto:jhellwege@unl.edu) so we can incorporate that into the schedule.

#### Ecommerce Merchants

All internet merchant sites must meet minimum requirements in order to convert. Review the requirements on page 2 and be sure your site is in compliance NOW to prevent any delays later.

The conversion will require reprogramming of your site so be sure the appropriate staff is aware this is coming and can allocate time to this project. The amount of time needed will depend on your setup type and the complexity of your site.

*A little PCI  
humor  
for your day:*



## University of Nebraska —Lincoln UNL PCI Team

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The UNL PCI 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.

## Internet Website Requirements

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In order to convert your ecommerce site over to USBank/Elavon, your site must first meet the following minimum requirements:

- Website must be active.
- The company's name must be displayed on the website. The Doing Business As (DBA) name appears prominently on the website. The product being sold should correlate with the DBA name. Your DBA name can be found in the attached file. ***If the DBA should be altered, please notify [Jennifer Hellwege immediately.](#)***
- Clear posting of the *Customer Service Telephone Number*. This can also be found in the attached file.
- Refund and return policy clearly stated.
- Delivery methods and timing are clearly stated.
- Privacy policy is included. Please link to the UNL privacy policy at <http://its.unl.edu/unlprivacypolicy>.
- Listing of products with pricing stated in US dollars.
- Website order page is secure.
- Website is hosted on a server based in the U.S. or Canada.
- The domain is registered to the merchant. The SSL Certificate can be viewed from the secured web site (click on the lock box and the certificate will appear). The certificate should include the following:
  - \* SSL Certificate Issuer
  - \* SSL Certification Number
  - \* Certificate must be trusted (if the text indicates root certificate cannot be trusted the certificate is not valid)
  - \* Certificate Expiration Date
  - \* Ownership status of SSL Certificate
- English translation option for foreign language websites is provided.
- Logos must all be sized similarly:  
[http://usa.visa.com/merchants/marketing\\_center/logo\\_usage.html](http://usa.visa.com/merchants/marketing_center/logo_usage.html)  
[https://www.mastercardbrandcenter.com/us/getourbrand/index.shtml?pageId=dl\\_0340&expertVisible=false](https://www.mastercardbrandcenter.com/us/getourbrand/index.shtml?pageId=dl_0340&expertVisible=false)  
[http://www.discoverfinancial.com/news/media.shtml?gcmpgn=0809\\_ZZ\\_srch\\_gsan\\_txt\\_9#fragment-2](http://www.discoverfinancial.com/news/media.shtml?gcmpgn=0809_ZZ_srch_gsan_txt_9#fragment-2)  
[https://www209.americanexpress.com/merchant/services/en\\_US/pages/home?inav=menu\\_business\\_merchhome](https://www209.americanexpress.com/merchant/services/en_US/pages/home?inav=menu_business_merchhome)

