

Five Easy Steps to Payment Card Industry (PCI) Compliance

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1 Enroll

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Enroll your business with a Qualified Security Assessor (QSA) and/or Approved Scan Vendor (ASV). You may choose your own at [PCI Security Standards Web site](#) or use our selected provider, SecurityMetrics.

Enrollment with [SecurityMetrics](#) takes between five and 10 minutes and there are three ways to register:

- [Online](#)
Select First Data Merchant Services as your acquiring bank
- [Fax](#)
Complete the enrollment and return it to 801-623-5615
[Access the Enrollment Form](#)
- [Phone](#)
800-557-4684

SecurityMetrics will contact you within five business days to obtain any necessary information to complete enrollment. Once you have successfully enrolled, you will receive an e-mail to proceed with an assessment of your business.

Continue onto Comply...

2 Comply

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Complete an assessment of your business. This step ensures that every aspect of your processing meets the PCI requirements for data security. Based on your processing method, you will have to complete an annual (once every 12 months) questionnaire and/or quarterly scan.

[SecurityMetrics](#) or your chosen third-party vendor is available to assist you with any questions you have about the annual questionnaire or quarterly scans.

After you have completed your annual questionnaire or quarterly scan, SecurityMetrics or your third-party vendor will validate the results and determine compliance.

If for any reason your business is not compliant, SecurityMetrics or your third-party vendor will provide you with steps to become PCI Data Security Standard compliant.

Continue onto Validate...

3 Validate

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Validate with your merchant processor. This step verifies that your customers' data is secure and gives confidence that your business meets very strict data security requirements. After successful completion of the assessment, your merchant processor will validate the compliance documentation.

→ If you have completed the assessment with SecurityMetrics, it will validate your responses with your merchant processor on your behalf. If for any reason your business is not compliant, SecurityMetrics will e-mail you weekly reminders to become compliant.

If you use another vendor, you must validate your compliance with us by providing your assessment to us in one of three ways:

→ [Online](#)

→ [E-mail](#)

→ [Fax](#)
402-916-6487

If you require assistance in submitting your documentation, call the customer service number on your statement.

Merchant Services will notify you within seven to 10 business days if your business does not meet compliance requirements. Your third-party vendor will be able to assist you in becoming compliant and you can resubmit your validation.

Continue onto Certify...

4 Certify

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After you have successfully completed validation with your merchant processor, your business is Certified PCI Data Security Standard compliant. To avoid any fees for noncompliance, you must be certified by the 25th day of your business's renewal month.

- If you have chosen to use SecurityMetrics, it will issue you an online certification of compliance and notify us of your certification
- If you have chosen to use a third-party vendor, you should inquire with it as to what documentation is provided to you and in what time frame

Your certificate should be displayed at your store and/or Web site to assure your customers know that they can shop with confidence because their information is secure.

After you have been certified, it is important to maintain compliance.

Continue onto Renew...

5 Renew

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PCI Data Security Standard stipulates that every certification be renewed on a quarterly basis for scans or on an annual basis for questionnaires. This step confirms that your business remains in compliance with any updated requirements.

SecurityMetrics will notify you via e-mail when your business is due for renewal. If you are using a third-party vendor, you should inquire about its process.

It will be your responsibility to ensure you meet the certification and renewal deadlines to avoid a noncompliance fee.

Visit MerchantInsider.com often for
up-to-date information on PCI compliance.