



Your PCI-DSS Toolkit

Begin the steps today to secure your business, your customer's data, and protect your bottom line!

Thank you for taking card data security seriously and protecting your business from costly fines and fees associated with not meeting Payment Card Industry Data Security Standards (PCI-DSS).

This document is just one of many tools intended to support you in your PCI compliance validation efforts. In some cases, references are made within these documents to other PCI validation support tools, the entire set of which can be found at www.paymentstartnow.com/secure. In this toolkit you will find many forms and/or packets of information that you will need in order to validate your compliance with PCI-DSS in the following five steps.

1. Review the material enclosed in this toolkit which can be used to aid your completion of the self assessment questionnaire.

- Network Diagram Examples
- POS Evaluation form
- Monthly PCI DSS Checklist
- Glossary
- Our partner, Elavon's Attestation of Compliance as your card processor/Acquirer
- Card Processing Equipment Inventory List
- Data Compromise Management Instruction
- PCI Frequently Asked Questions
- Breach Protection

2. Gather the following items/information before you get started:

- Your credit card processing account ID
- Company name, location address and the contact information (email, phone) of the person that will be responsible for validating PCI for your business
- The diagram of your credit card processing "network"
- The last 4 digits of the business checking account (for use on www.paymentstartnow.com site)

3. Customers must validate PCI DSS according to how they process credit card payments. Part of this validation is completing a self-assessment questionnaire (SAQ) and varies depending on your payment processing environment. Set aside at least 30 minutes to complete this process; however, if your environment is a little more complicated, this could take longer.

4. Log into www.paymentstartnow.com and use the online "tools" to be routed to your PCI Compliance Manager account. This online tool provides you an easy way to answer the SAQ and complete any vulnerability scans (if applicable). If at any time you need assistance, you can call a PCI Support Specialist at the phone number listed in the online tool as well as access online chat support. The enclosed Getting Started Guide gives you more information on the online process.

5. Continue to use the enclosed forms and the online program to keep card data security business as usual throughout your everyday activities. The Monthly PCI-DSS Checklist is a great tool that will help you achieve this path.