

PCI Portal

User Guide for Merchants

Table of Contents

3 What's included? 4 The process (5) Login 6 Your profile (12) Your dashboard (16)Scanning (20)

Security Assessment Questionnaire (SAQ)



You're done for now



Upload an existing certificate

What's Included?

• Report your PCI DSS compliance

- Streamlined and simplified journey
- Download your information security policy template
- Maintain your compliance throughout the year
 - Login to complete regular scanning and maintenance tasks
- Receive email alerts and reminders so you always stay up to date
- Rich online, chat and phone support available if you get stuck

The Process



Login

Login to the portal and change your password

2

Profile

Complete your business profile by answering questions on how you accept payments



Scanning

Complete scanning on your network if applicable to your business profile type



Security Assessment

Complete your Security Assessment Questionnaire (SAQ) – an online assessment of your security practices



Maintenance

You may need to maintain your compliance. We'll remind you by email if this is the case.

Login

- You will receive an email prompting you to login to the upgraded portal. To login, please use your existing username and click "forgot password" to setup your new password.
- Once you have created your new password you can then login to the portal.
- Once logged in, you will be brought to an information page that gives you an overview of what you need to do and an information video.
- Click 'Start Business Profile' to begin.



Your Profile How you accept payments

-

Start Business Profile

- Once logged in, you will be brought to an information page that gives you an overview of what you need to do and a short information video.
- Click 'Start Business Profile' to begin.

CUREIRUS a Sysnet compar	*	MID: marchant800	ए	6
← Wha	t's next?			
(1) W4 Mo and out so	e will ask you some questions stiy around how your business is set up to handle credit debit card payments. Your answers help us to figure the level of security risks that your business may have we only ask you questions relevant to your business. e will help you protect your business help you understand the areas of your business that ht be at risk, you will be brought through your security essment and any scanning if needs be. Infirm your business is secure will be asked to confirm and validate your responses any scanning tasks that you were required to lettake. PCI DSS refer to this as your Attestation of mpliance (AoC).	Data Security Standard		
		START BUSINESS PROFILE		
h SecureTrust Conditions				

First time using the portal?

- The first screen you will encounter is a question as to whether you have completed this process before.
- In some cases, you may have already completed your PCI compliance with an assessment company. If this is the case, select the option and click 'Next'.
- You also have the option to select 'Expert' allowing you to choose from a selection of PCI SAQ forms.
- If you do not already have a valid certificate and need to complete your compliance online, select the first option on this screen and continue to page 9 of this guide.
- If you already have a valid certificate, select the third option and proceed to page 28 of this guide for instructions on uploading your existing Attestation of Compliance (AoC).

	MID: merchant000	е 9
		×
Start	Complete	
Pick an assessment method		
Guide Me - Choose this option to receive step-by-step guidance throughout the compliance val questions will help determine your PCI scope. Your PCI scope is used to ensure the right PCI re are covered.	lidation process. Next series of equirements for your business type	
Expert - Choose this option to be able to select from a list of available PCI SAQ forms to complex Next series of questions will help recommend a SAQ form.	ete without step-by-step guidance.	
Upload - Choose this option if you are already certified with another provider and need to uploa this account	d your compliance documents to	

Your Profile – How do you accept payments?

- You will be guided through some questions asking how you accept payments in your business.
- You will be asked questions about the technology you use as well as methods by which you may transfer or store data.
- Select the options that apply to your company and click through via the 'Next' buttons. You can select more than one option in many cases.
- If you are unsure about any of the options or need further clarification, more information is available by clicking the help icon found in the top right of the screen.

a Symet company		MID: merchant000	y	e
Start		Complete		×
What Are The Ways You Acco	ept Credit Card Payments			
How do you accept credit cards? S	elect all that apply.			
° _				
My business has a physical location where payments with a credit card are made in-person.	My business allows payments with a credit card by mail or over the phone (MO/TO).	My business has a website where payments with a credit card are made online.		

Your Profile – Payment Summary

- You will be asked to provide a summary of your payment acceptance processes.
- You will be asked to:
 - List your business premises and provide a summary of the locations where you accept payments
 - Explain how your business handles cardholder data
 - Provide a high-level description of how you accept payments
- Please provide as much information as possible. If you are stuck, help is available by clicking the help icons.

	MID: merchent000	હ	0
Start	Complete		×
A summary of how and where you handle card payments			
Please provide the information requested below. This will form part of your Attestation of Com	pliance		
List your business premises type(s) and a summary of locations that are relevant to your PCI DSS assessment (eg, corporate offices, data centres, call centres etc)	retail outlets, 🛛 🕜		
×			
1 / 4000 Generally, how does your business store, process and/or transmit cardholder data?	0		
n androna se ser de la ser de la contractivatione d'anna alle enclant nell de realization de la contractivation E			
1 / 4000 Briefly describe the environment and/or systems covered by this assessment	0		
*			
T / 4000			

Your Profile – Information Security Policy

- It's mandatory to apply an Information Security Policy
 - This is a document that sets out the procedures you need to follow to handle information securely
- You will be asked if you have a policy in your business. If you don't, you can download a sample template by clicking 'I use the security policies included in my subscription'. Afterward you will answer additional questions on your information security policy.



Your Dashboard

You have completed your profile journey

Your Dashboard

- Now that you have answered your profile questions, you will be presented with your dashboard.
 - From here you can complete your security assessment as well as any other tasks that are assigned to you following your questions (e.g., scanning).
 - Your security assessment will be based on the profile type assigned to you.
- You can read more information on how this works via the 'More Info' button on the 'Your business profile' widget.
- If the scanning widget appears, you must complete a scan by selecting 'Manage' from this widget.
- If you do not require a scan, or have completed one, you can begin your security assessment by clicking 'Manage' on the relevant widget.



SecureTrust

Your Dashboard

1

Your compliance status is listed at the top. You will not yet be compliant as you won't have completed your scanning (if applicable) or Security Assessment yet.

2

You will have been assigned a business profile type, based on the answers you provided in your questions. You can read more on what this means by clicking 'More Info'.



If applicable, you can conduct your scanning from here. Click 'Manage' on the scan widget to begin.



By clicking 'Your Next Step' you will be brought to your current stage of your compliance journey.

4

When you have completed your scanning (if applicable) you can proceed to your security assessment by clicking 'Manage'.

Next Steps

Scanning

If applicable to you, you will need to run a scan on your network. Proceed to page 16 for instructions.

Security Assessment

If don't have to do a scan, you can proceed to your security assessment on page 20.



SecureTrust

Scanning and SAQ

Carrying over your scanning and SAQ completion

Scanning and SAQ

- As part of the upgrade, your scan status, scanning targets, historical completed scans and SAQs have been transferred to the upgraded portal automatically.
- If you successfully completed your scan and/or SAQ prior to upgrade, you will see green checkmarks across your dashboard.
- When your scan is due you will be sent a scan notification email. Once received, you can quickly log in and run your scans.
- Note: Due to the upgrade, your scans will run on a quarterly basis as opposed to monthly.



External Vulnerability Scanning

Scanning

- From your dashboard, select 'Manage' on the 'Be scan compliant' widget.
- On the next page, select 'Schedule scan'.

Ê		B :
Your business profile	Be scan compliant	Task management
Complete SAQ type B-IP	Scan tailed on domain(s).	Manage your tasks
MORE INFO MANAGE	MORE INFO MANAGE	WORKBOOKS
	4	
	Be scan compliant	
	Manage your PCI DSS External Vulnerability Sca	an
	Schedule scan	
	As part of your PCI DSS compliance tasks, you will ne schedule a scan on all of your externally facing IP add	ed to dresses
	Review your PCI DSS External Vulnerability sca	ns
	 View the status and history of all of your PCI DSS Extr Vulnerability Scans 	emal
	Manage multiple domains / IP addresses	
	create a list or your domain names or your IP address require scanning	ses mar
	▲ Upload results	
	Lipland your validated acon results from a 2rd party &	pproved

SecureTrust

Scanning

- On the next screen you will need to input some details as follows:
 - The IP address. This must be the same IP address as used by your card payment machine. Instructions on how to find this is available on the next page.
 - Scan date. It will default to the current date and time. You can change this if necessary
 - Confirmation of whether you use a load balancer
- Once complete, select 'Schedule Scan'
 - The scan will then run and can take up to 48 hours. You will receive an email when the scan is complete.
 - You will be notified if remediation action is needed via your dashboard.
 - If your scan fails, you will need to complete the recommended remediation and then rerun the scan until a passing grade is achieved.

ew your scans	Schedule Single Scan Manage Group Scanning
	What would you like to scan?
	Domain Schedule group scan
	Please enter domain address(es) or IP address(es) that you require to be scanned.
	87.198.219.170
	Itomair/17 address
	Scan date
	Phases online a predicted litras and data for the scare to occur.
	Jan 14. 2022 🗂 15 : 53
	Load Balancer?
	Do you use Load Balancers as a part of your in scope PCI infrastructure?
	Ves Q №
	In order to run the science of the up addresses listed below.
	If you use security software such as a firewall in your organization, you may need to white-list the below addresses in order for the scan to i successfully. Otherwise, you may block access to the scan, meaning it will fail. This will result in you being unable to successfully report you compliance.
	If you are unsure how to do this, consult the help section of your firewall or contact your internet service provider for assistance.
	What is an IP address?
	An IP address is a series of numbers and dots that is your address on the internet. We need the correct address for your internet connection to allow us to scan the correct connection – otherwise, we may scan someone else's network.
	Dynamic IP addresses
	Some internet service providers will assign you a "Dynamic IP address." This is an IP address that changes every time you connect and disconnect your informat router.
	If you have a dynamic IP address, you need to update us with this new number every time you run your scan. This allows us to scan the connect connection.
	If you are uncure as to whether you have a dynamic IP address, please contact your internet service provider who will be able to advise you If you do have a dynamic IP. If a advisable to retrain from scheduling scans in advance, as your IP address may have changed by the time t scheduled scan runs.
	64.39.96.0/20 64.39.108.0/24 154.59.121.0/24
	Website disclarmer notice Crantino Sysnet access
	By using this Website you are accepting all the terms of this disclaimer notice. If you do not agree with anything in this notice you should not use this Website.
	Warranties and Liability
	t conduction of these Occursts executions a second to second at the shares (15) addresses to and the second state a
	I confirm that our domain and IP addresses will grant access to the IP address(es) stated above

N

Finding your IP address

- To conduct a scan, you will need to provide us with your IP address. This is a series of numbers and dots that is your address on the internet. This helps to ensure the scan runs on the correct network.
- To find your IP address:
 - Connect a laptop, desktop or mobile device to the same Wi-Fi network that your card payment machine is connected to
 - Open your preferred search engine or browser and search "What is my IP address"
 - You can find your address from the search results
 - Please note, it is the IPV4 address that is required, not the IPV6



SecureTrust

Next Steps

Security Assessment Questionnaire (SAQ)

Your security assessment is an assessment of how you deal with information in your business. Its length and complexity depends on the results of your business profile.

Depending on your choice (guided or expert, explained on page 8) you will be provided with an SAQ that has prepopulated any questions that do not apply to you (guided), or a full SAQ containing all possible questions (expert).



- From your dashboard, select 'Manage' on the 'Complete security assessment' widget.
- You will see on your dashboard how many questions you must answer.
 - The number of questions you must answer depends on the business profile assigned to you and is based on your level of risk.

	Here are your available compliance too	bls
	(B)	
Your business profile Complete SAQ type B	Task management Manage your tasks	Complete security assessment 15 Unanswered questions 0 Remediation tasks
(MORE INFO) (MANAGE	WORKBOOKS TASKS	MORE INFO MANAGE
÷		
÷	Complete security assessme Manage your PCI DSS security questionnaire (S	nt SAQ)
÷	Complete security assessme Manage your PCI DSS security questionnaire (S Answer now You can go through your security assessment by ar	nt SAQ)
÷	Complete security assessme Manage your PCI DSS security questionnaire (s Answer now You can go through your security assessment by ar questions relevant to your business now	nt SAQ) nswering

1

You will be guided through the questions you need to answer to complete your Security Assessment.

2

More information is available via the box underneath to help you understand the question.



4

The box on the top right shows your progress through the questionnaire. Many of the questions will have been prepopulated for you based on your answers in the profile section. This greatly streamlines the process.

3

Work your way through the questionnaire by answering "Yes", "No" or "N/A" to the questions.

- If an answer you provide is against best practice, you may need to further explain your answer or assign yourself a remediation task.
 - You must then fill out your reasons for noncompliance, the remediation action you intend to take and can then set a reminder to yourself to follow up.
- You can continue with your assessment questions. However, until these tasks are completed correctly you may not be able to complete your assessment.

3.2(c) 🌲

Is sensitive authentication data deleted the authorization process?	d or rendered unrecoverable upon completion of
N/A	No Yes
Remediation task Reason for non-compliance	12
Unable to complete documentation on time	
0 / 1500 Remediation Action	
Complete documentation	
0 / 1500	
Jan 14, 2022	You will receive a reminder email
	Cancel Finish

- Once you have answered all your questions correctly, you will need to attest to your compliance. This simply means to confirm the information you have provided is correct.
- You can review all the answers you provided to the questions on this page.
- Once happy, select 'Confirm your Attestation' at the bottom of the screen.

Please review the form below and ensure a	il sections are correct and complete	Sections
 Your organization information deta 	lls	A Protect Cardholder Data
Company name	Gortast name	Implement Strong Access
merchant000	contactmerchant000	Control Measures Maintain an Information Security Deline
Title	Telephone numbers	Confirm your compliance
· Eval address	C Business address	
tent@sysnet.le	0 Main Street	
0 Main Street 2	0 Main Street 3	
0 Main Street 4	0 Main Street 5	
Country		
✓ Description of environment		v
✓ Eligibility to complete SAQ B		~
 Acknowledgement of status and a 	tlestation	·
✓ Merchant Executive Officer		u .
✓ Attestation		
Information for Subm Based on the reside reside residence Perts 1 nearify the follower this document as of Jan 14, 200 Comptant: All sections of the F	NSSION. No SAQ B dated Jan 14, 2022, the signatories identify groupGame status for the entity identified in Part 2 P2 P3 DSS SAQ are complete, all questions answered	ied in of
differentively, resulting in an ave demonstrated full compliance v	r all COMPLIANT rating, thereby merchant000 has with the PCI DSS	

SecureTrust

Next Steps

You've validated your compliance

Your SAQ is valid for one-year.

If scanning is required for your business, a passing scan is required every 90-days.

Your renewal date will be shown on your dashboard.

We will email you to remind you when it's time to revalidate.



SecureTrust

You're done for now

Your dashboard

ticks across the

board.

should have green



Your revalidation date is displayed in the top left corner widget.

2

Uploading an Existing Attestation

Already have a valid Attestation of Compliance? *If applicable under your Acquirer Program.

- If you select that you have an existing attestation of compliance, you will then be asked some questions:
 - The PCI Compliance assessment type of your business. You can find this on your existing certificate.
 - You'll also need to confirm if you use a third party to store or process card payments.
 - You may also have to answer additional questions depending on your previous answers.
- You'll then arrive at your dashboard. The main widget will instruct you to confirm your compliance.
 - Select 'Begin Step' to start.

a Str	rust net company	MID. merchant000	Ľ	•
				2
Sta	rt	Complete		
Yo	our current valid PCI compliance type			
Ple	ease select the PCI Compliance assessment type that you are currently valid for from the se low.	election		
	Self Assessment Questionnaire (SAQ) A			
	Self Assessment Questionnaire (SAQ) P2PE			
C	Self Assessment Questionnaire (SAQ) B			
ē	Self Assessment Questionnaire (SAQ) C-VT			
	Self Assessment Questionnaire (SAQ) B-IP			
	Self Assessment Questionnaire (SAQ) A-EP			
	Self Assessment Questionnaire (SAQ) C			
	Self Assessment Questionnaire (SAQ) D			
	Self Assessment Questionnaire (SAQ) D-Service Provider			
C	Report on Compliance (RoC)			
C	Previous	•)		
ecureTr	ust	915 merchan1000 🦉	θ	
			V	ľ
	WY 10 MEVT OTTED			
	Confirm you're compliant		1	
	Confirm you're compliant. You're not compliant Zautre not compliant Orompliance.	CALL.	1	
Please comp	Confirm you're compliant. You're not compliant You're not compliant lete your remaining compliance	AL	1	
Please comp	Confirm you're compliant. You're not compliant You're not compliant lete your remaining compliance tasks BEGIN STEP	AL	-	
Please comp	Confirm you're compliant. You're not compliant You're not compliant lete your remaining compliance tasks VIEW SUMMARY	ALL.	-	

- On the following page you will need to complete some steps:
 - Upload your existing documents.
 - You will need to upload your Attestation of Compliance (AoC) that proves you are currently compliant.
 - Confirm the details, acknowledge your status and attest to your compliance.
- Instructions on the following pages.

a System	отрату								MID: marchant00	<u>ب</u>	Θ
Attestation of c	ompliance										×
Attestation Re	equirements eed to attestation, you are re	quired to uplo	oad at least	t one Attes	station of Co	mpliance doc	ument				
		Please	Select	t or (Upload	documents					
Eligibility to comp	ete SAQ B					J					
Merchant certifies elig	ibility to complete this short	ned version (of the Self-	Assessme	ent Question	aire because					
 Merchant uses only 	an imprint machine to impri	t customers	payment o	card inform	mation and d	oes not transr	nit cardholder	data eithe	r over a phone; a	nd/or	
 Increment over only 			d via a nhor	ne line to vi	our process	nr): and the st				the fact time fact that the	- 111 C
Internet or any othe Merchant does not Merchant does not If Merchant does st	r systems within the mercha transmit cardholder data over store cardholder data in elec ore cardholder data, such da	s (connected it environmen r a network (ronic format a is only pap	d via a phor nt; either an in t; and eer reports o	ne line to y iternal netv or copies o	work or the li	or); and the st nternet); ipts and is no	t received elec	tronically			
Internet or any othe Merchant does not Merchant does not If Merchant does st Attestation details	r systems within the mercha transmit cardholder data ove store cardholder data in elec ore cardholder data, such da :	s (connected at environment r a network (ronic format a is only pap	d via a phor nt; either an in t; and eer reports e	ne line to y	work or the li	or); and the st nternet); iipts and is no	t received elec	tronically			
Internet or any othe Merchant does not Merchant does not If Merchant does st Attestation details Assessment	r systems within the mercha transmit cardholder data ove store cardholder data in elec ore cardholder data, such da : : Validation effective date	s (connected at environme r a network (ronic format a is only pap	d via a phor nt; either an in t; and per reports of PCI DSS	ne line to y iternal netv or copies o S Version	vour process	or); and the st nternet); lipts and is no	t received elec	tronically			
Internet or any othe Merchant does not Merchant does not If Merchant does st Attostation dotails Assessment type B	r systems within the mercha transmit cardholder data ove store cardholder data in elec ore cardholder data, such da : Validation effective date	s (connected it environme r a network (t ronic format a is only pap	d via a phor nt; either an in ; and er reports o PCI DSS	ne line to yo Iternal netv or copies o S Version	work or the la	or); and the st nternet); ipts and is no	t received elec	tronically			

- Upload your documents
 - Select 'Upload' highlighted on the previous page
 - Select the necessary document(s) from your files
 - Provide details of the document you are uploading and select 'Upload'
 - The document is now attached to your attestation

t File 🖷	Ð						
						Cancel	Add
	Selected 1/5 files to upload * Accepted file types: odf, jog, joeg, dor Select File •	s, dock, rtf, prg	File size limit: 100 MB				
	1. TEST_cert_of_complian Document Type	ice.docx	Document Date			×	
	Attestation Of Compliance	v	Jan 14, 2022				
	Additional information						
	0 / 1500						
	PCI DSS Version	Status Compilant	~	Completion Completed	v		
	Upload						

- Confirm details of your attestation, including:
 - Assessment type.
 - Validation effective date.
 - The version of the PCI DSS to which you are compliant with.
- Confirm by checking the boxes, that you acknowledge a number of conditions in relation to your status and attestation.
- Click 'Attest' to finish. Your validation is now complete.

Attentation of a					
Attestation of c	ompliance				×
Attestation Re	equirements				
in order to proc	sed to attestation, you are required to t	upload at least one Attestation	or compliance document		
	Plea	ase Select or Up	oad documents		
Files to be included in attestation form:					
Document Name	Document Type	Date uploaded	Document Date		
TEST_cert_of_complian	Joe.docx Attestation Of Compliance	Jan 14, 2022	Jen 14, 2022		×
Eligibility to comp	lete SAO B				
 Merchant does not If Merchant does st 	store cardholder data in electronic forr tore cardholder data, such data is only j	mat; and paper reports or copies of paper	er receipts and is not received electro	onically	
Attestation details	Validation effective date	PCI DSS Version			
Attestation details Assessment type B	Validation effective date	PCI DSS Version	~		
Attestation details Assessment type B Acknowledgemen	Validation effective date	PCI DSS Version	¥		
Attestation details Assessment type B Acknowledgemen pot pss set as	Validation effective date	PCI DSS Version	•		
Attestation details Assessment type B Acknowledgemen PCI DSS SetF-As All information or	Validation effective date	PCI DSS Version	 ccoording to the instructions therein ints the results of my assessment in 	. all material respects.	
Attestation details Assessment type B Acknowledgemen PCI DSS Self-As All information v I have confirmed	Validation effective date	PCI DSS Version	 coording to the instructions therein into the results of my assessment in not store sensitive authentication d 	all material respects. ata after authorisation.	
Attestation details Assessment type B Acknowledgemen PCI DSS Self-As All information v I have confirmed I have read the F	Validation effective date	PCI DSS Version	 coording to the instructions therein ints the results of my assessment in not store sensitive authentication d applicable to my environment, at al applicable to my environment, at al 	all material respects. ata after authorisation. I times.	
Attestation details	Validation effective date	PCI DSS Version	 coording to the instructions therein into the results of my assessment in not store sensitive authentication d applicable to my environment, at al ient any additional PCI DSS requirer transaction authorization was for 	, all material respects. ata after authorisation. i times. i times. ments that apply. aund on ANY system reviewed	I during th

Thank you!

-•