

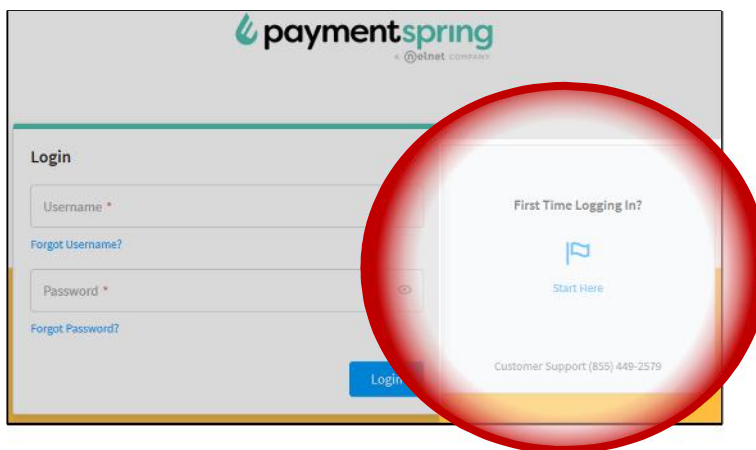
PCI – The Process

You've signed with PaymentSpring, and now you are ready to complete your PCI DSS compliance. Excellent. With PaymentSpring security features, and the assistance of the PCI wizard all PaymentSpring customers are offered, the process should not take long.

Here's what to expect in the experience:

Logging In

1. Go to www.pciapply.com/paymentspring



2. Select Start Here from the First Time Logging In? section



The image shows a 'First Time Login' form with the following fields:

- Username or Merchant Number *
- Last 4 digits of tax ID or SSN *
- Two character state code *
- Zip/Postal code *

A blue 'Continue' button is positioned at the bottom right of the form.

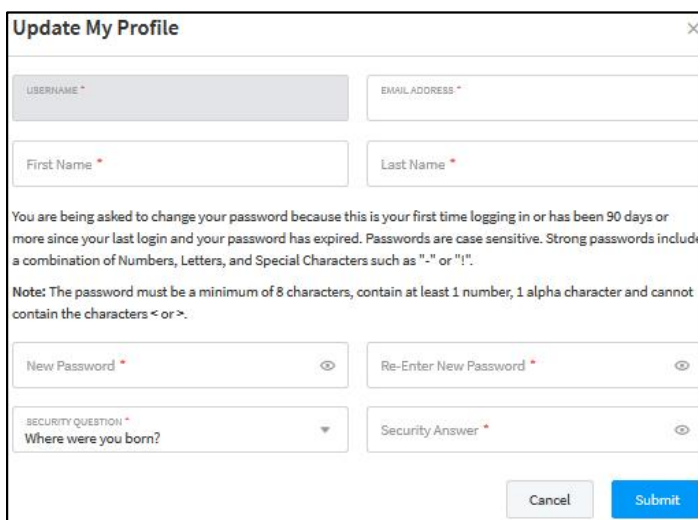
3. Enter 8-digit MID Merchant Number (this was provided in your welcome email)
4. Enter Last 4 digits of Tax ID per your merchant application
5. Enter Two character state code
6. Enter Zip/Postal code (5 digit)
7. Click Continue

NOTE: Activation of your account in the PCI portal may take up to 2-4 business days.

Update Your Profile

The first time you log in, you will be prompted to update your profile.

1. Username: Will default to 8 digit MID
2. Email: Will default to address provided on the merchant app
3. Set your new password & answer security questions.
4. Click Submit.



The screenshot shows a web form titled "Update My Profile" with a close button (X) in the top right corner. The form contains several input fields: "USERNAME *" (with a grey background), "EMAIL ADDRESS *", "First Name *", and "Last Name *". Below these is a paragraph of text explaining the password change requirement: "You are being asked to change your password because this is your first time logging in or has been 90 days or more since your last login and your password has expired. Passwords are case sensitive. Strong passwords include a combination of Numbers, Letters, and Special Characters such as \"\$\" or \"!\"." Below this is a "Note" stating: "Note: The password must be a minimum of 8 characters, contain at least 1 number, 1 alpha character and cannot contain the characters < or >." The form also includes "New Password *" and "Re-Enter New Password *" fields, each with an eye icon for visibility. Below these is a "SECURITY QUESTION *" dropdown menu with the text "Where were you born?" and a "Security Answer *" field with an eye icon. At the bottom right, there are "Cancel" and "Submit" buttons.

Getting Started

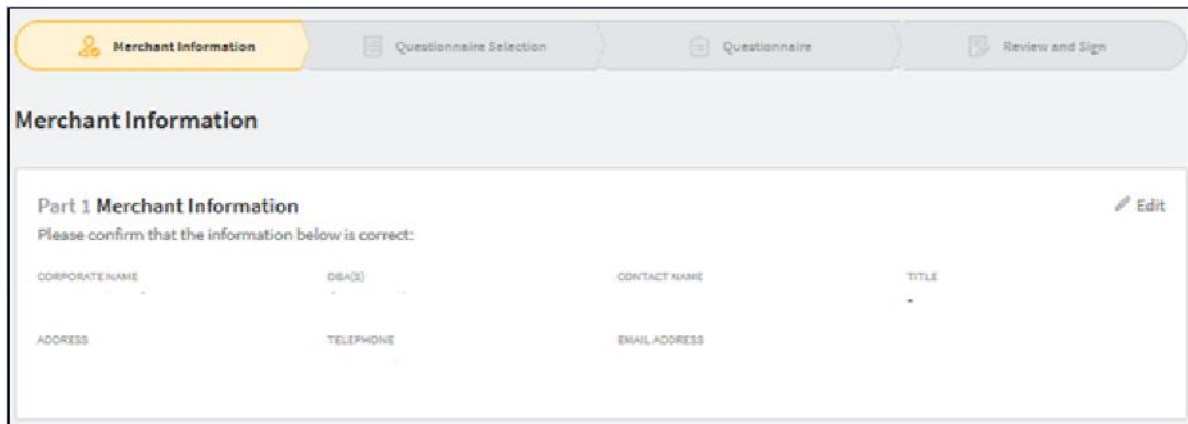
Once your access information is situated, you are ready to begin the self-assessment process. Select Get Started and the PCI Wizard will walk you through the following:

-)] Review & complete your merchant information sheet.
-)] Select the appropriate questionnaire for your organization.
-)] Complete your questionnaire.
-)] Review, sign & print your certification.

Review & Complete Your Merchant Information

Part 1: Merchant Information

This information is per your merchant application. Should you have any corrections, make the necessary edits, as well as contact our Client Services Team at 866-431-4637.



The screenshot shows a web interface for the PCI Wizard. At the top, there is a navigation bar with four tabs: "Merchant Information" (highlighted in yellow), "Questionnaire Selection", "Questionnaire", and "Review and Sign". Below the navigation bar, the main content area is titled "Merchant Information". Underneath, there is a sub-section titled "Part 1 Merchant Information" with an "Edit" link. A message reads: "Please confirm that the information below is correct:". Below this message, there are several input fields arranged in a grid. The fields are labeled: "CORPORATE NAME", "DBA(S)", "CONTACT NAME", "TITLE", "ADDRESS", "TELEPHONE", and "EMAIL ADDRESS". Each field has a small icon to its right, likely representing a dropdown or search function.

The answers provided in Parts 2 – Parts 4 will allow the PCI Wizard to select the appropriate Questionnaire for your business. For this option, agree to the terms & conditions on the left and click Save & Continue at the bottom right.

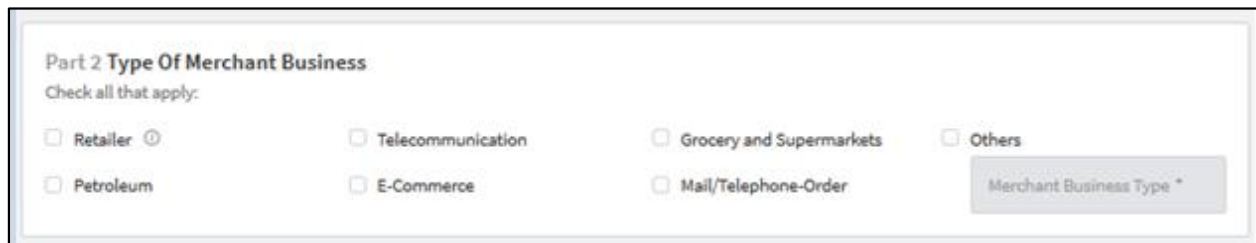
Should you already know which Questionnaire is required for your business, answer Parts 2-3, skipping Part 4, agree to the terms & conditions on the left and click Select Questionnaire Manually at the bottom right. From the list of Questionnaire types, choose the one that best fits your business and proceed, answering all of the required sections.

Part 2: Type of Merchant Business

Select all types of business that apply to your organization.

REMINDER: A PCI Self-Assessment Questionnaire (SAQ) can be answered specific to your services with a single payment provider (PaymentSpring) or multiple providers, if your business utilizes more than one payment service.

Need help? For assistance with the PCI questionnaire, contact the PCI Help Desk at 1-855-449-2579 or support@pcihelpcenter.com. Be sure to have your MID #, DBA and Tax ID # ready.



The screenshot shows a form titled "Part 2 Type Of Merchant Business" with the instruction "Check all that apply:". Below the instruction are seven checkboxes arranged in two rows. The first row contains "Retailer" (with a help icon), "Telecommunication", "Grocery and Supermarkets", and "Others". The second row contains "Petroleum", "E-Commerce", and "Mail/Telephone-Order". To the right of these checkboxes is a grey button labeled "Merchant Business Type *".

Part 3: Relationships

Provide information on your vendor relationships.

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Need help? For assistance with the PCI questionnaire, contact the PCI Help Desk at 1-855-449-2579 or support@pcihelpcenter.com. Be sure to have your MID #, DBA and Tax ID # ready.

Part 3 Relationships
Please answer the following questions.

Does your company have a relationship with one or more third-party service providers (e.g. gateways, webhosting companies, airline booking agents, loyalty program agents, etc.)? Yes No

Does your company have a relationship with more than one acquirer? Yes No







Part 4: Processing Solution

Select the ways in which you accept credit card payments.

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Need help? For assistance with the PCI questionnaire, contact the PCI Help Desk at 1-855-449-2579 or support@pcihelpcenter.com. Be sure to have your MID #, DBA and Tax ID # ready.

Part 4 Processing Solution
What solution do you use to process credit cards? [Learn More](#)

 Moto/E-commerce	 Terminal	 Mobile Processing	 Standalone Computer	 Integrated Network	 P2PE
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I have read and agreed to [the terms & conditions](#)

[Select Questionnaire Manually](#) [Save & Continue](#)

Once you've agreed to the terms & conditions on the left, click Save & Continue to allow the PCI wizard to select the best questionnaire, based on your provided answers.

Questionnaire

Complete each section listed for your Questionnaire.

REMINDER: A PCI Self-Assessment Questionnaire (SAQ) can be answered specific to your services with a single payment vendor (PaymentSpring) or multiple vendors, if your business utilizes more than one payment service.

Need help? For assistance with the PCI questionnaire, contact the PCI Help Desk at 1-855-449-2579 or support@pcihelpcenter.com. Be sure to have your MID #, DBA and Tax ID # ready.

Review, Sign & Print

Review each section and provide an e-signature including the Merchant Executive Officer Name, Title and last 4 digits of the Social Security Number or Tax ID associated with the merchant account.

Click Submit to view/print your Questionnaire, Attestation of Compliance or Certificate of Validation. Once compliant, no need to forward your PCI documentation to PaymentSpring, as we'll be automatically notified of your PCI status.

REMINDER: A PCI Self-Assessment Questionnaire (SAQ) can be answered specific to your services with a single payment vendor (PaymentSpring) or multiple vendors, if your business utilizes more than one payment service.

Need help? For assistance with the PCI questionnaire, contact the PCI Help Desk at 1-855-449-2579 or support@pcihelpcenter.com. Be sure to have your MID #, DBA and Tax ID # ready.

Important PCI Reminders

PCI Questionnaires expire annually. If applicable, the accompanying Scan expires quarterly. As the date(s) near, you will receive a series of reminder emails (1) month prior to expiration. After the first passing Scan, subsequent scans may be scheduled to occur automatically each quarter.

Merchants who do not reflect a compliant status may be assessed a non-validation fee per merchant account.

For additional information, review our PCI FAQs at <https://paymentspring.com/support/#pci-compliance>.