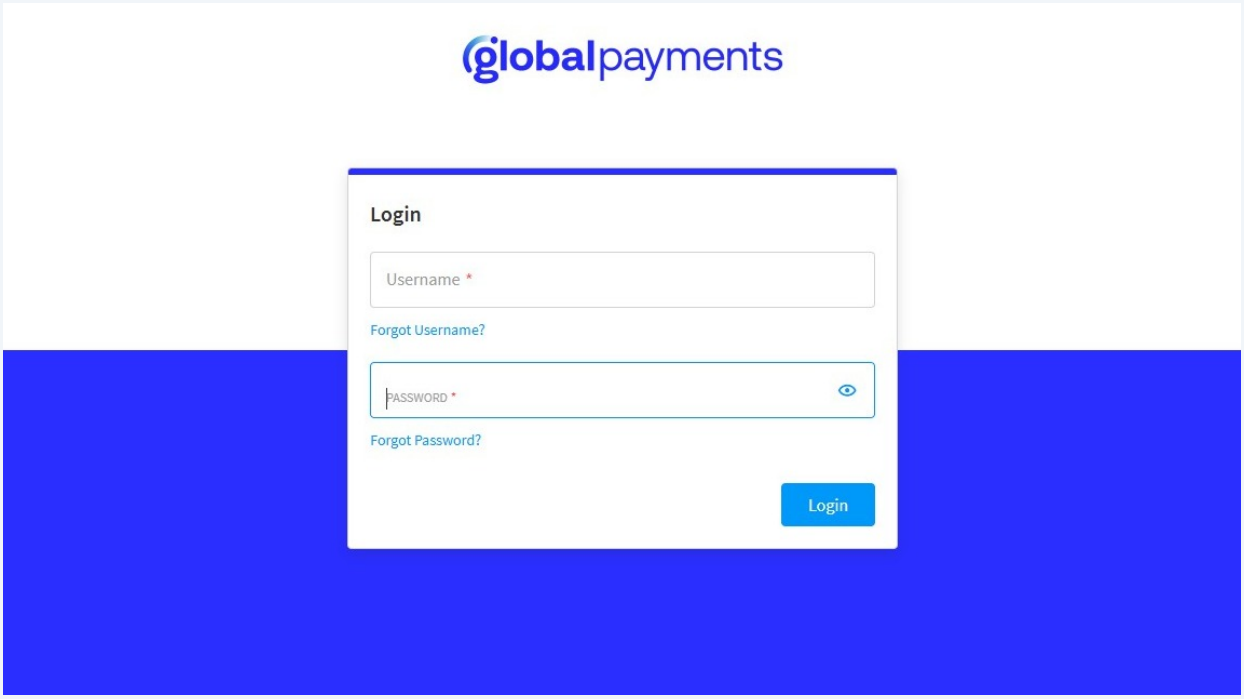
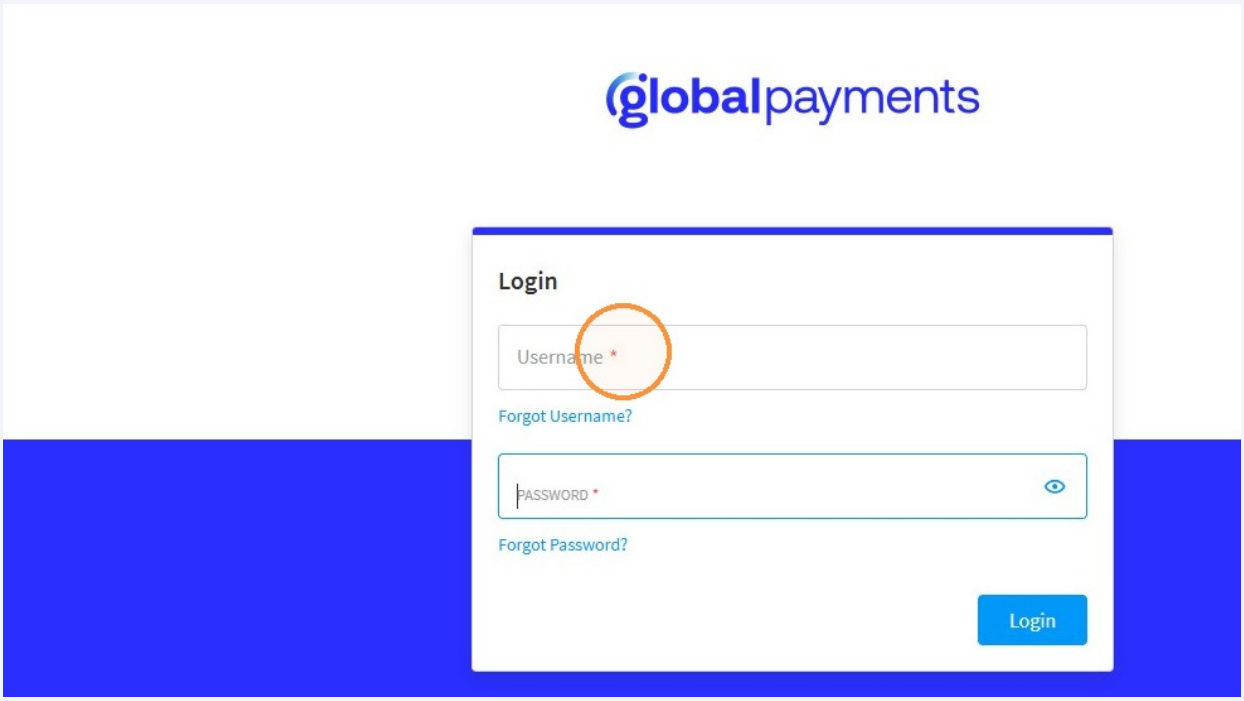
# How To Complete The PCI Compliance for a Terminal

Follow this walkthrough to navigate the PCI compliance process for a standalone Terminal such as the Dejavoo QD4.

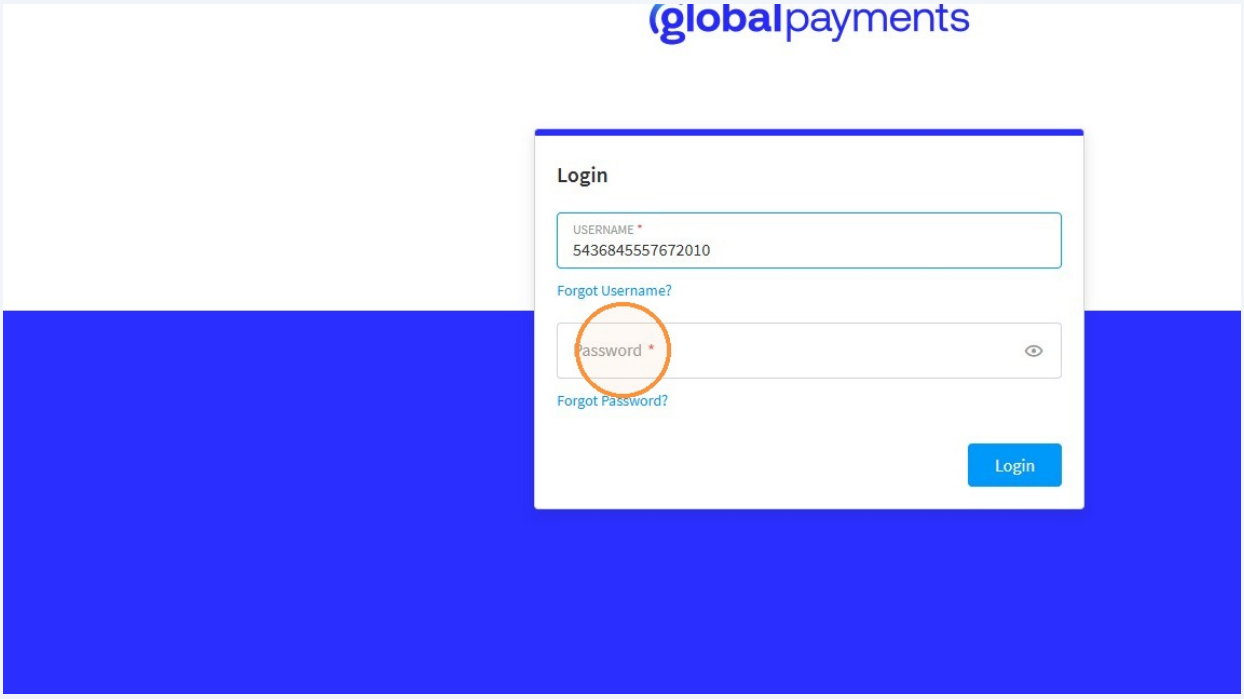
1 Navigate to [https://pciapply.com/compliance101](https://pciapply.com/compliance101)



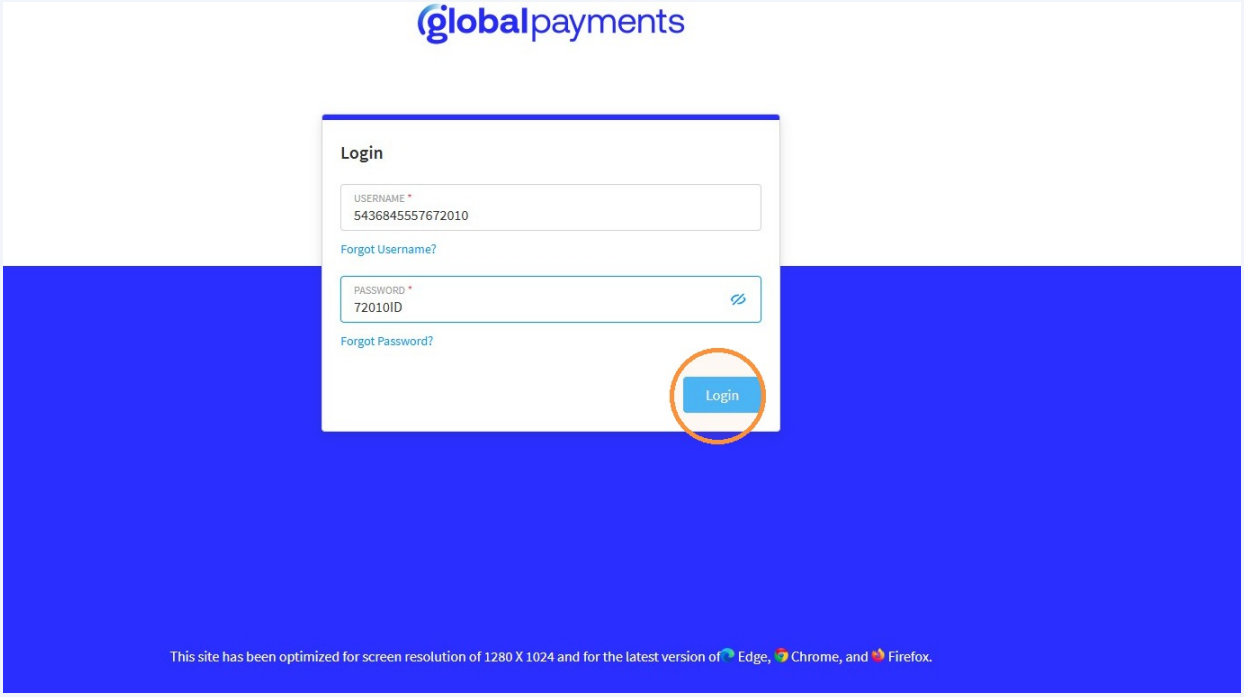
2 Click the Username field. (The username is their 16 digit MID beginning with 5436)




3 Enter the password (The initial password is the last 5 digits of their MID and their state abbreviation capitalized. Example: 12345WA)



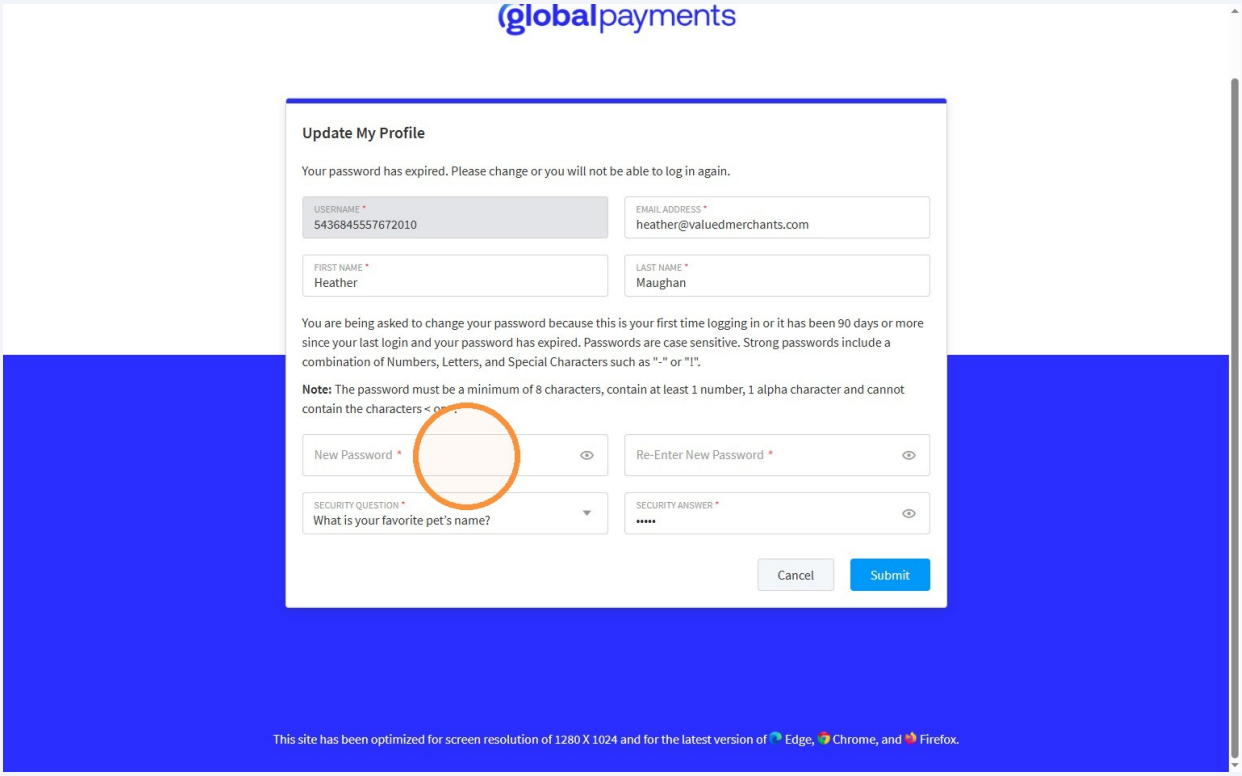
4 Click "Login"




## Password Reset

**5** If it prompts for a new password, follow the directions to reset the password. If not, skip down to the Merchant Information section.

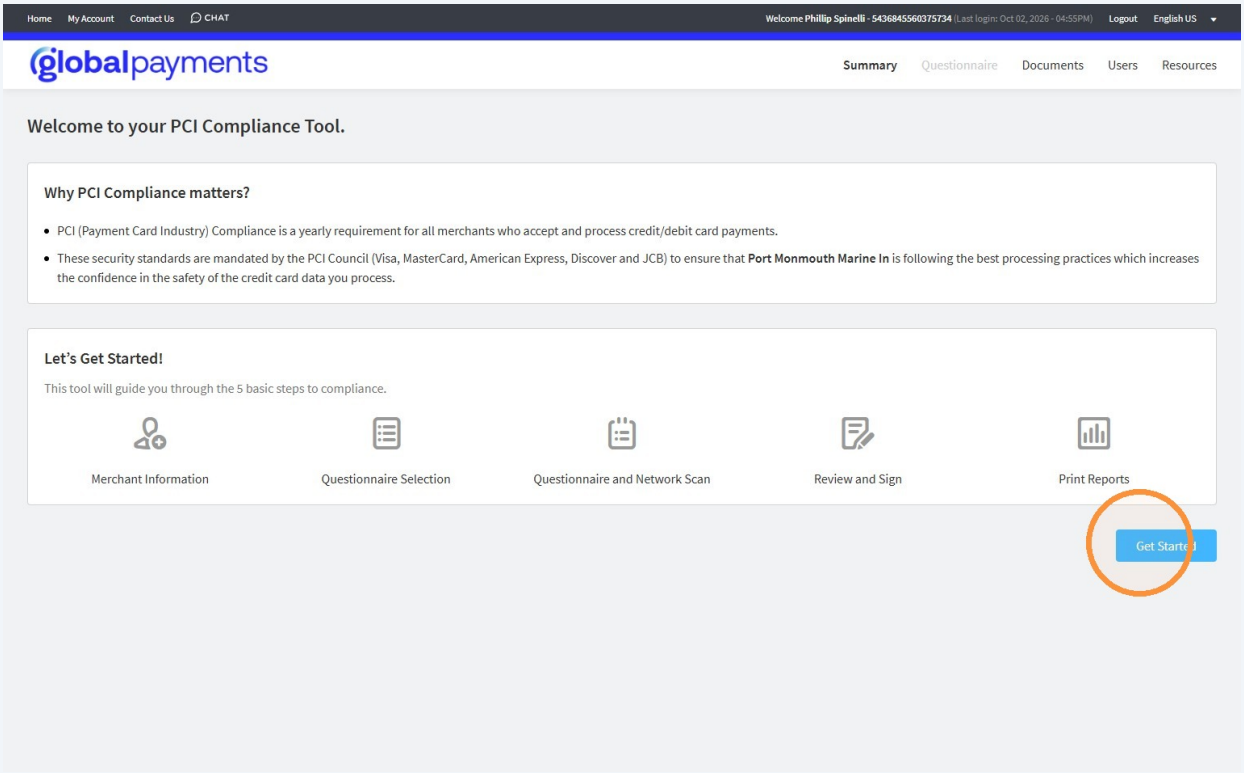
If you are resetting a password, click the "New Password" field.



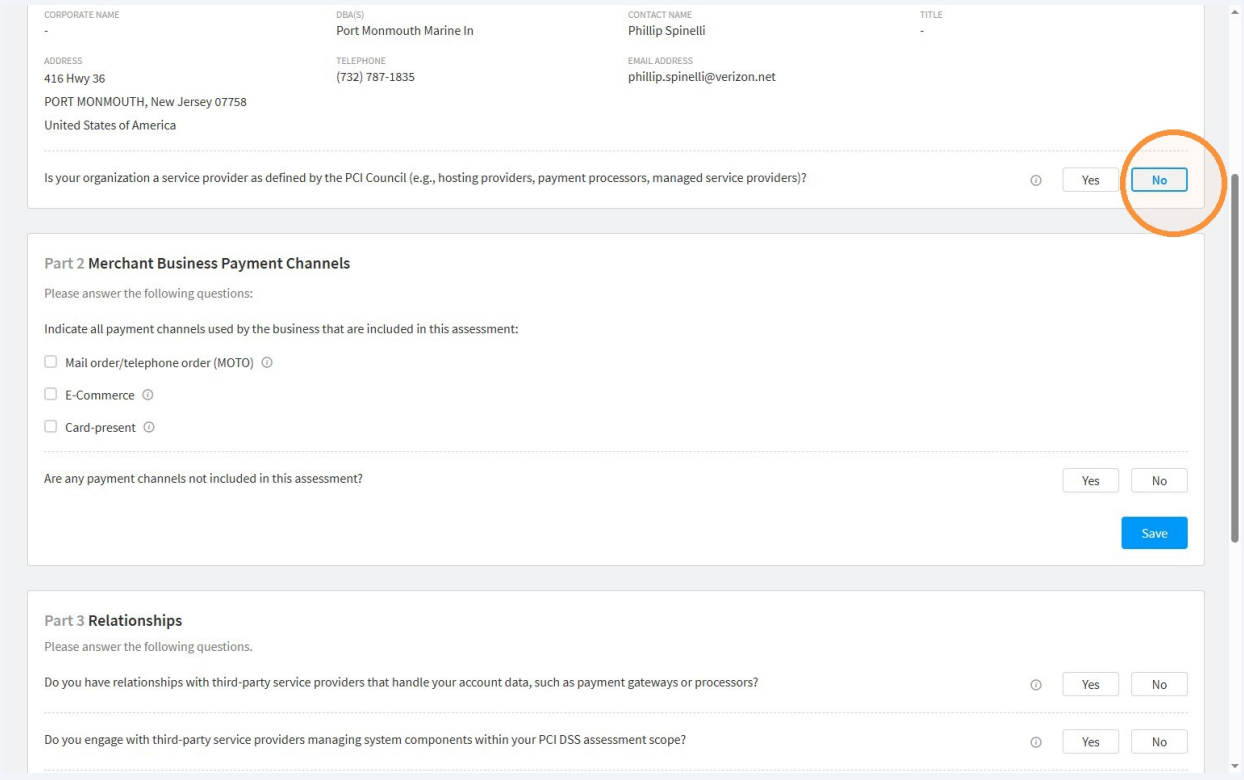

**6** Enter a new password in both password fields, answer the Security Question, then click Submit.

## Merchant Information

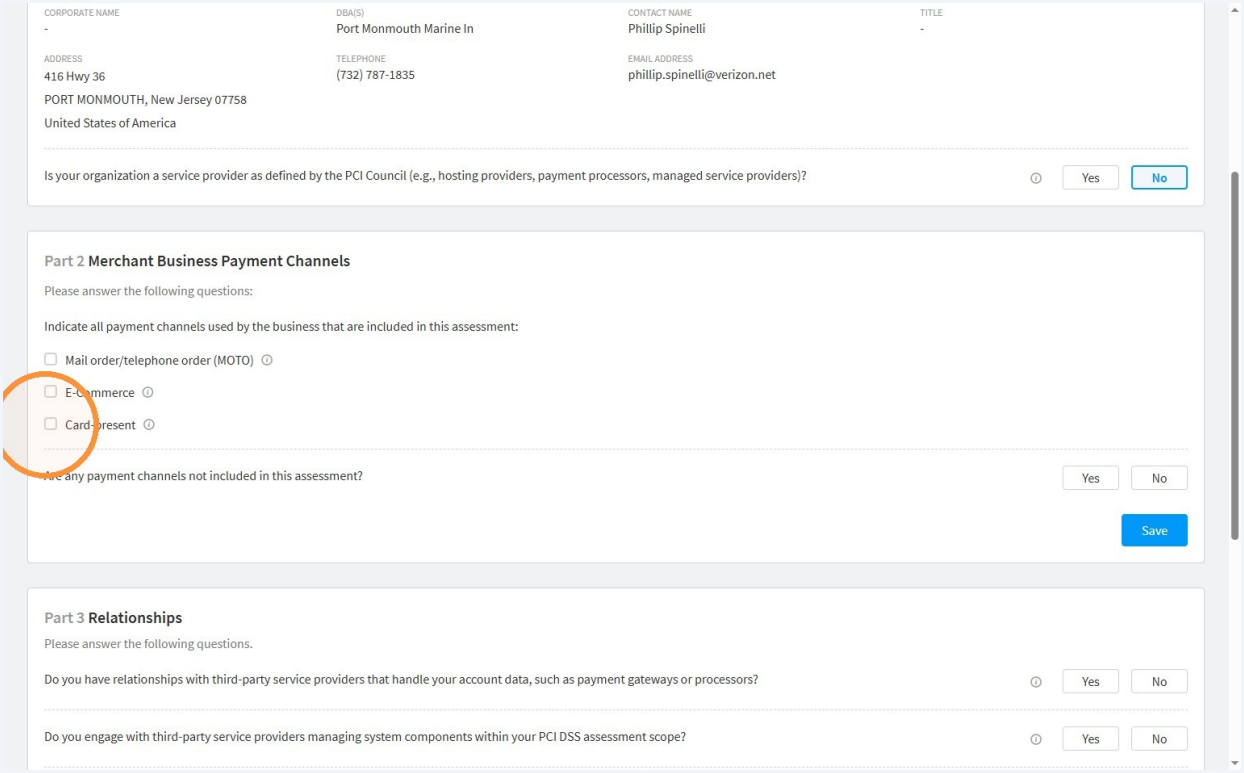
## 7 Click "Get Started"



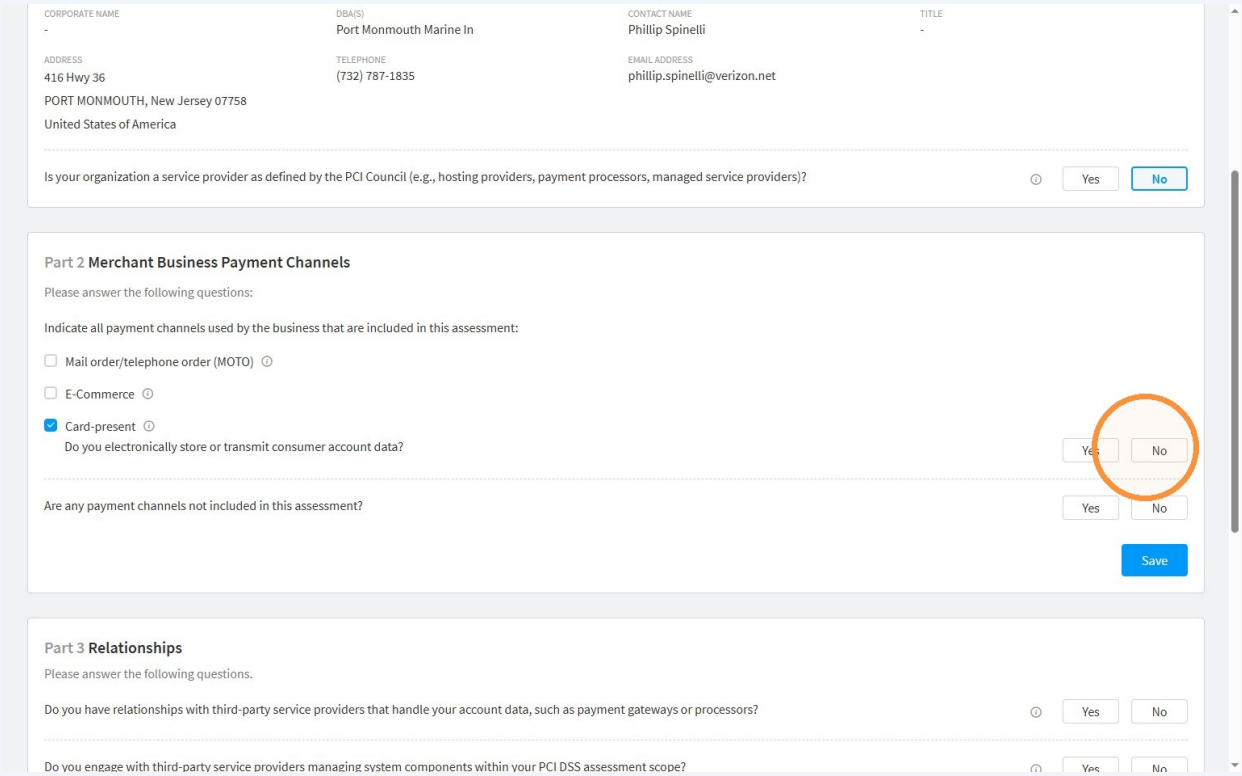

## 8 Click "No"



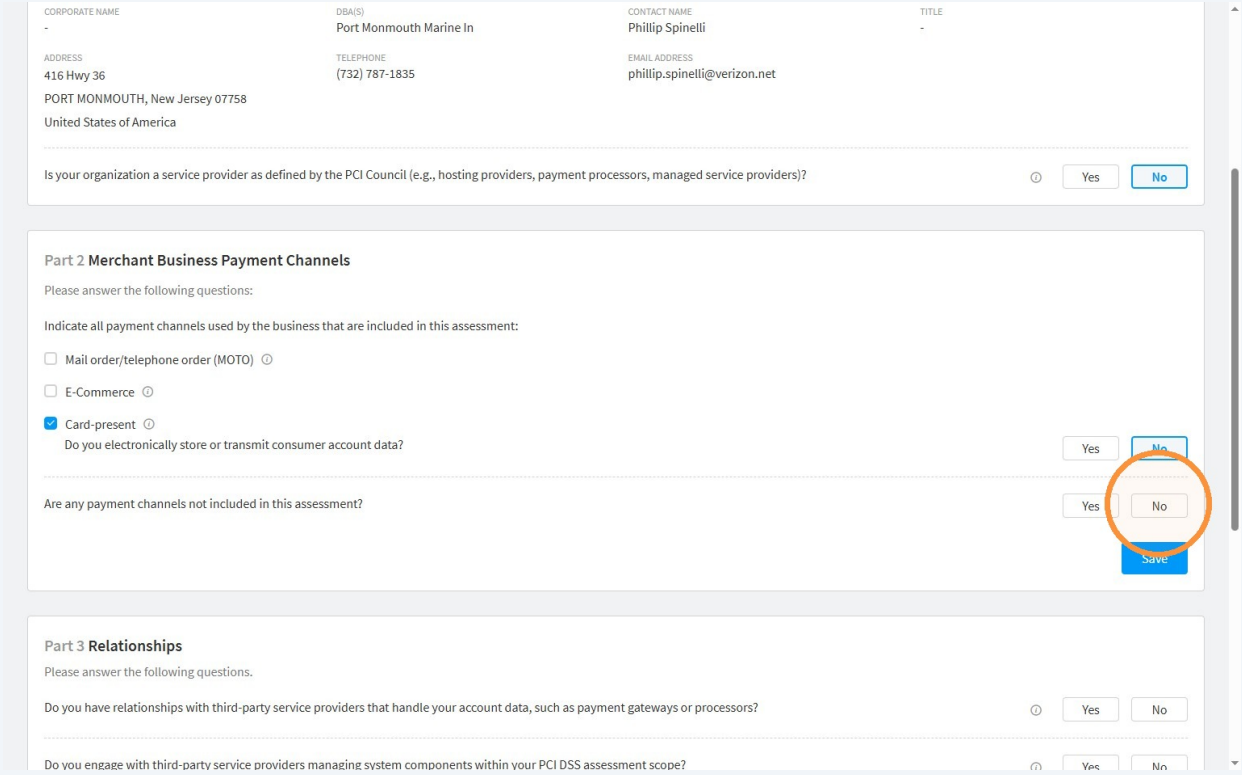
## 9 Click "Card-present"



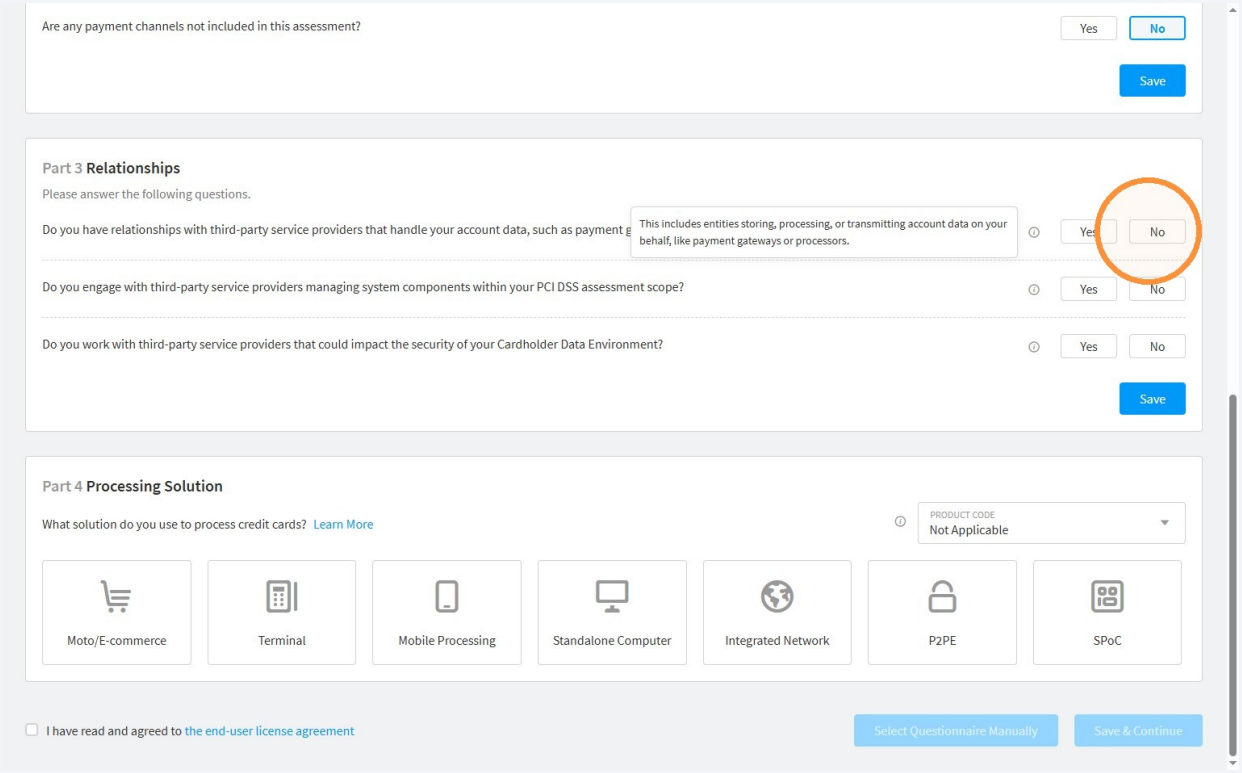
## 10 Click "No"



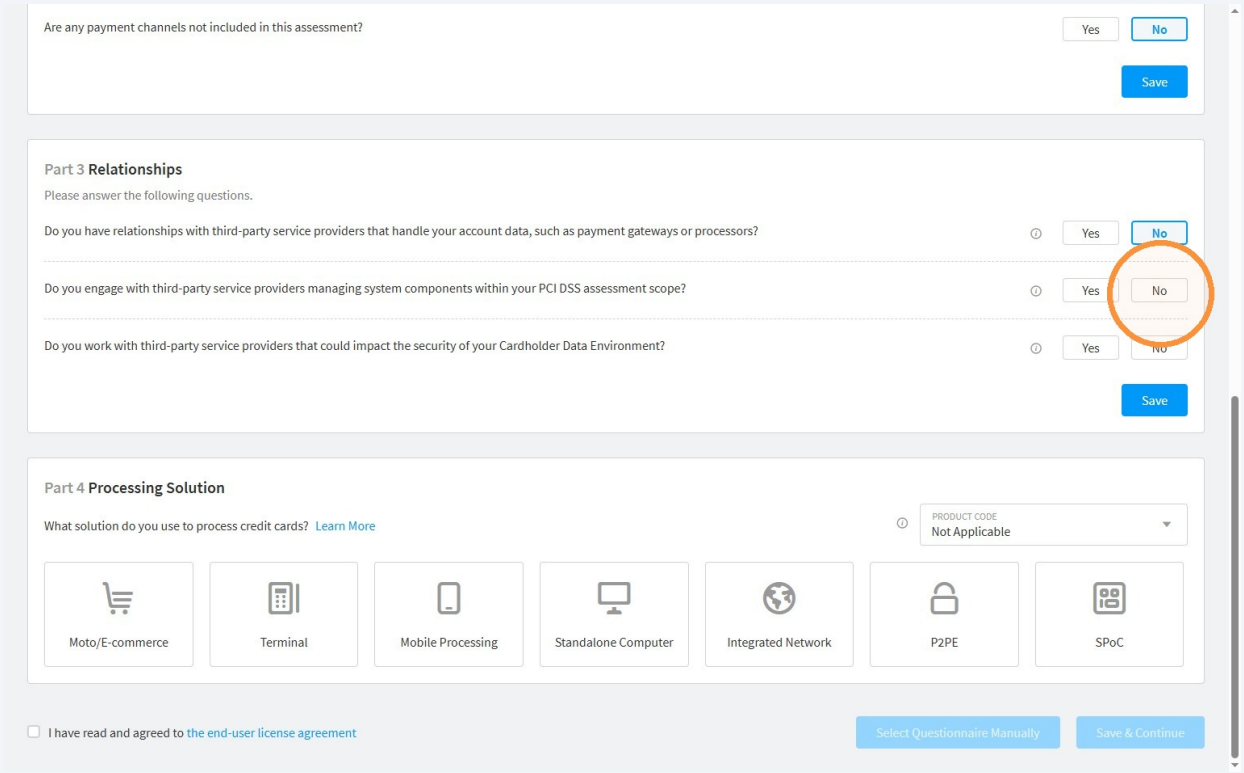

## 11 Click "No"



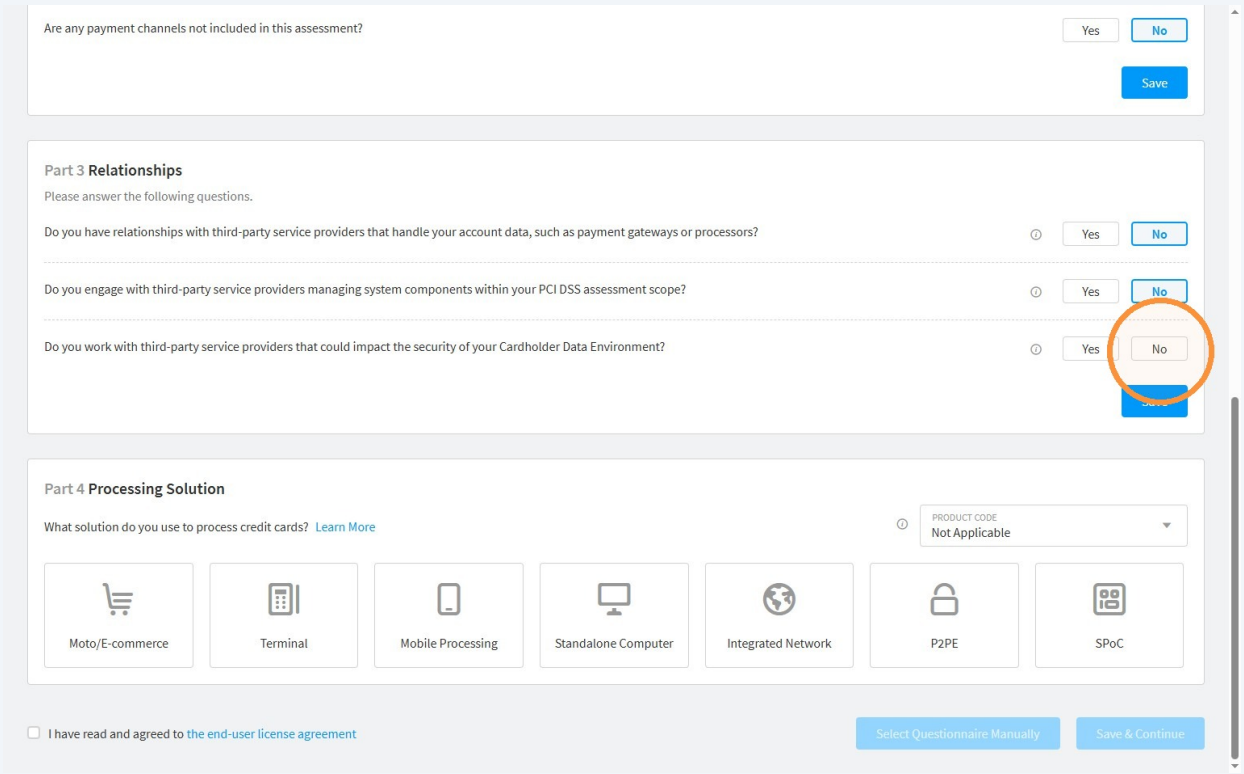
## 12 Click "No"


Are any payment channels not included in this assessment?
Yes
No
Save
Part 3 Relationships
Please answer the following questions.
Do you have relationships with third-party service providers that handle your account data, such as payment g
This includes entities storing, processing, or transmitting account data on your behalf, like payment gateways or processors.
Yes
No
Do you engage with third-party service providers managing system components within your PCI DSS assessment scope?
Yes
No
Do you work with third-party service providers that could impact the security of your Cardholder Data Environment?
Yes
No
Save
Part 4 Processing Solution
What solution do you use to process credit cards? Learn More
PRODUCT CODE
Not Applicable
Moto/E-commerce
Terminal
Mobile Processing
Standalone Computer
Integrated Network
P2PE
SPoC
I have read and agreed to the end-user license agreement
Select Questionnaire Manually
Save & Continue

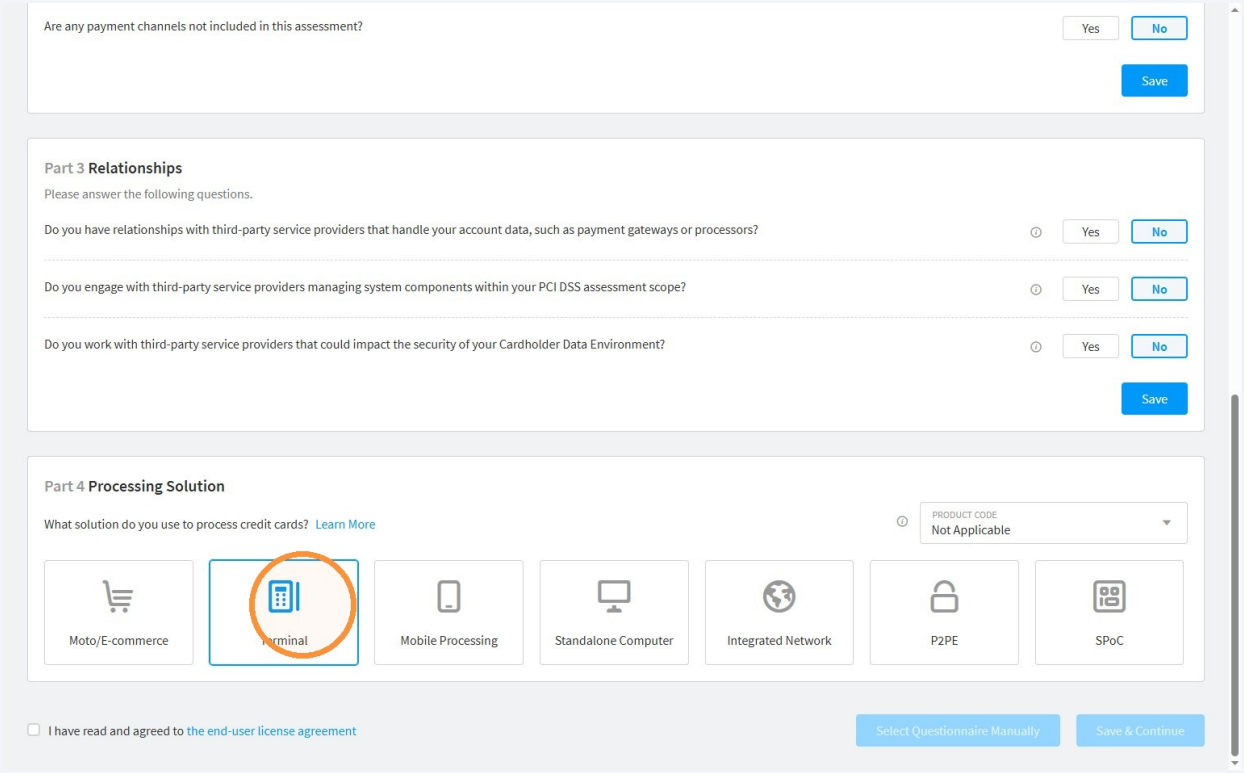
## 13 Click "No"



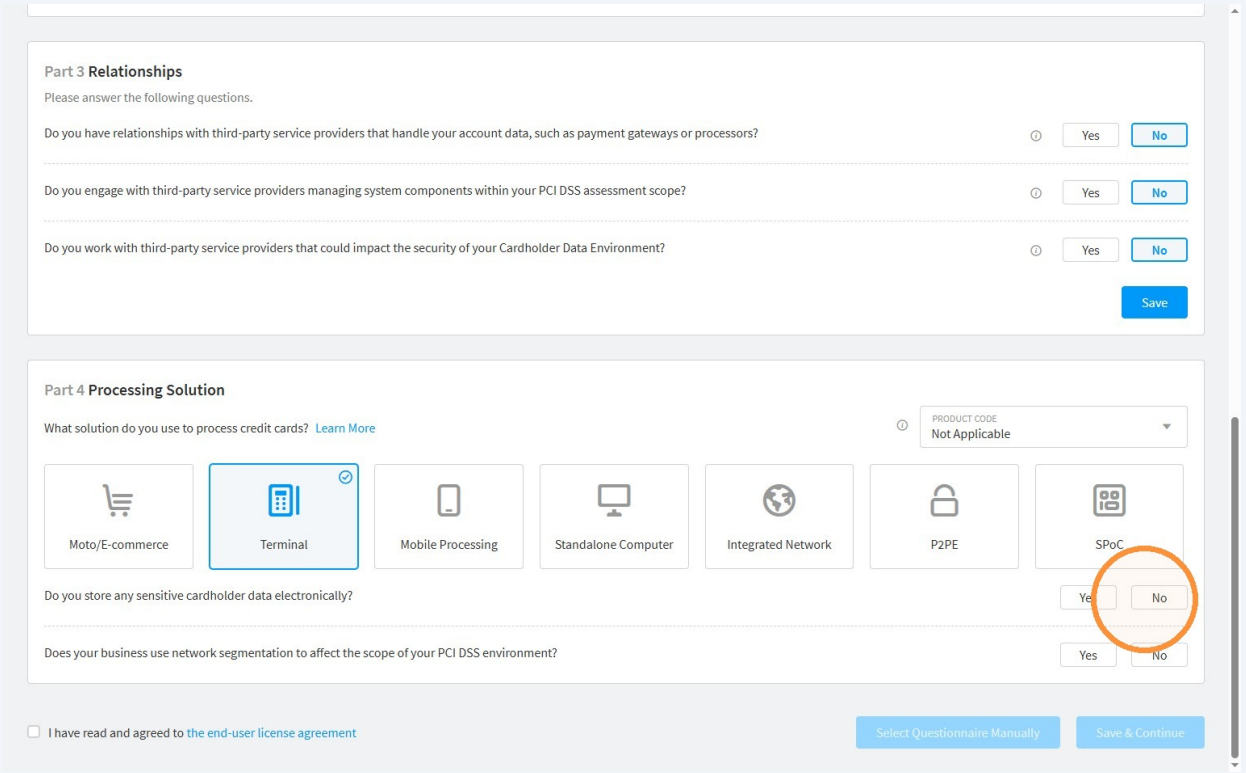

## 14 Click "No"



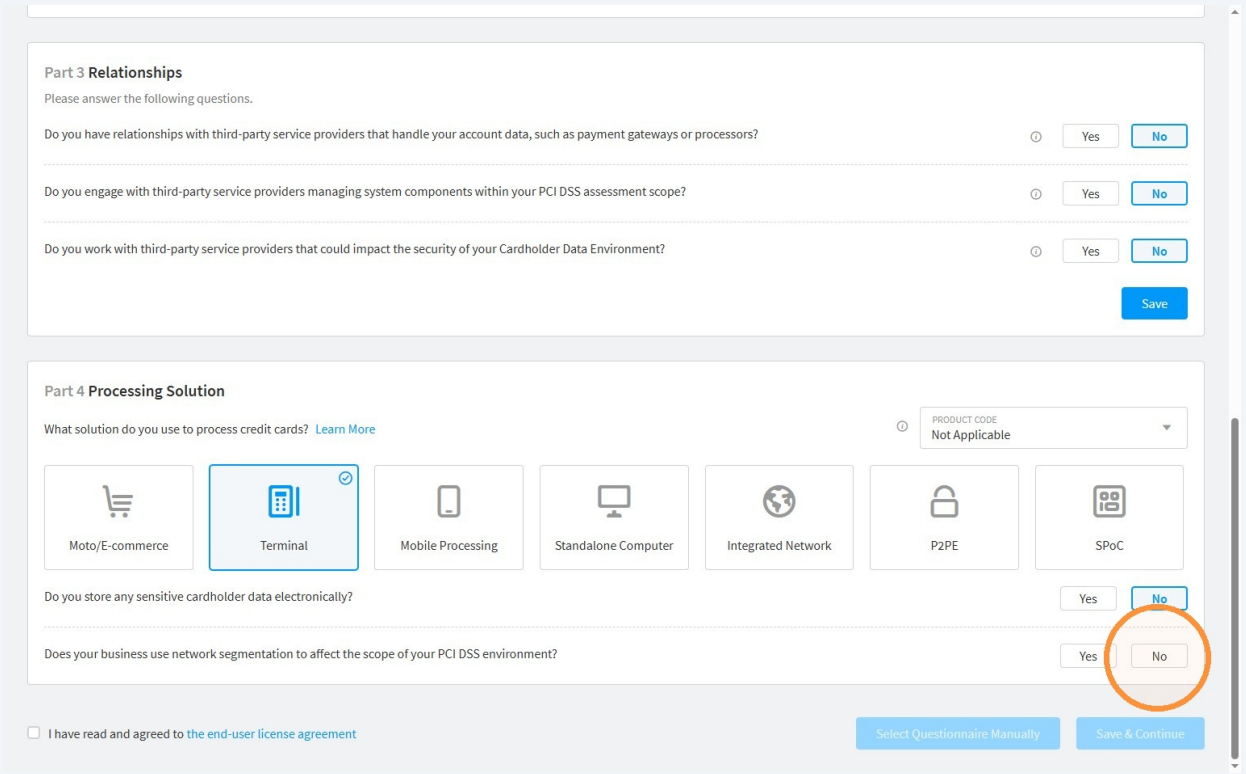
## 15 Click "Terminal"



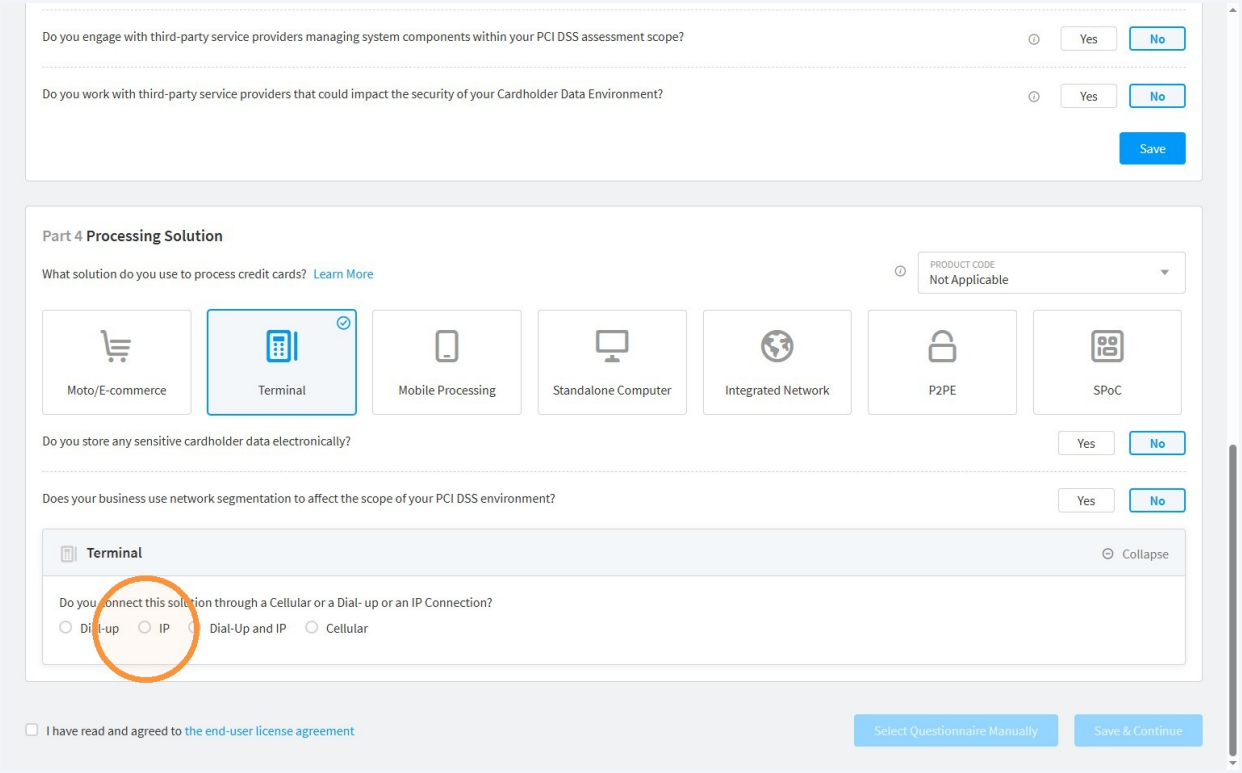
## 16 Click "No"



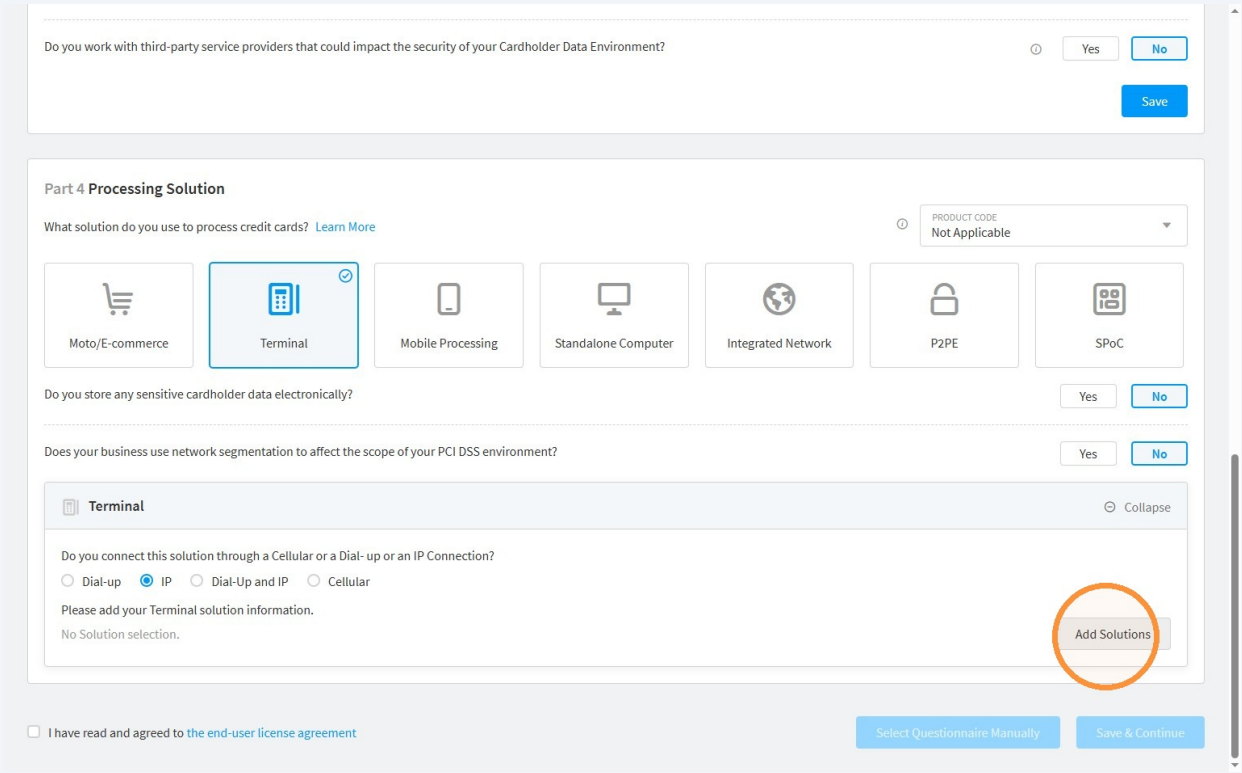

## 17 Click "No"



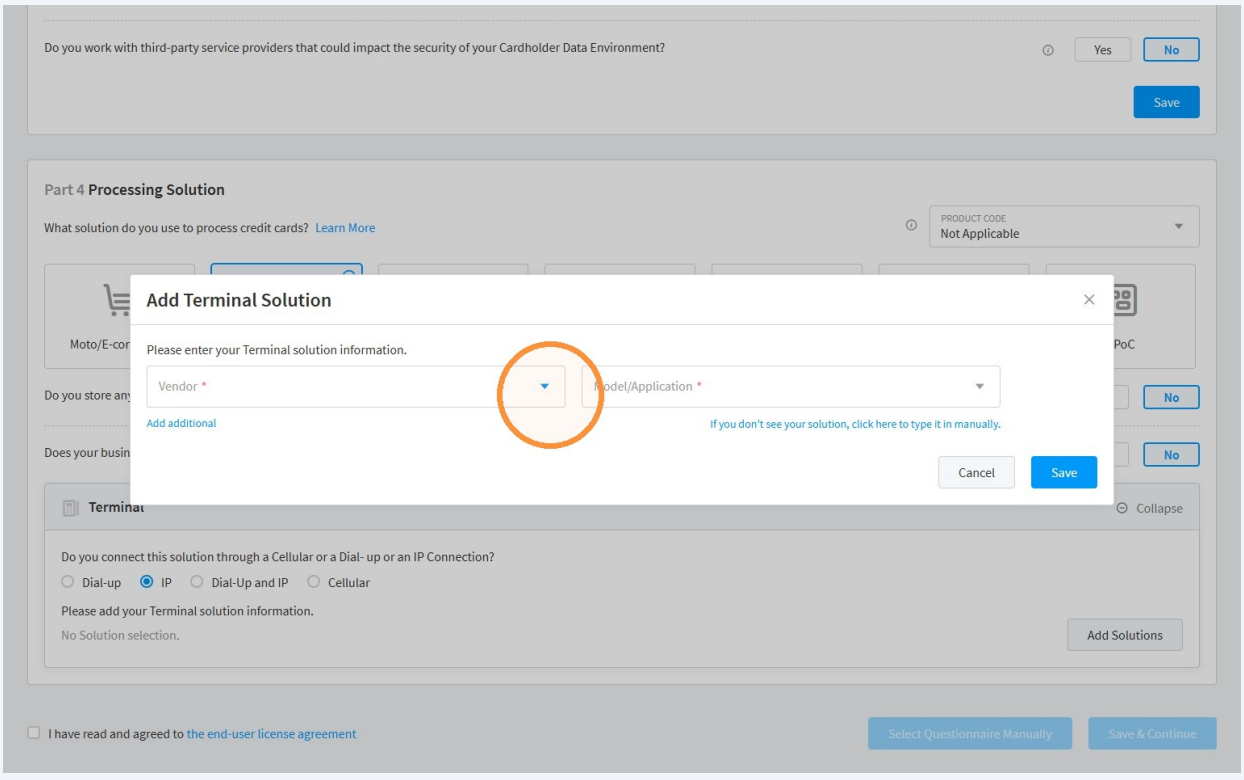
## 18 Click "IP"


Do you engage with third-party service providers managing system components within your PCI DSS assessment scope?
Yes
No
Do you work with third-party service providers that could impact the security of your Cardholder Data Environment?
Yes
No
Save
Part 4 Processing Solution
What solution do you use to process credit cards? Learn More
PRODUCT CODE
Not Applicable
Moto/E-commerce
Terminal
Mobile Processing
Standalone Computer
Integrated Network
P2PE
SPoC
Do you store any sensitive cardholder data electronically?
Yes
No
Does your business use network segmentation to affect the scope of your PCI DSS environment?
Yes
No
Terminal
Collapse
Do you connect this solution through a Cellular or a Dial- up or an IP Connection?
Dial-up
IP
Dial-Up and IP
Cellular
I have read and agreed to the end-user license agreement
Select Questionnaire Manually
Save & Continue

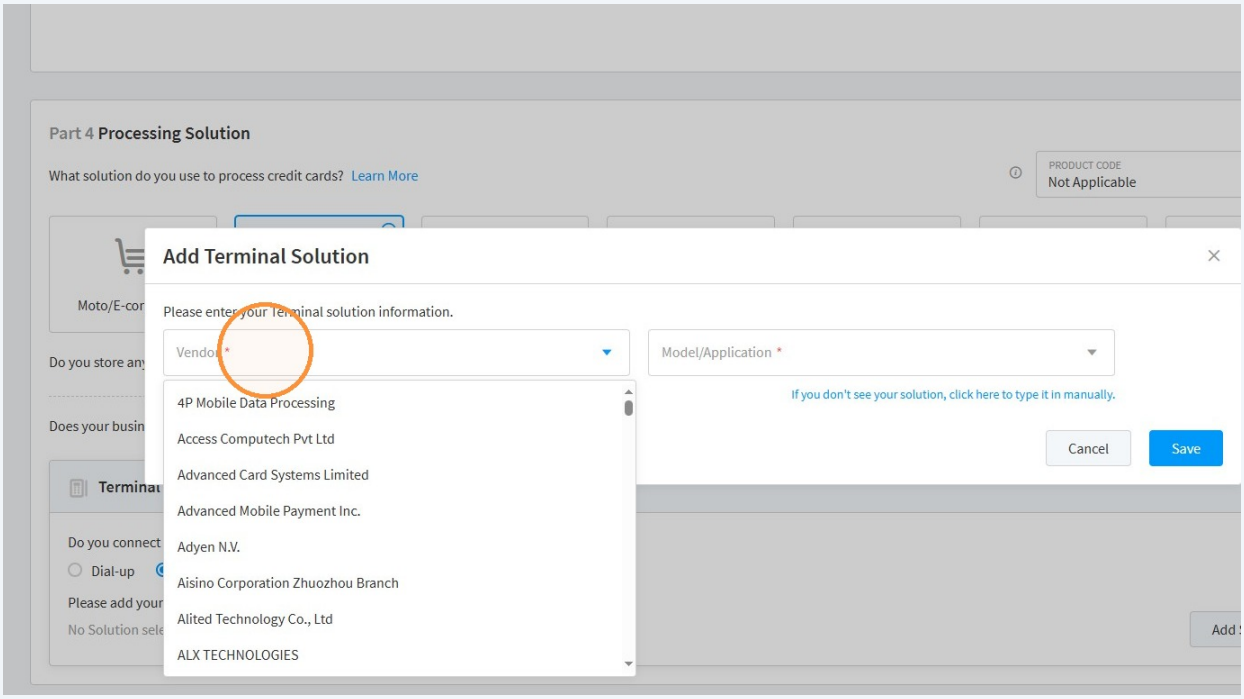
## 19 Click "Add Solution"

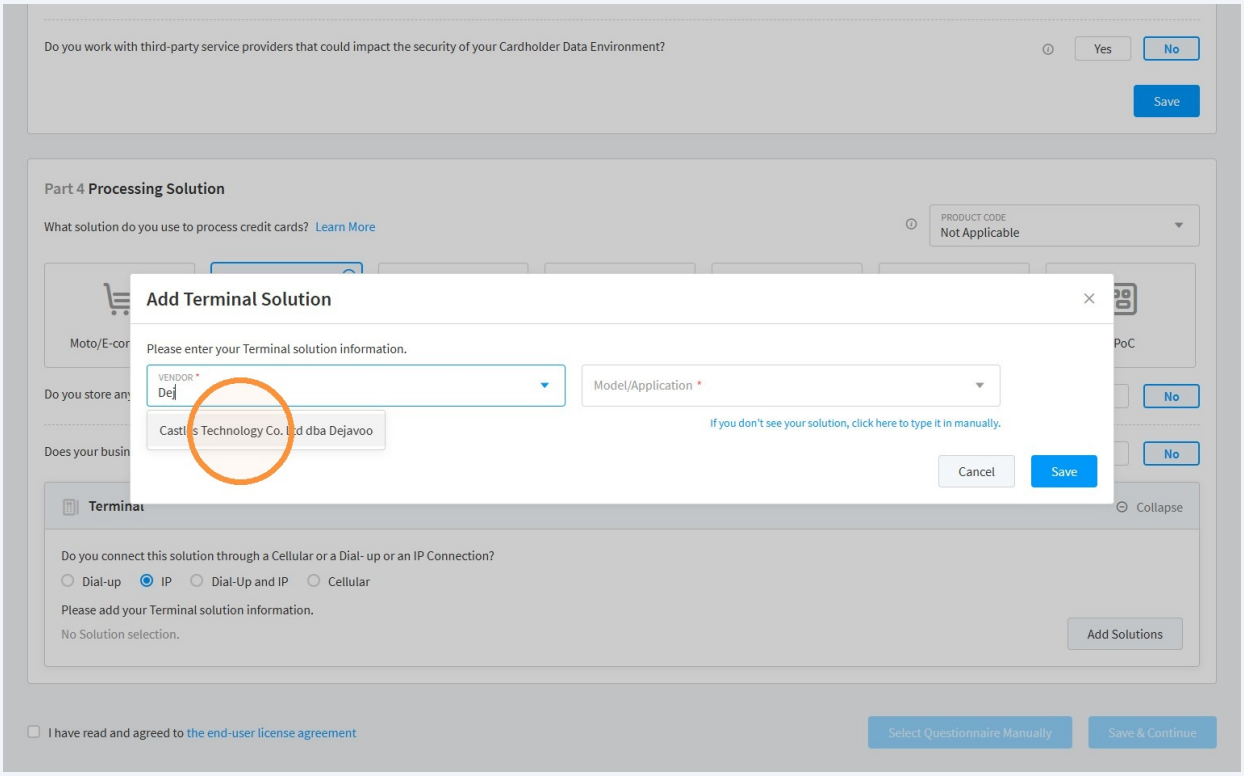



## 20 Click the "Vendor" field

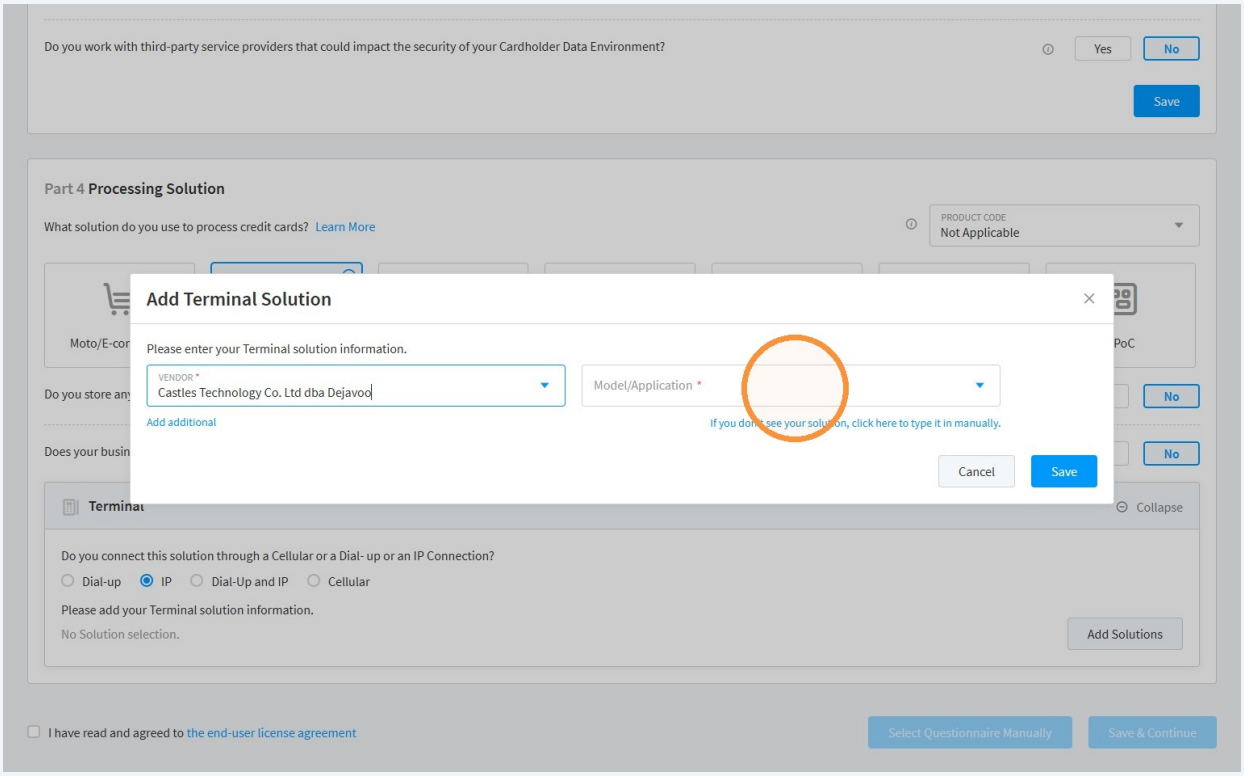


**21** Select the terminal vendor by searching for and choosing the vendor.

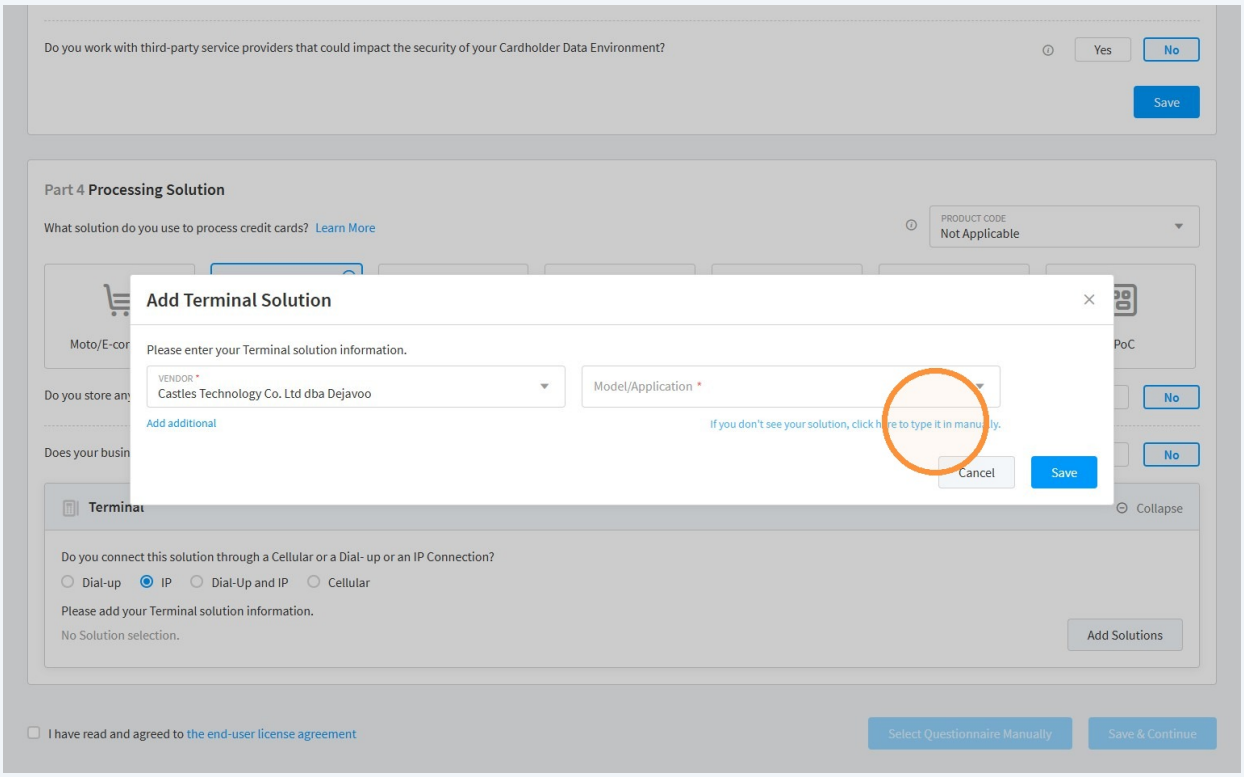


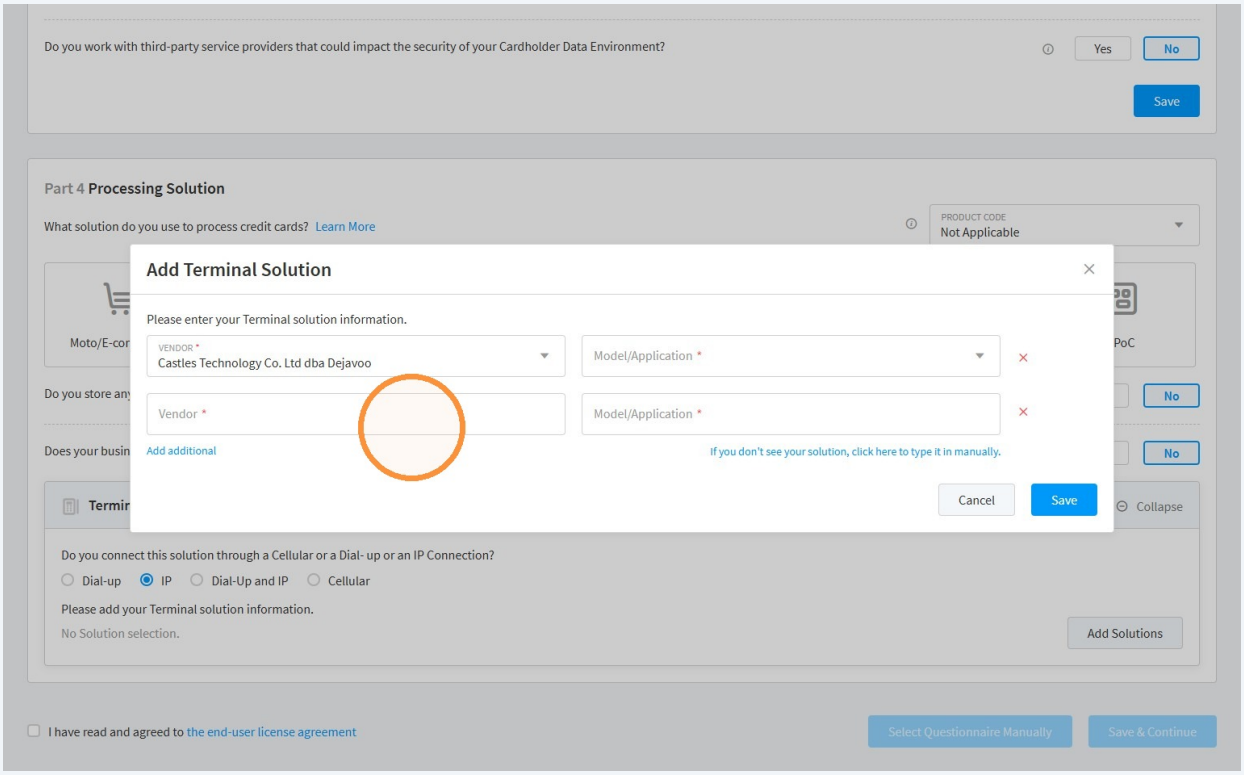
## 22 Click the "Model/Application" field

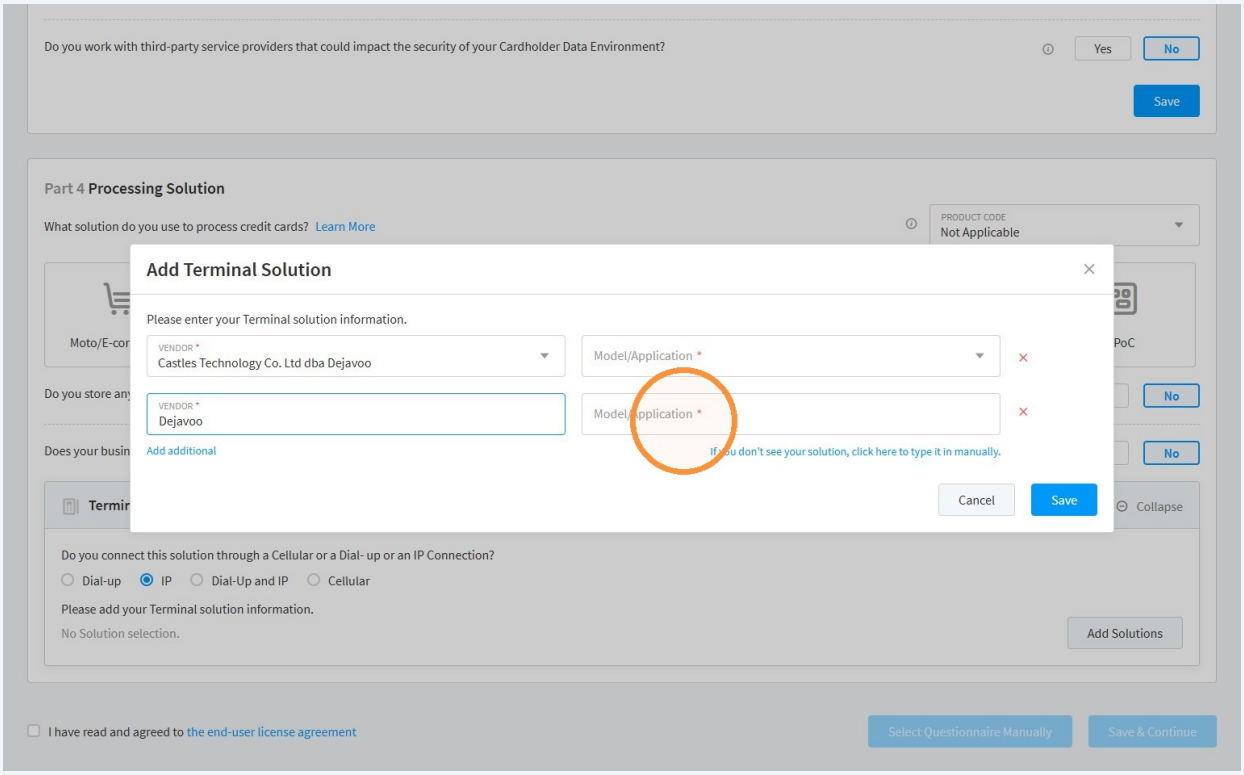



## 23 If your specific terminal doesn't come up in the list, click "If you don't see your solution..." below the Model/Application field

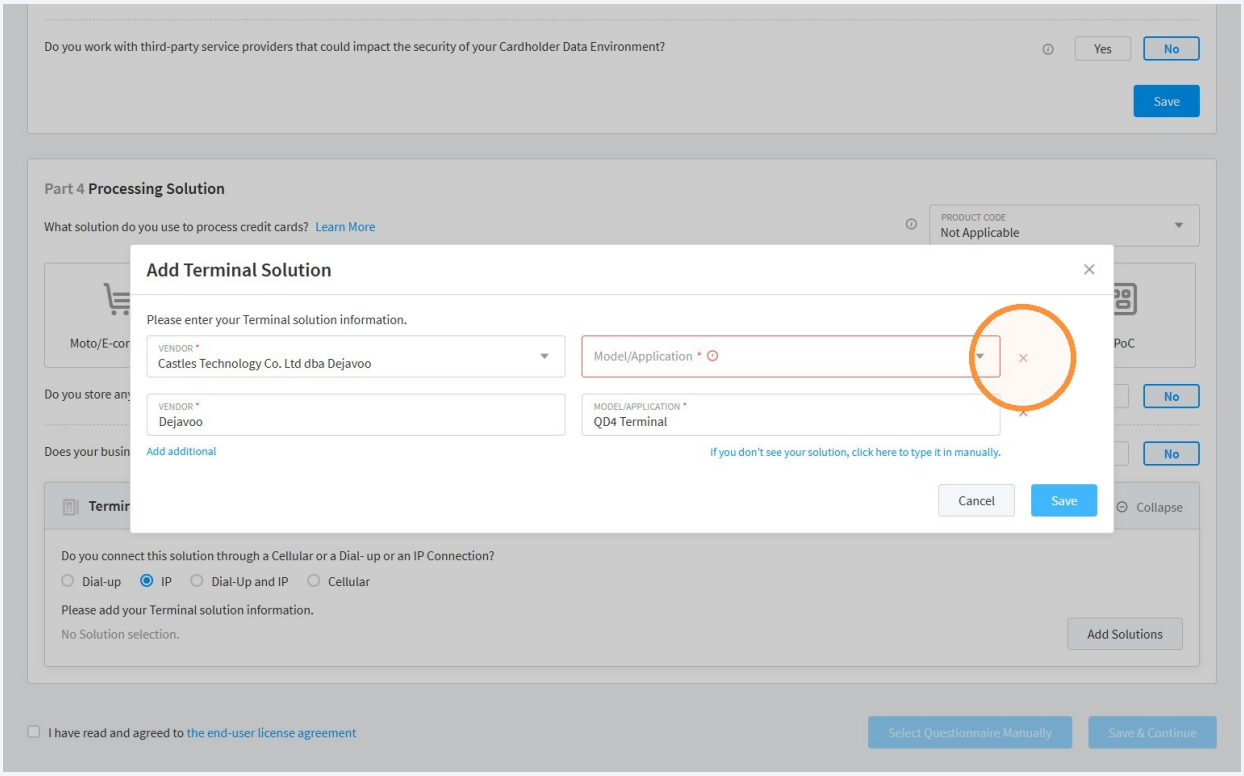


## 24 Enter the additional terminal vendor and model/application information.

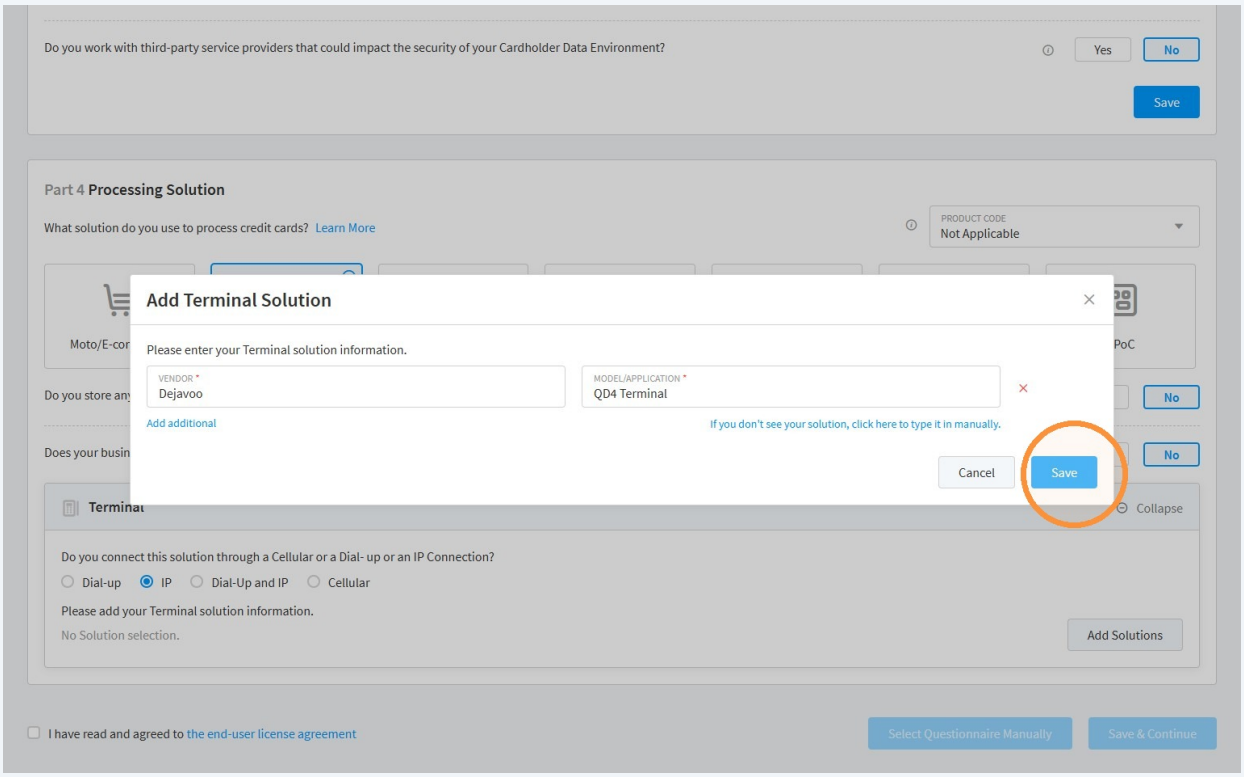


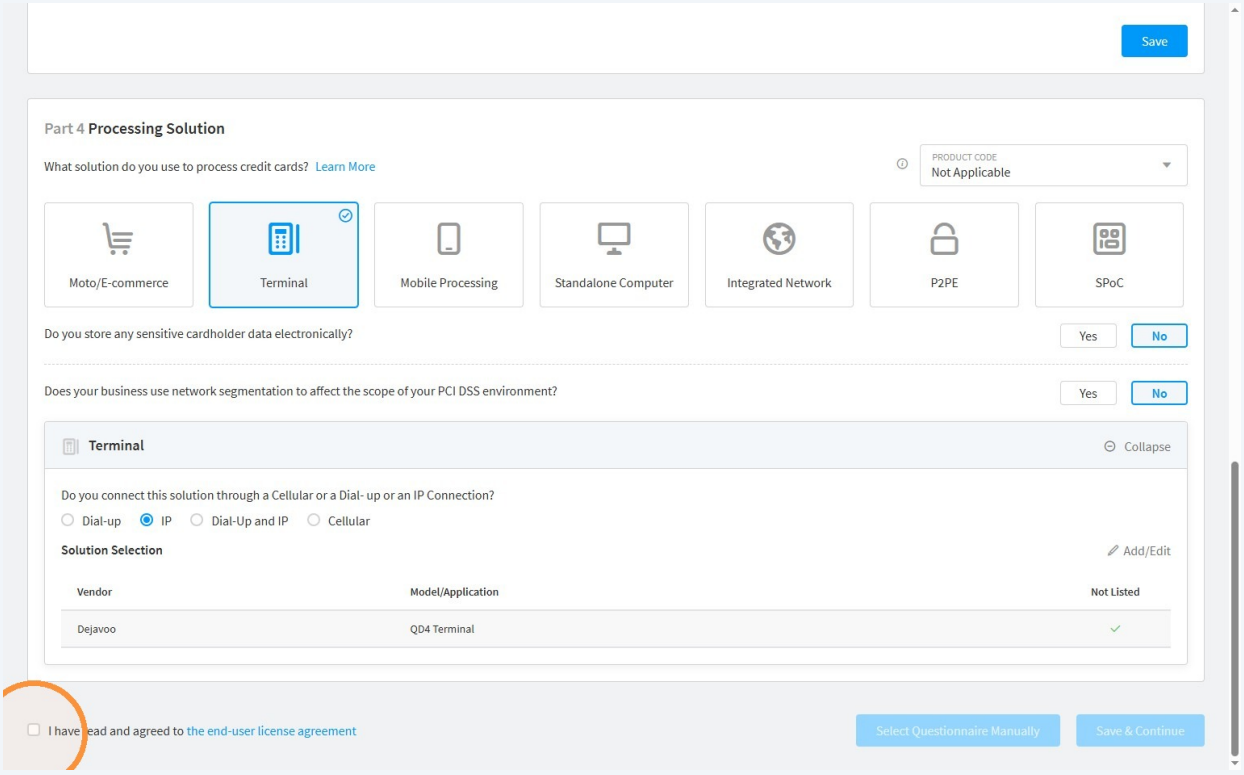
## 25 Click this red X if you had to manually enter the terminal information



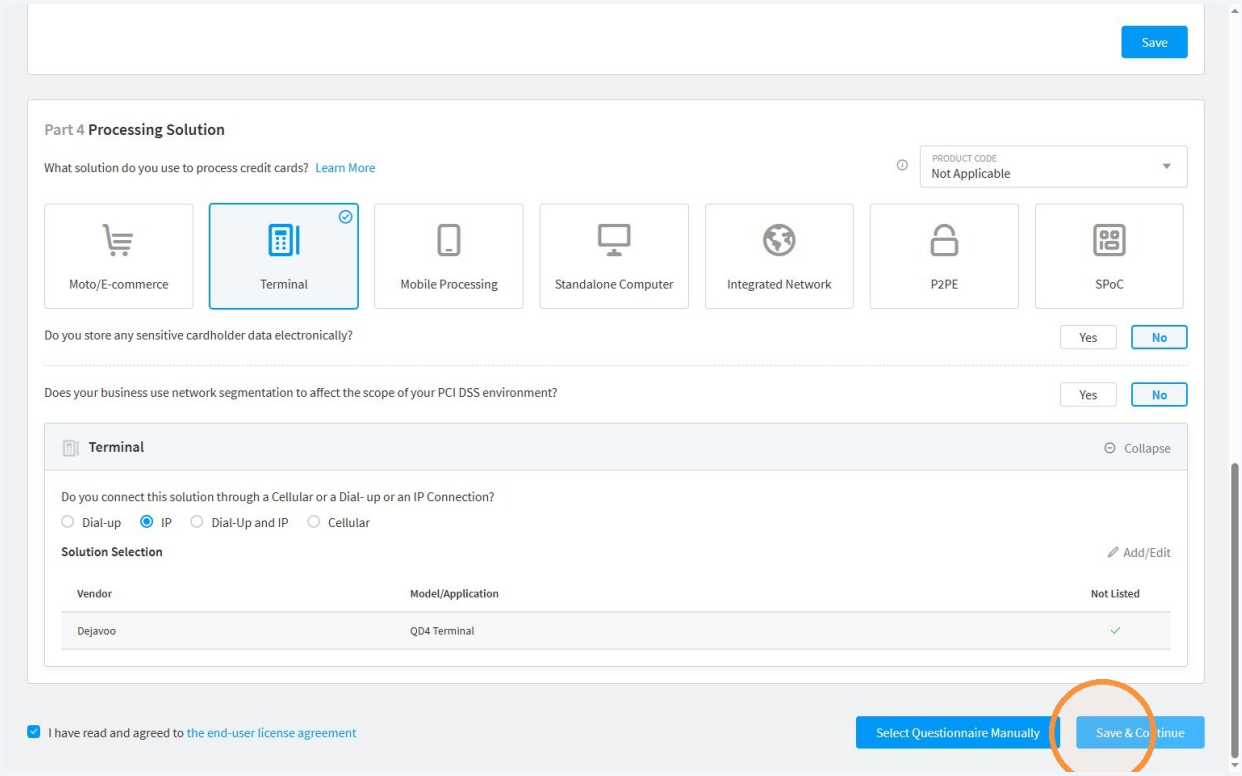

## 26 Click "Save"



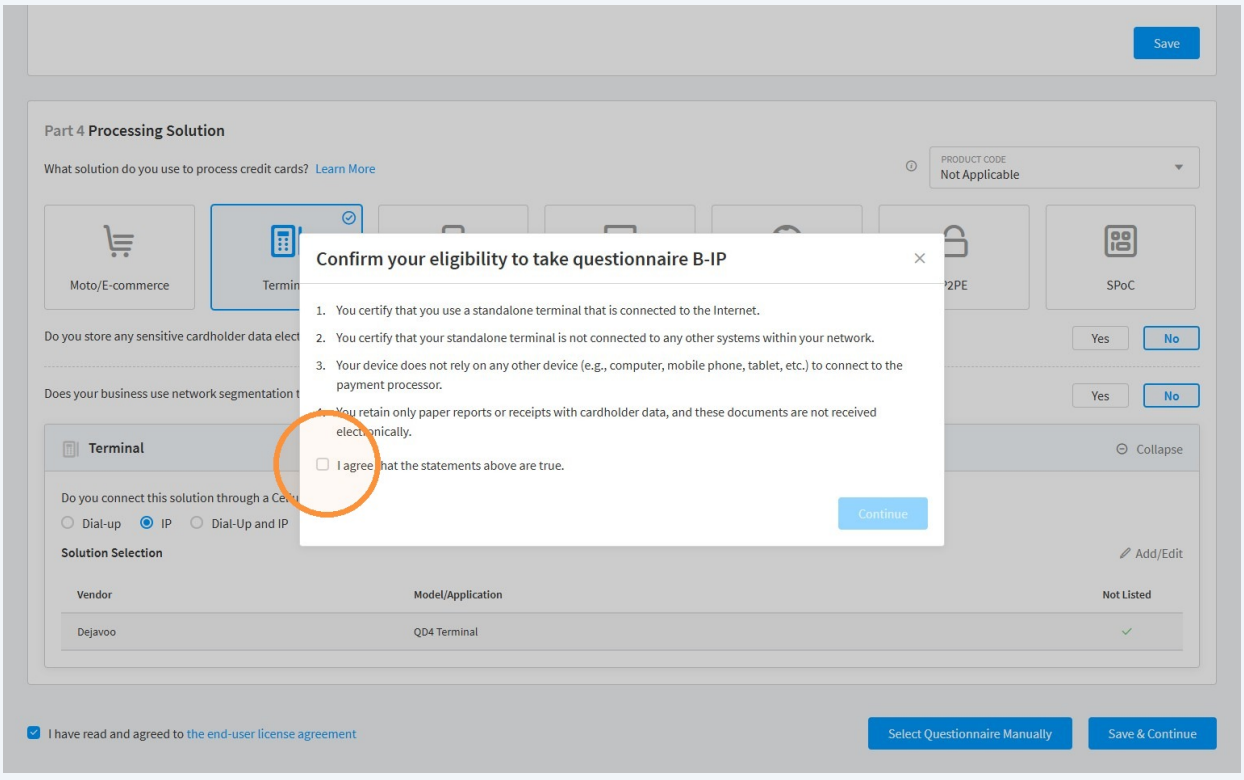
## 27 Click "I have read and agreed to..."



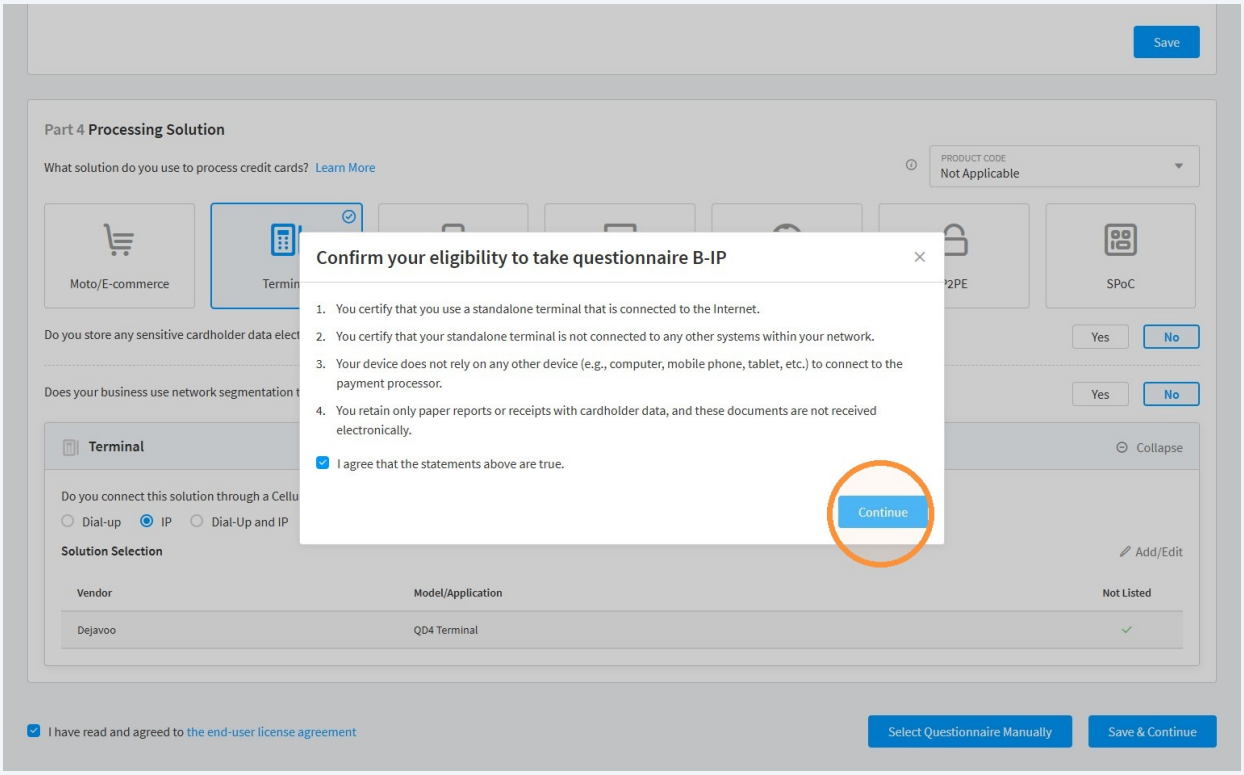
## 28 Click "Save and Continue"




## 29 Click "I agree that the statements above are true."

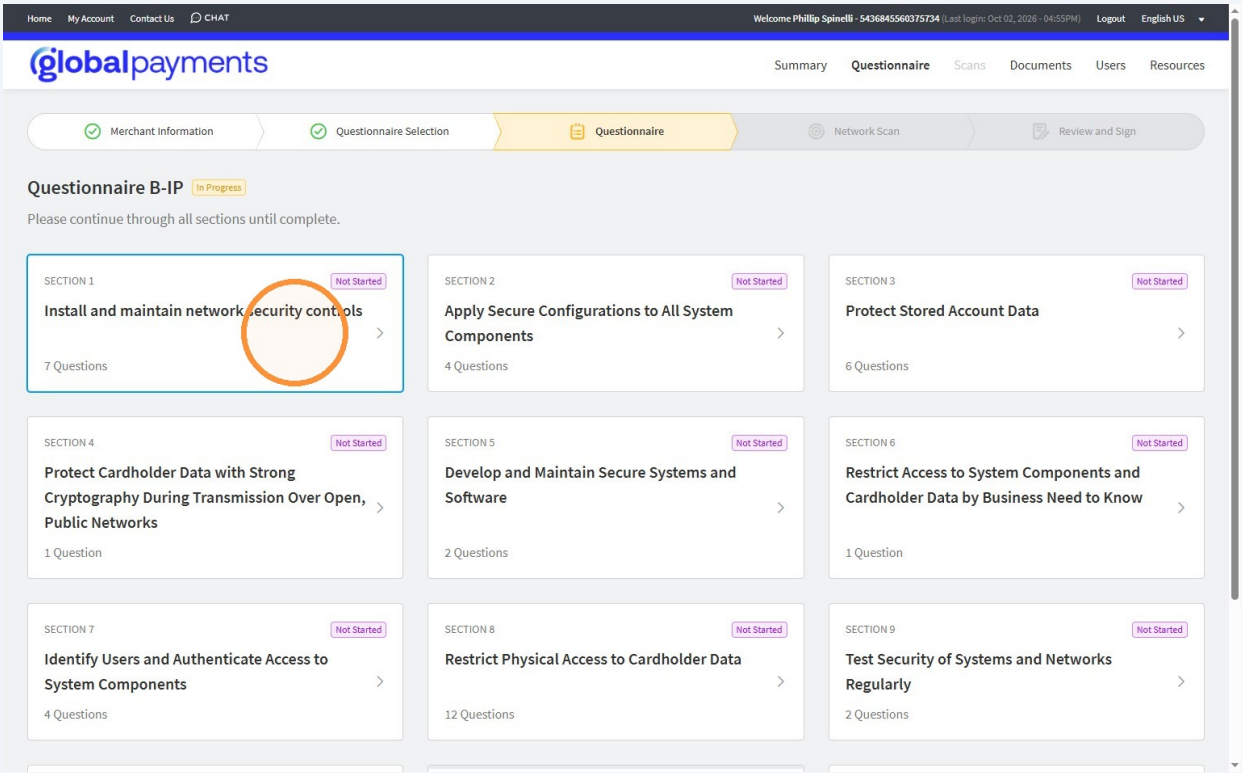


**30** Click "Continue"

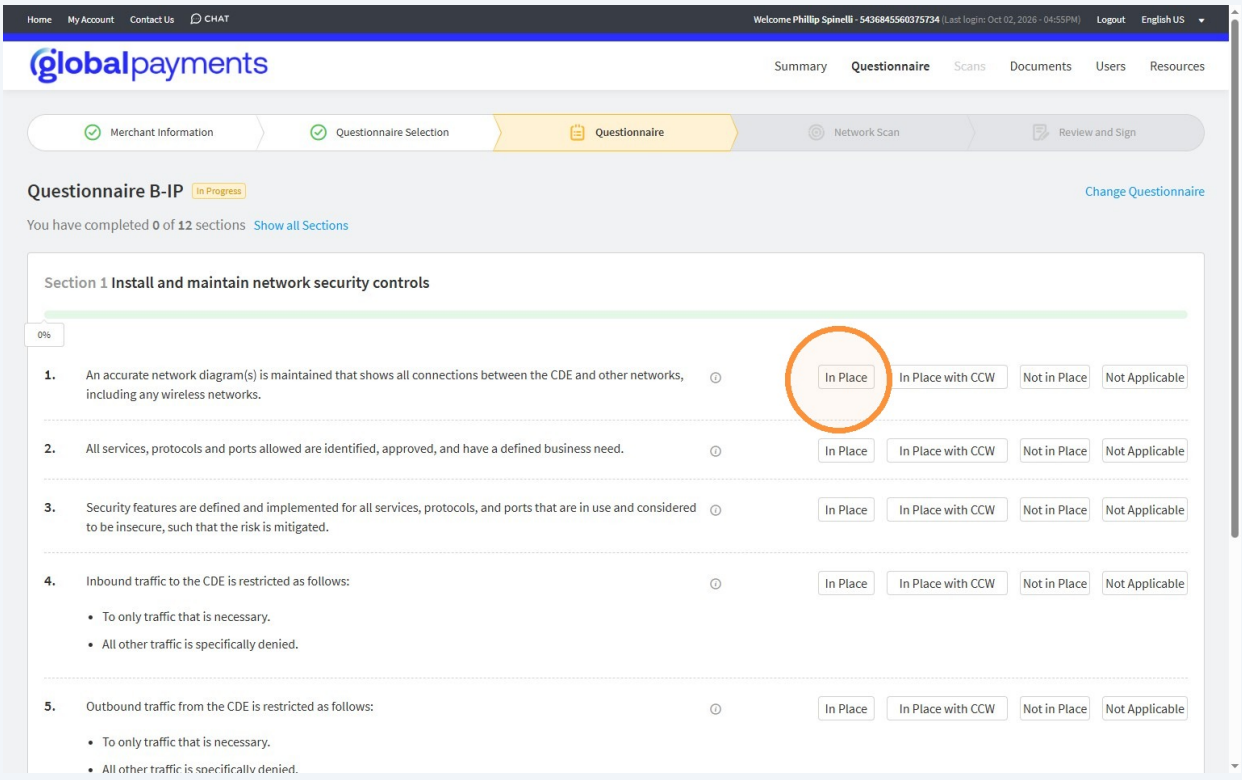



# Questionnaire Completion

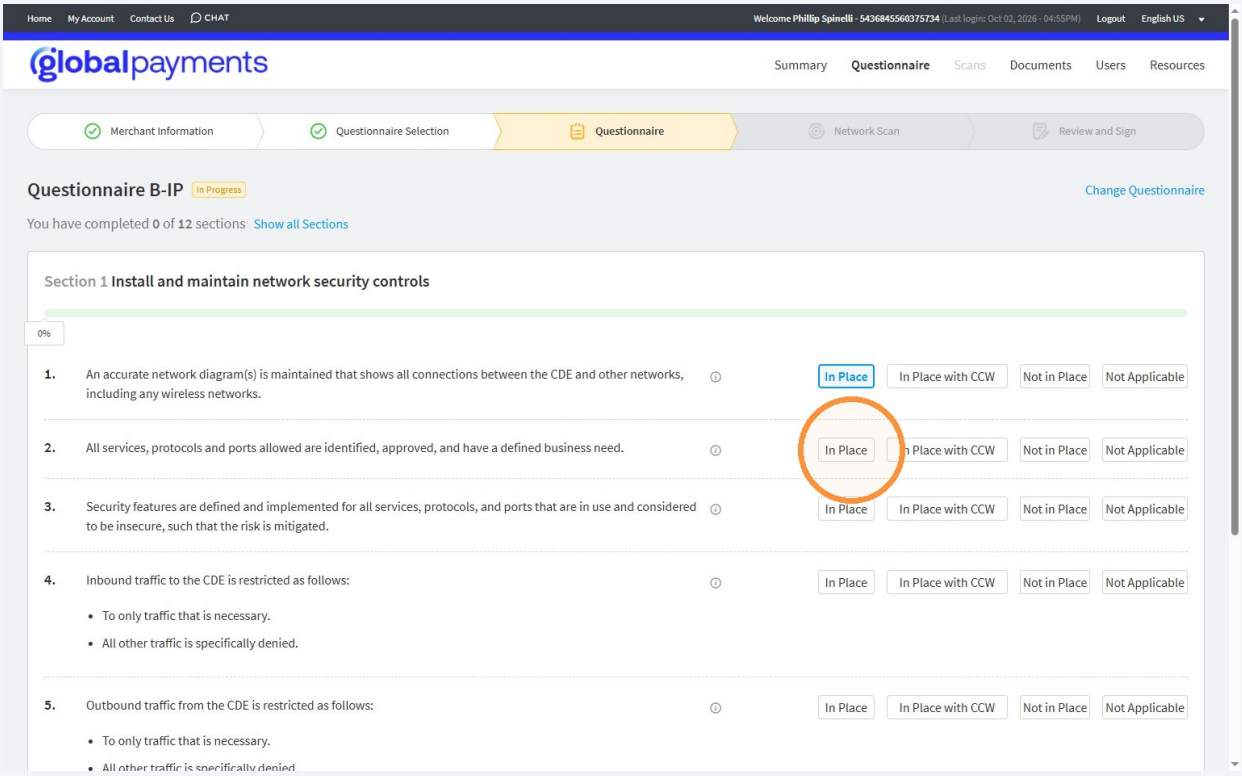
## 31 Click "Section 1"



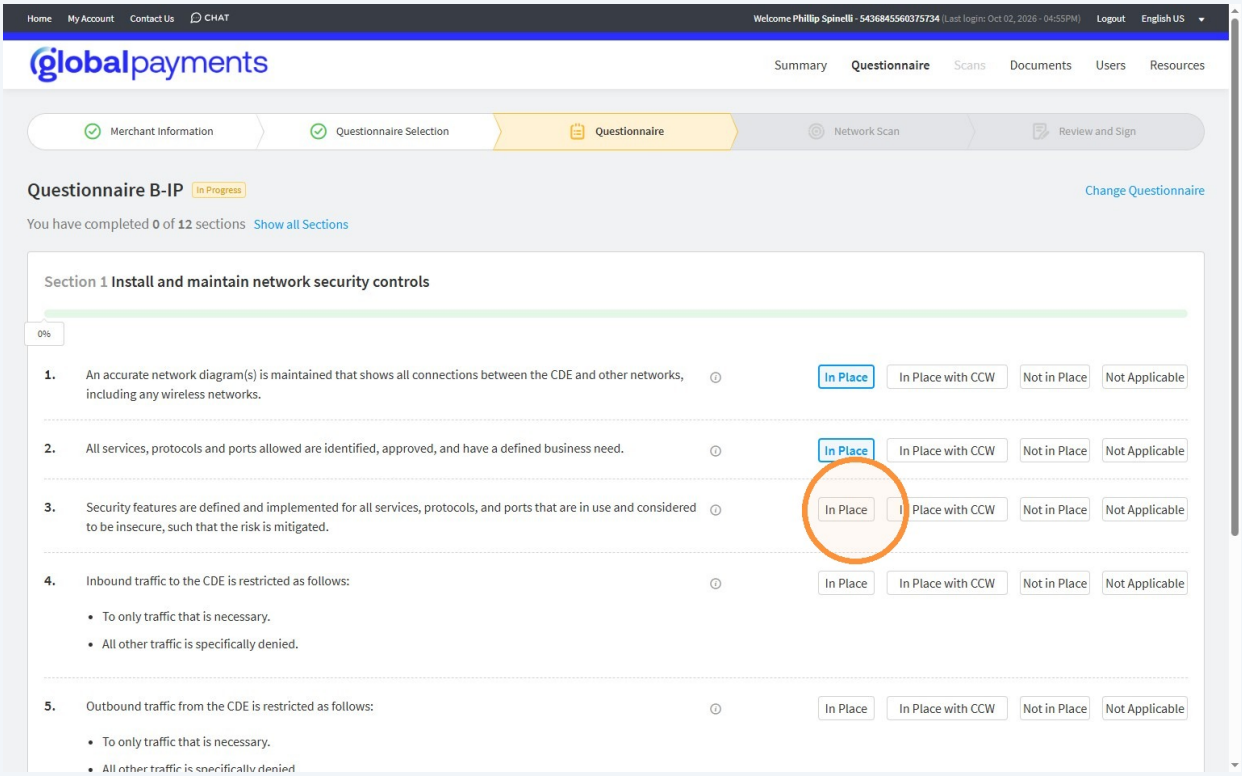

## 32 Click "In Place"



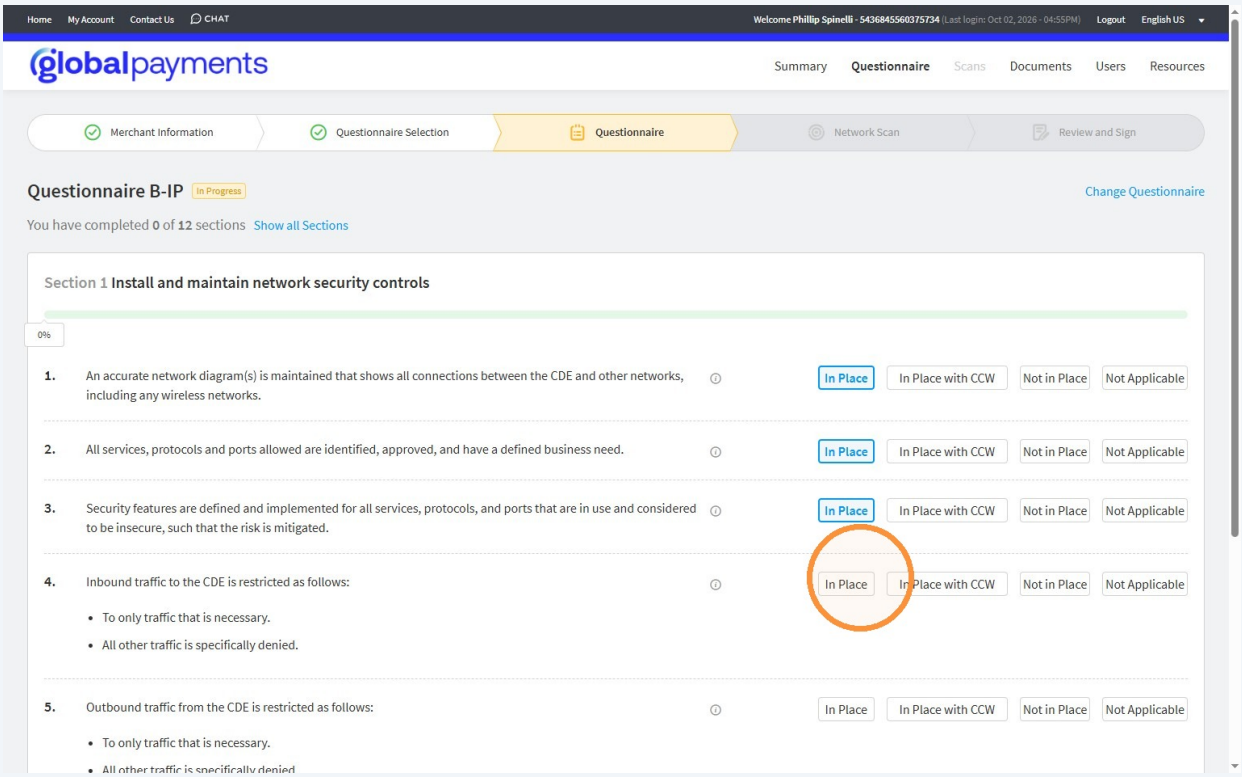
## 33 Click "In Place"



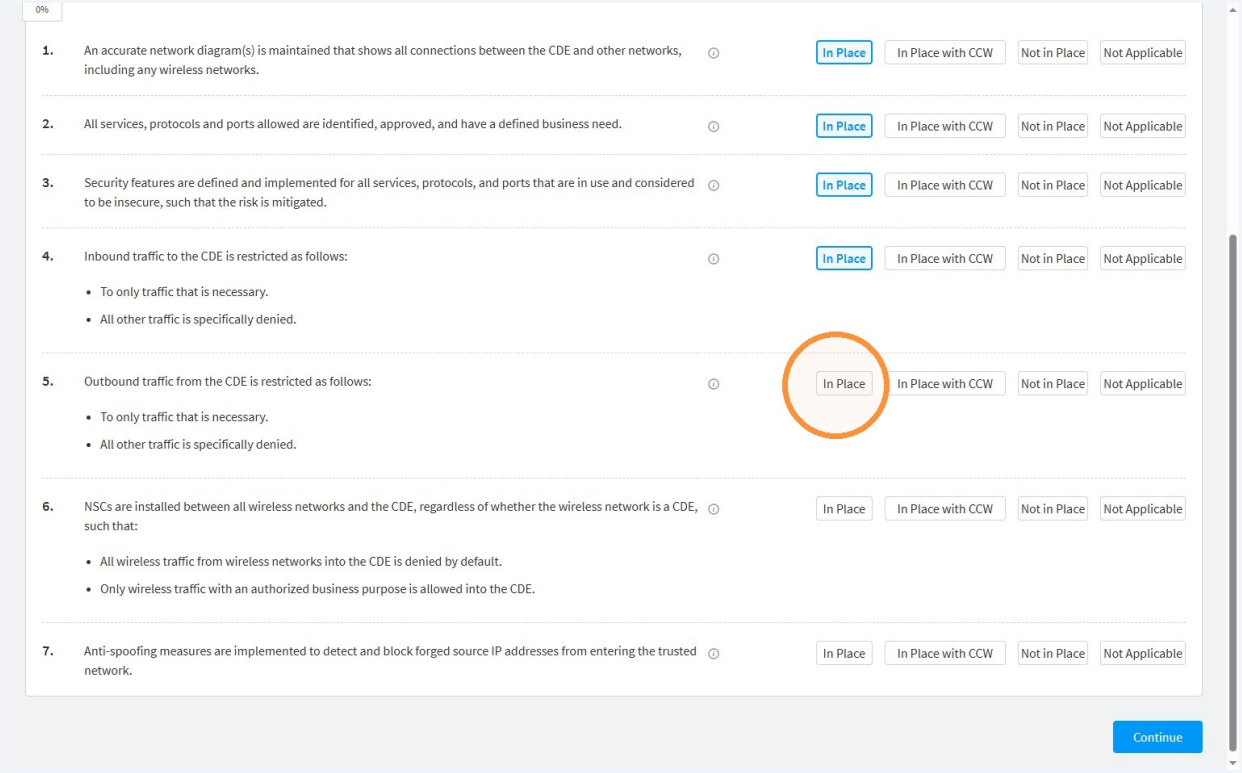
## 34 Click "In Place"



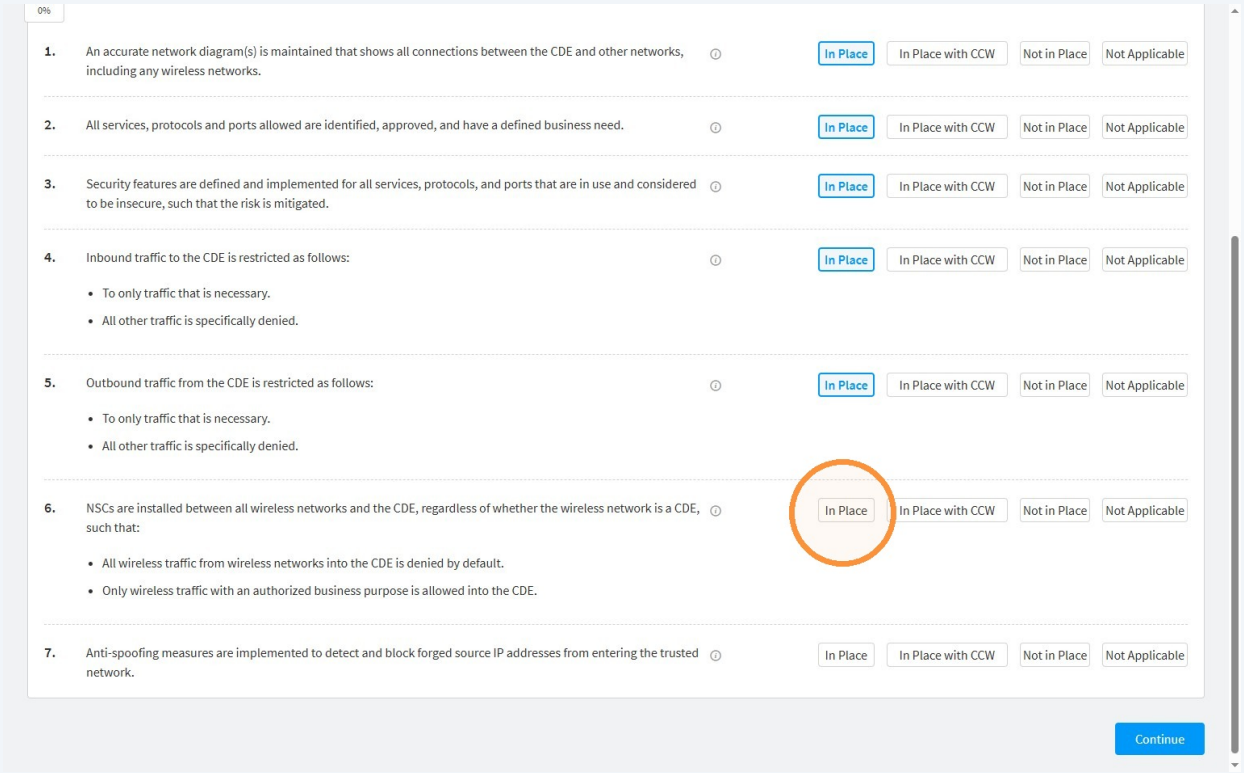

## 35 Click "In Place"



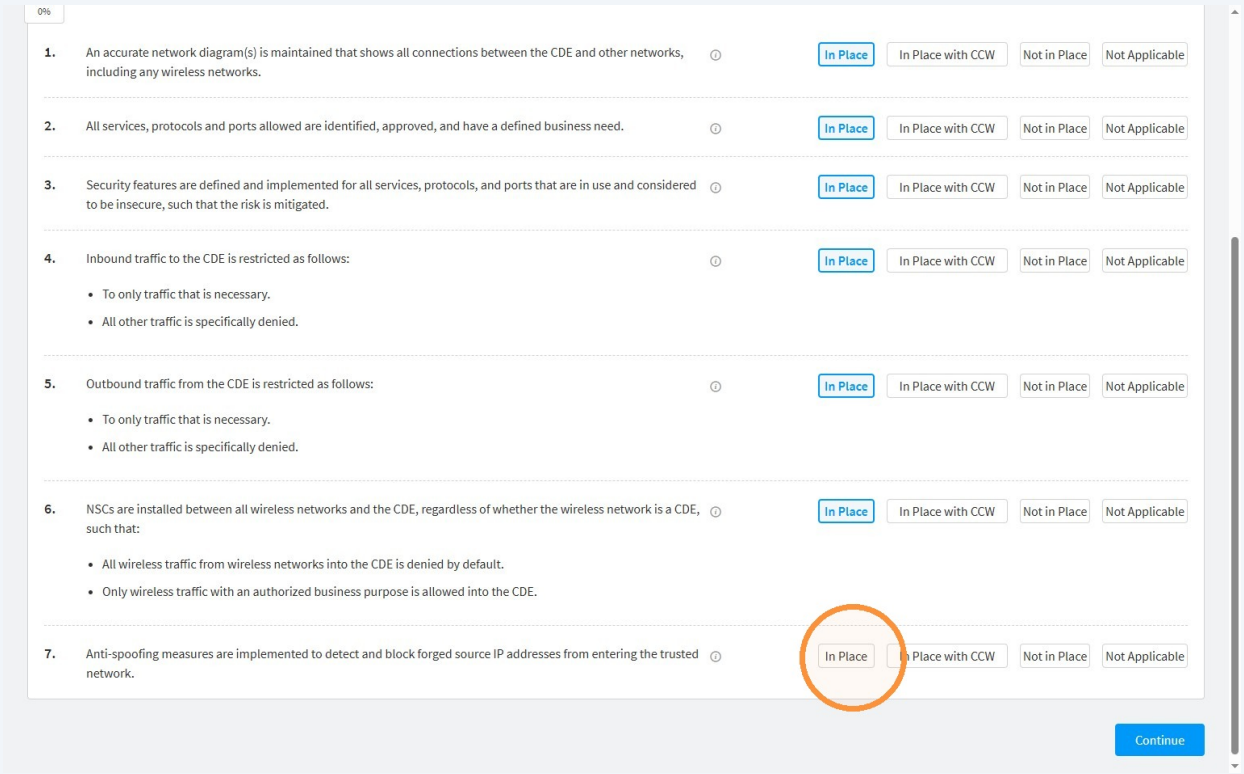
## 36 Click "In Place"



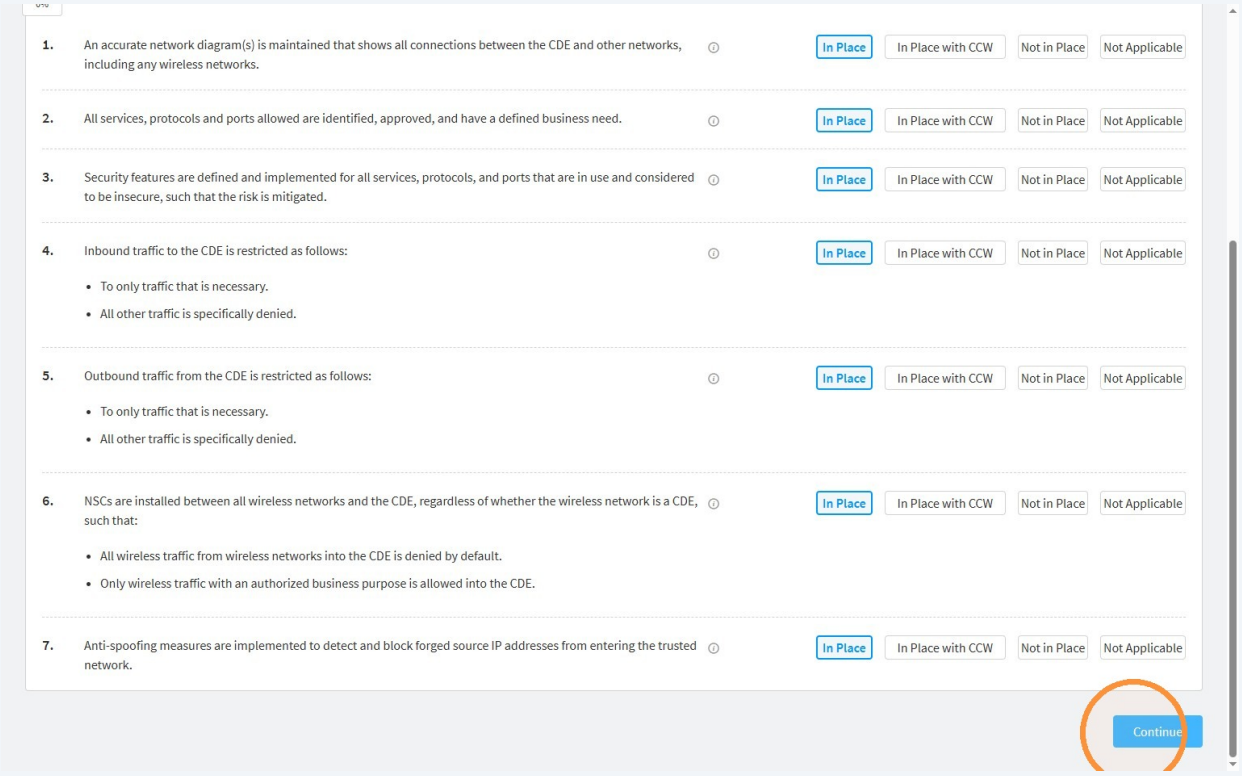
## 37 Click "In Place"



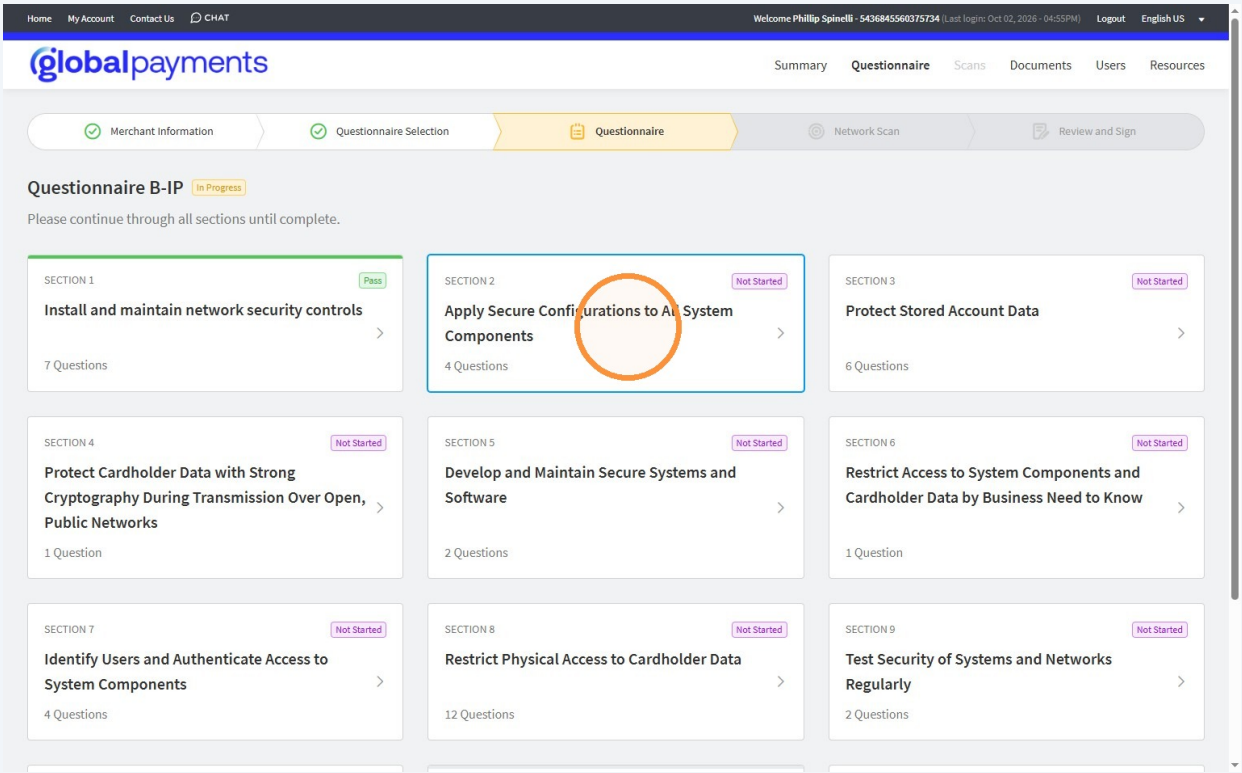

## 38 Click "In Place"



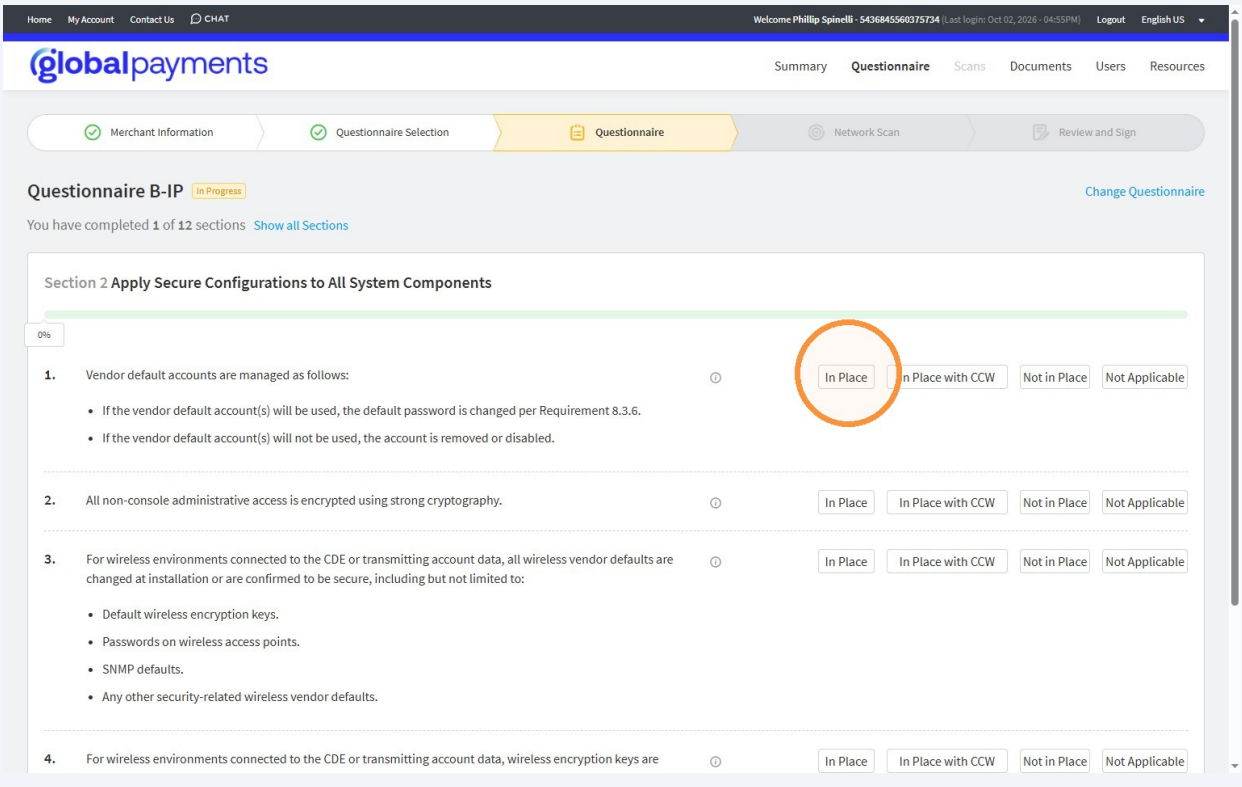
## 39 Click "Continue"



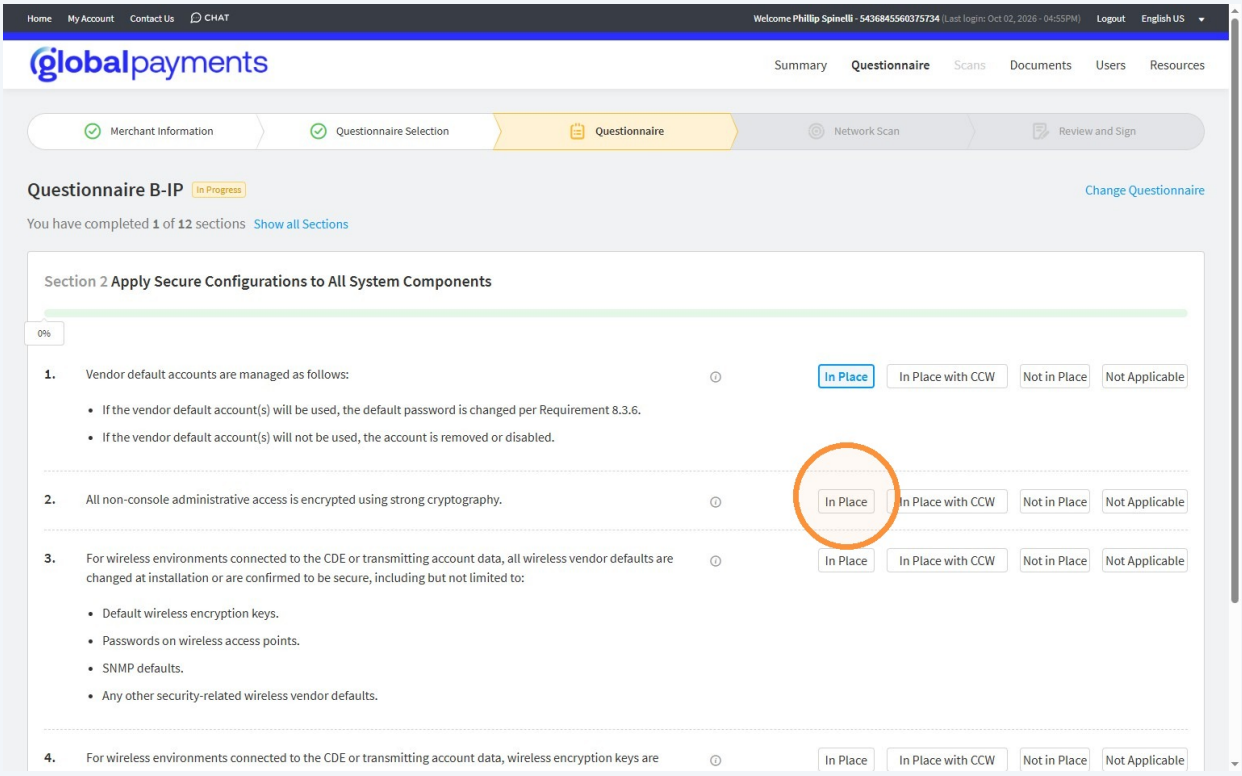
## 40 Click "Section 2"



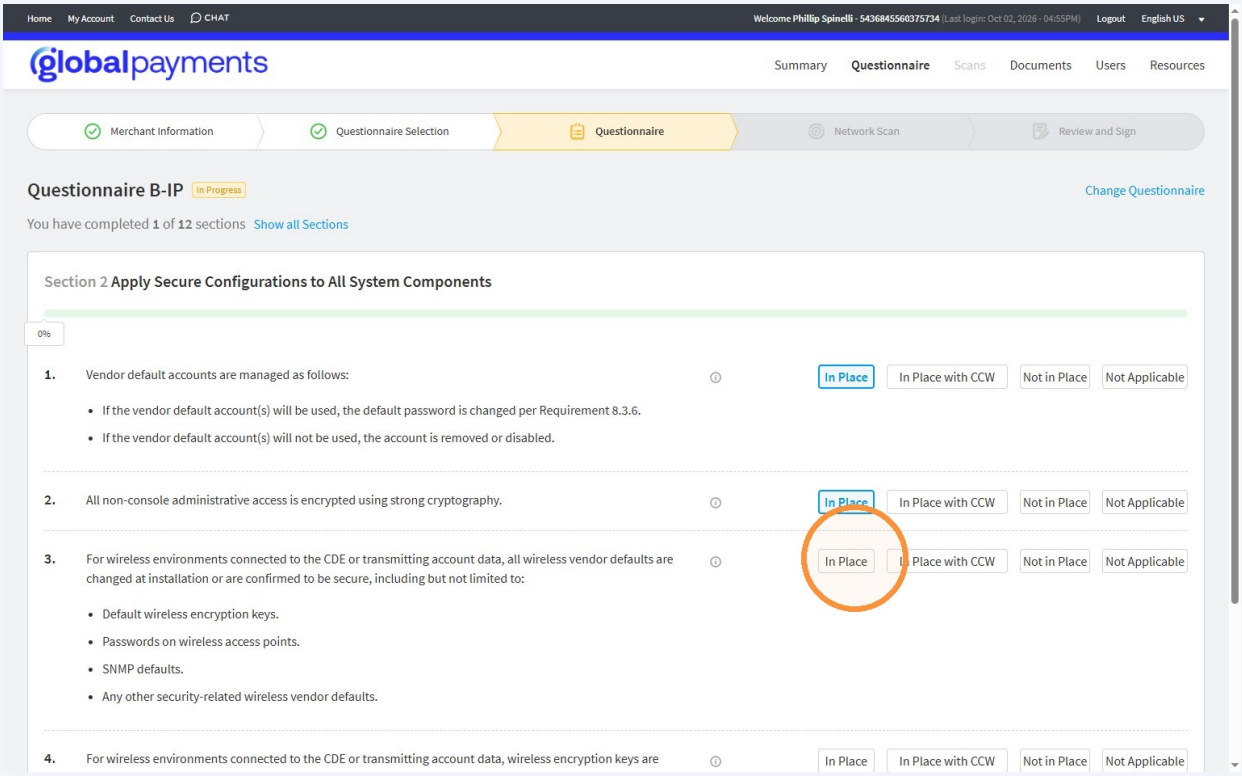

## 41 Click "In Place"



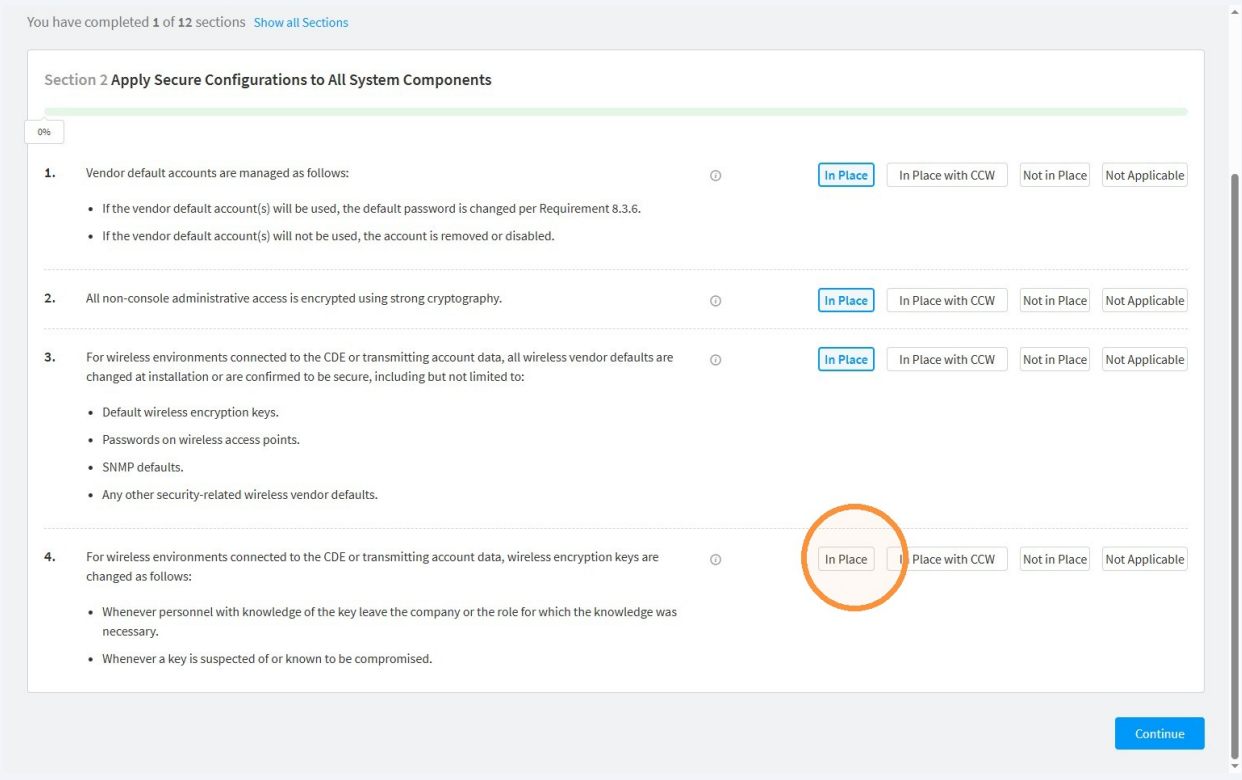
## 42 Click "In Place"



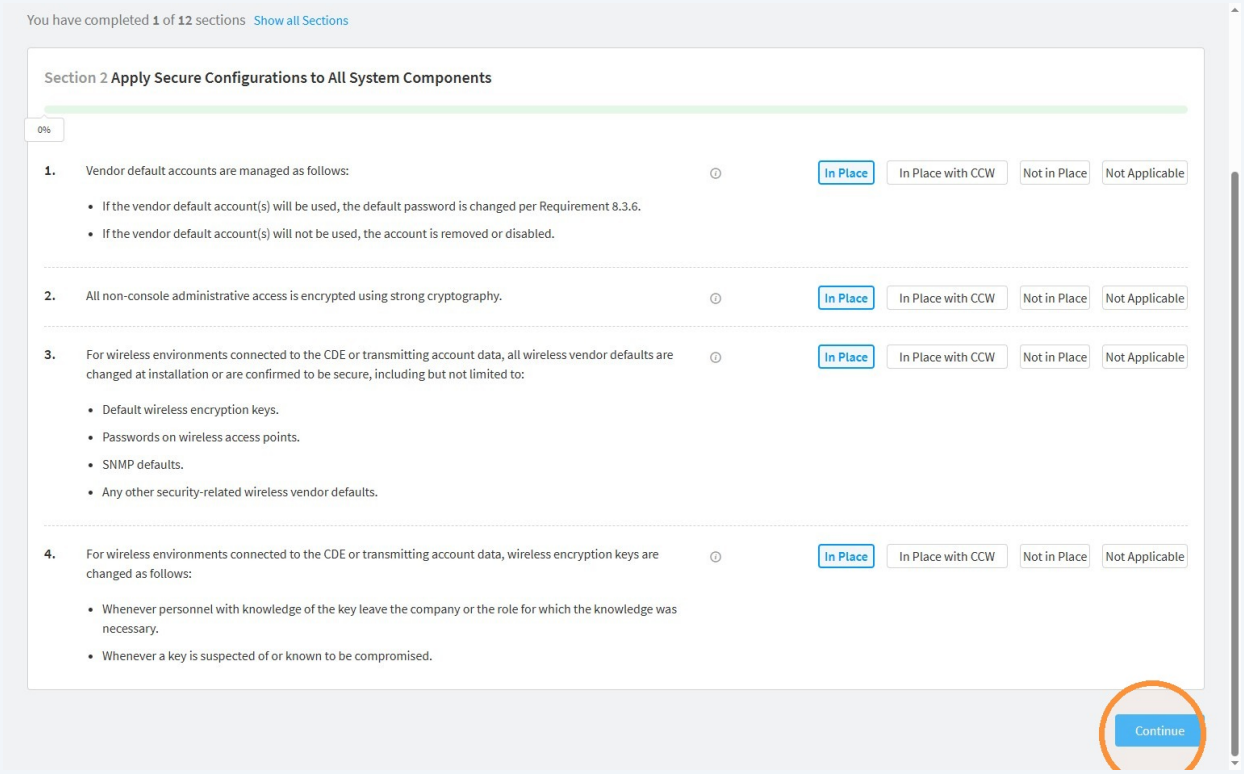
## 43 Click "In Place"



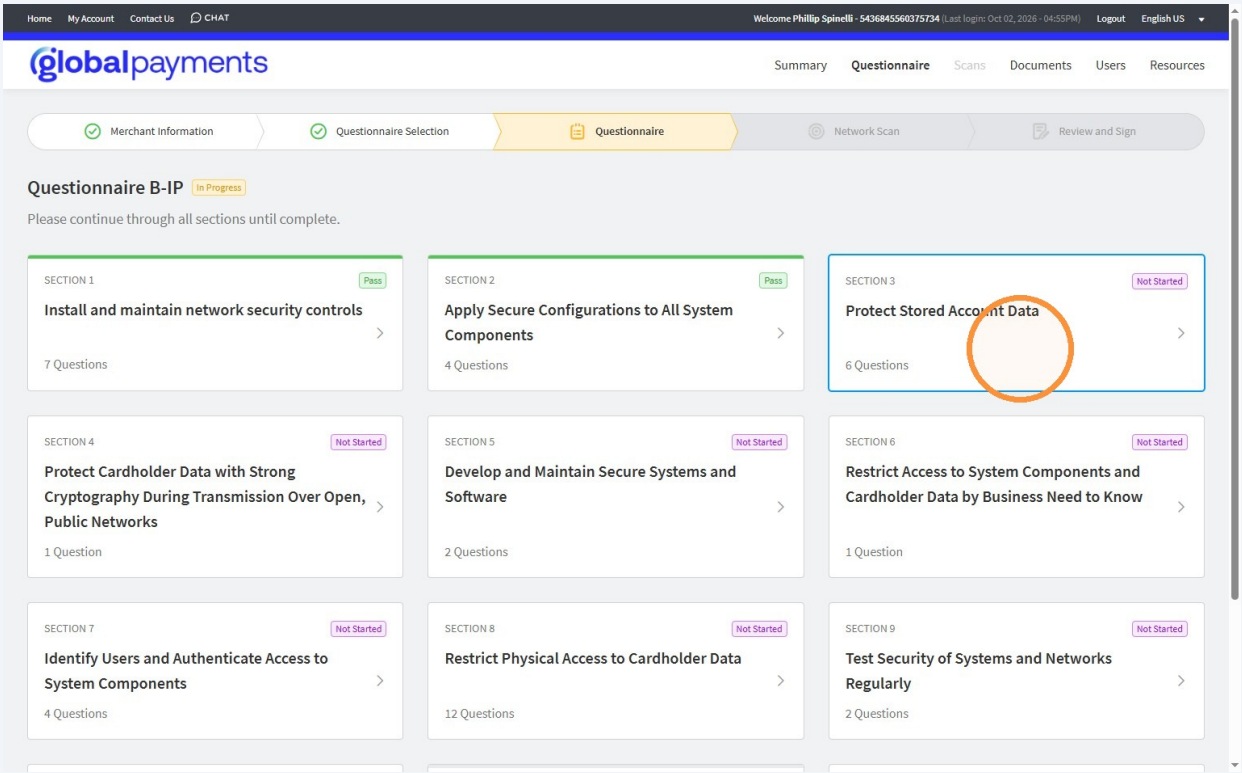

## 44 Click "In Place"



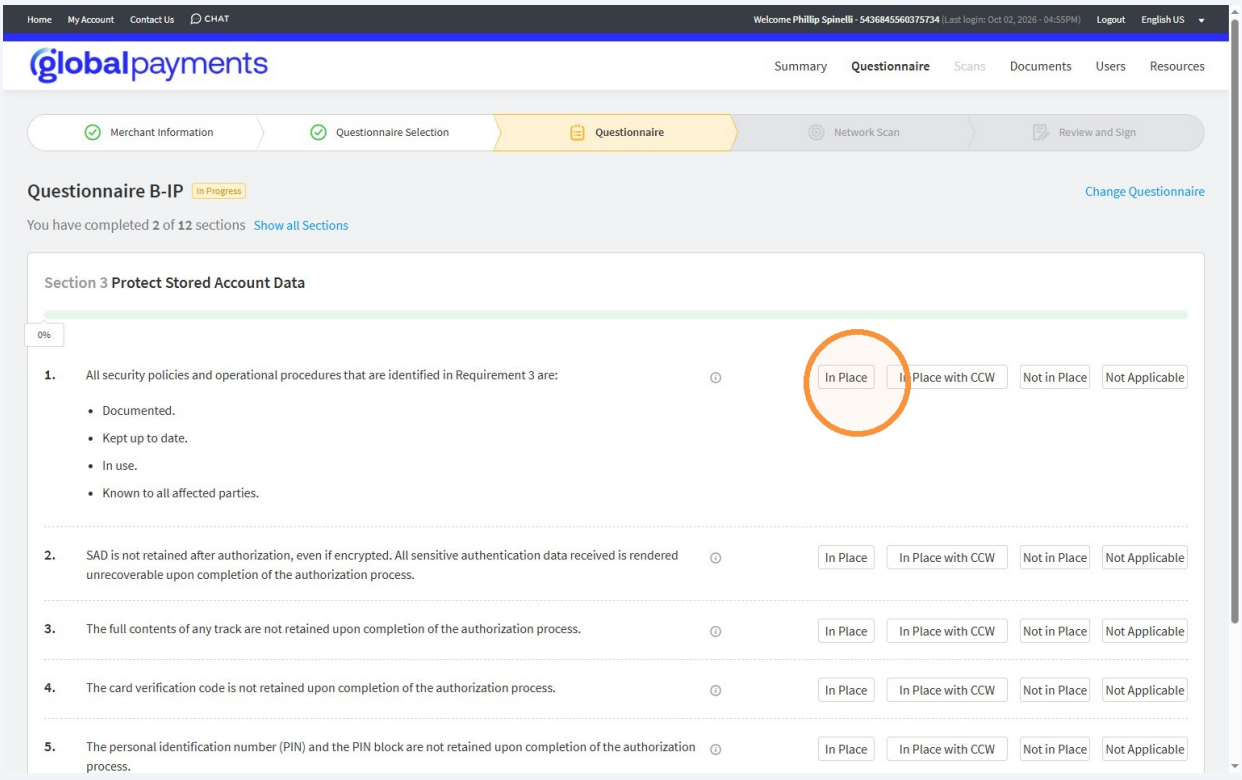
## 45 Click "Continue"



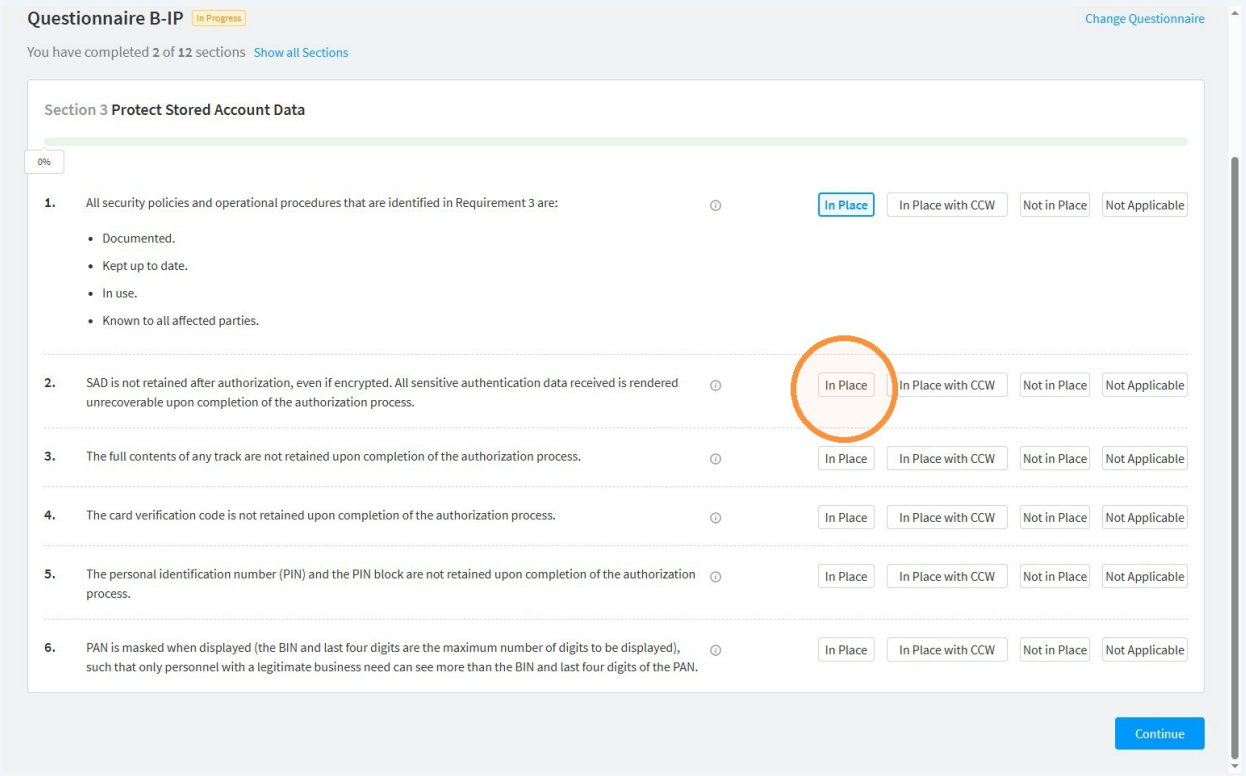
## 46 Click "Section 3"



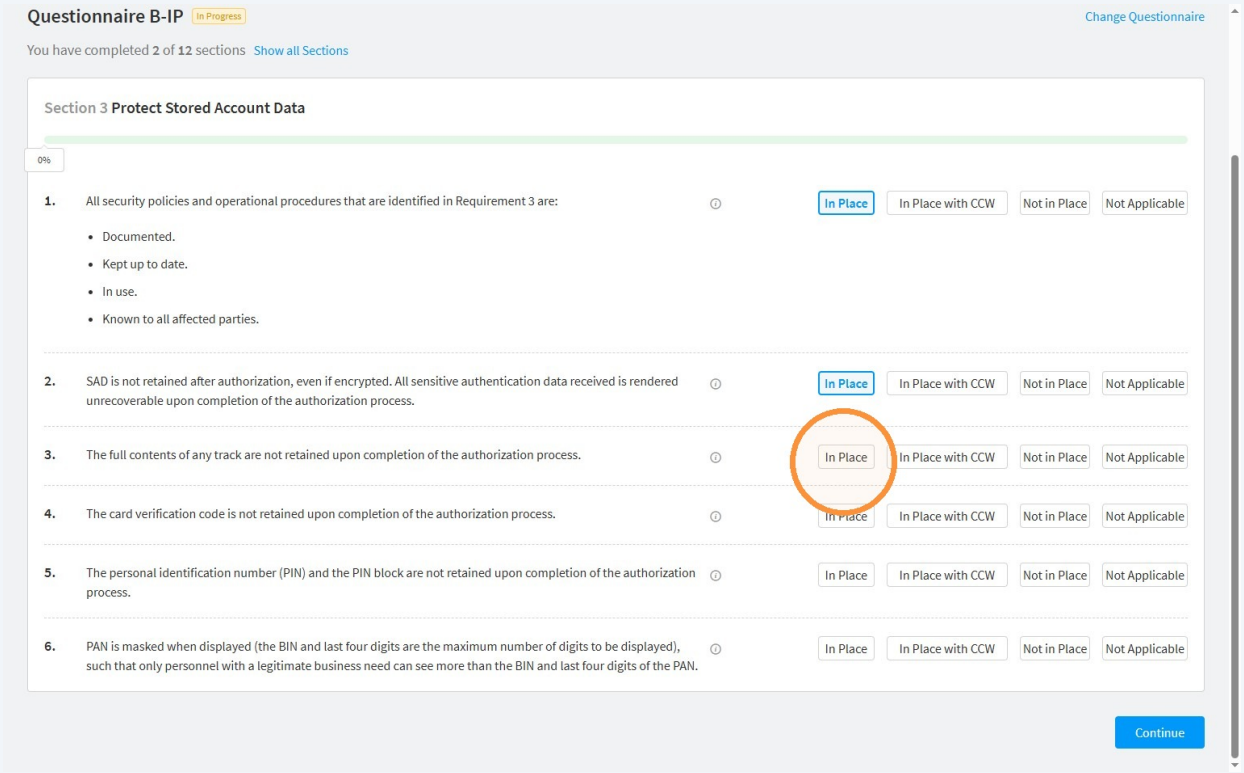

## 47 Click "In Place"



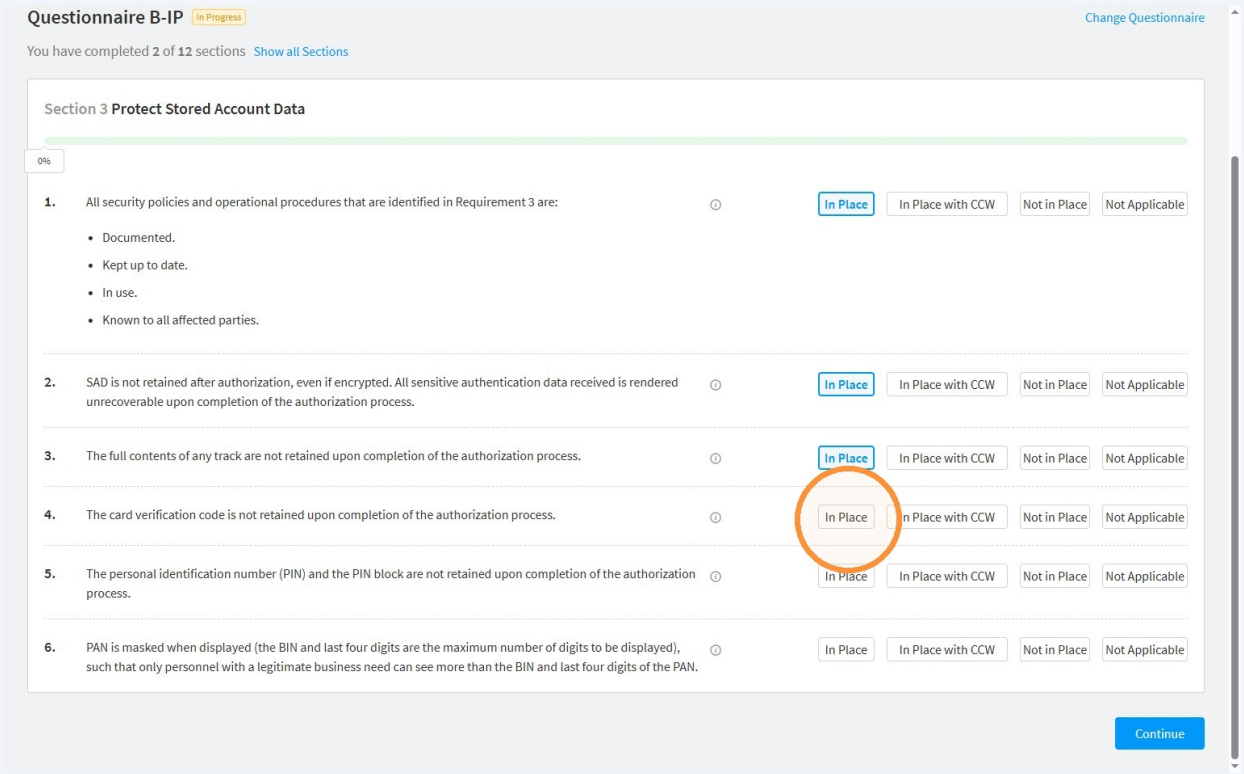
## 48 Click "In Place"



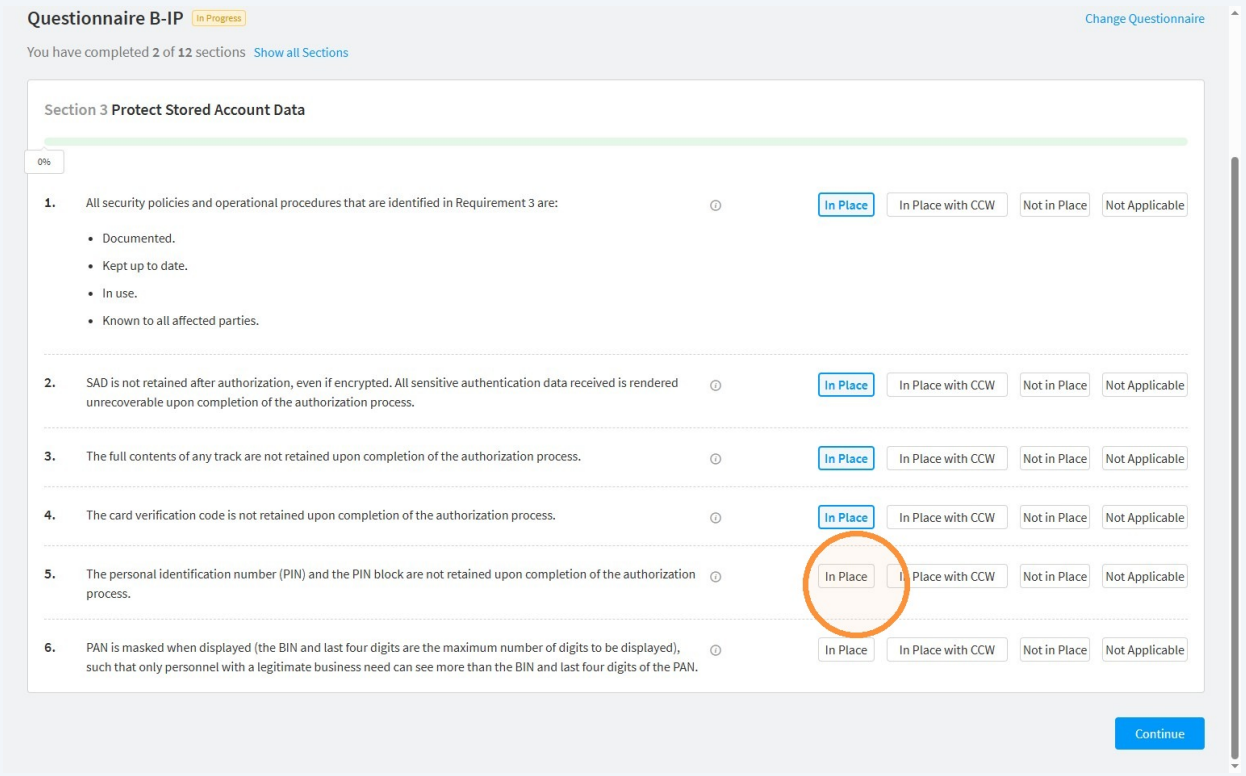
## 49 Click "In Place"



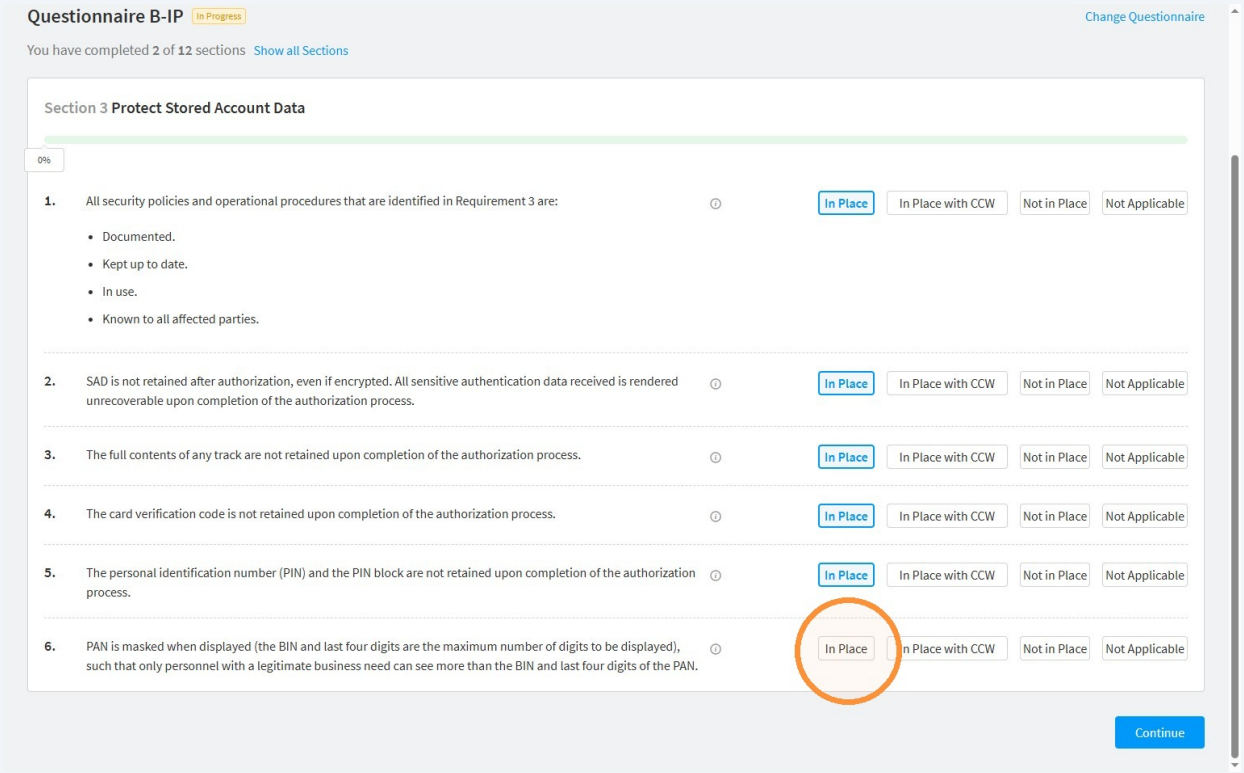

## 50 Click "In Place"



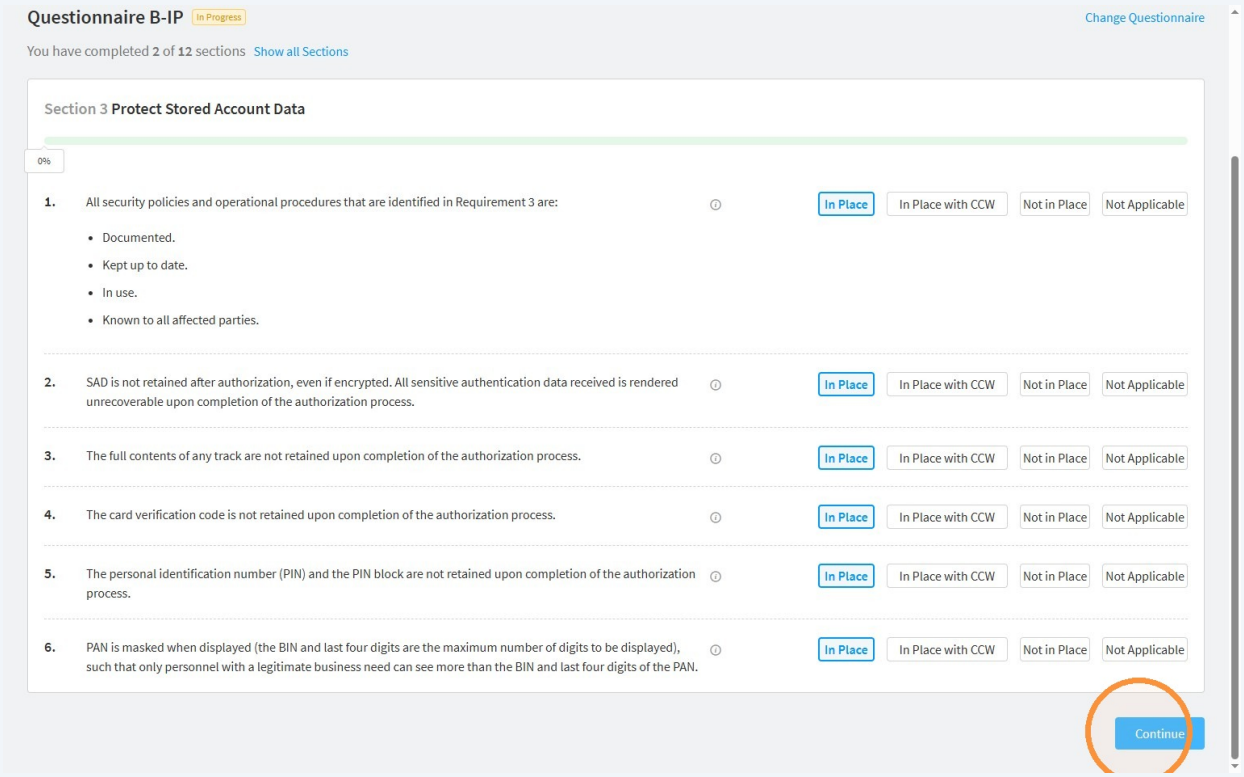
## 51 Click "In Place"



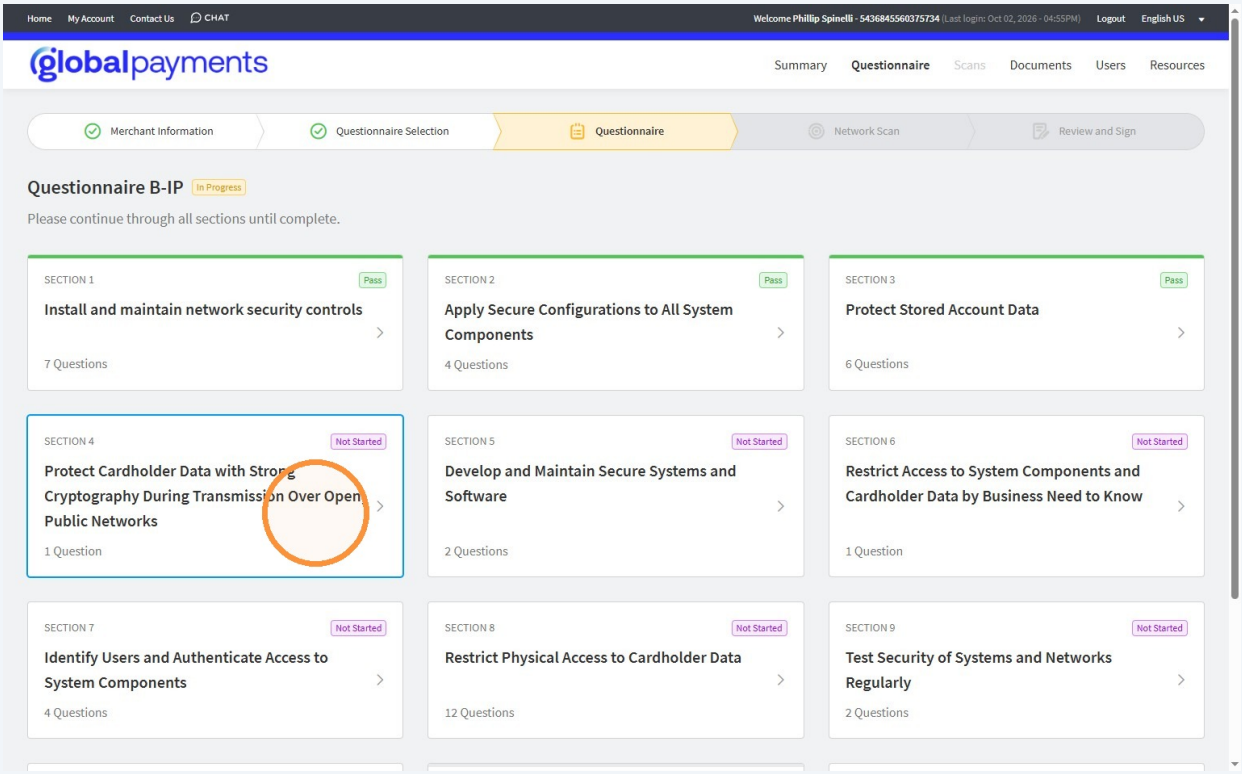
## 52 Click "In Place"



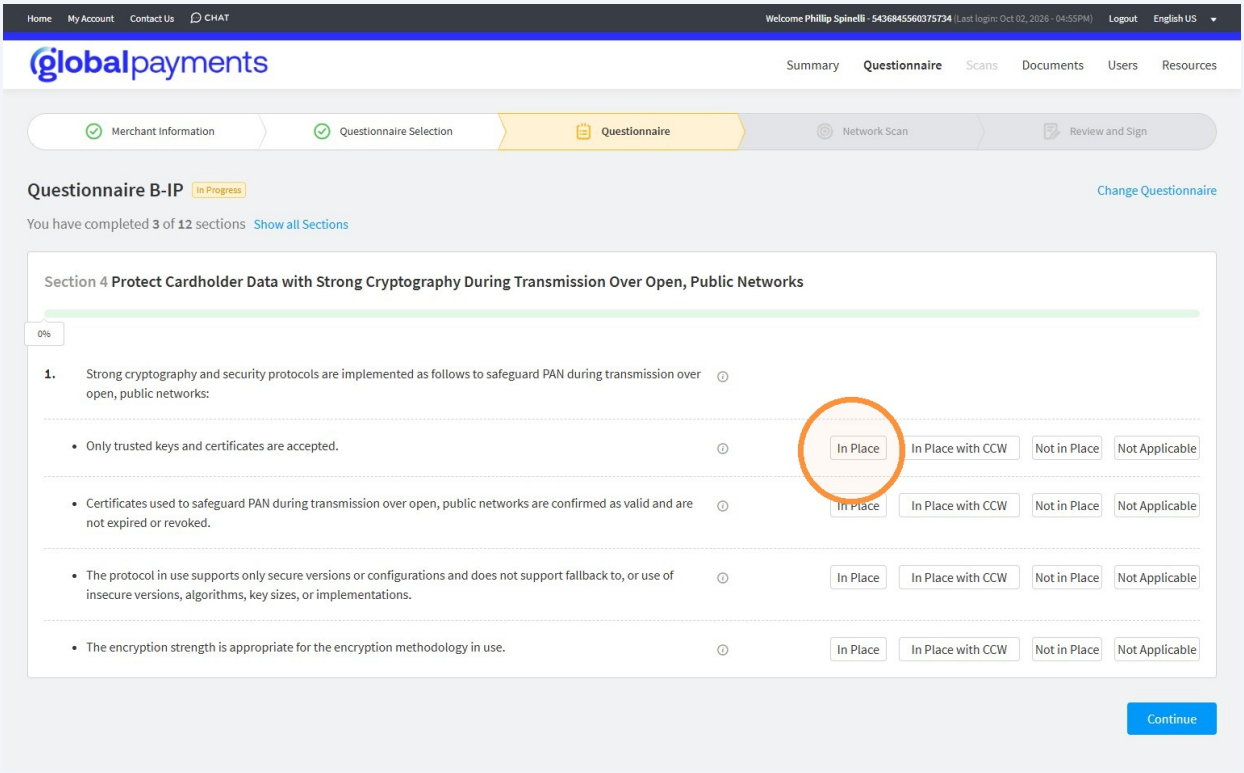

## 53 Click "Continue"



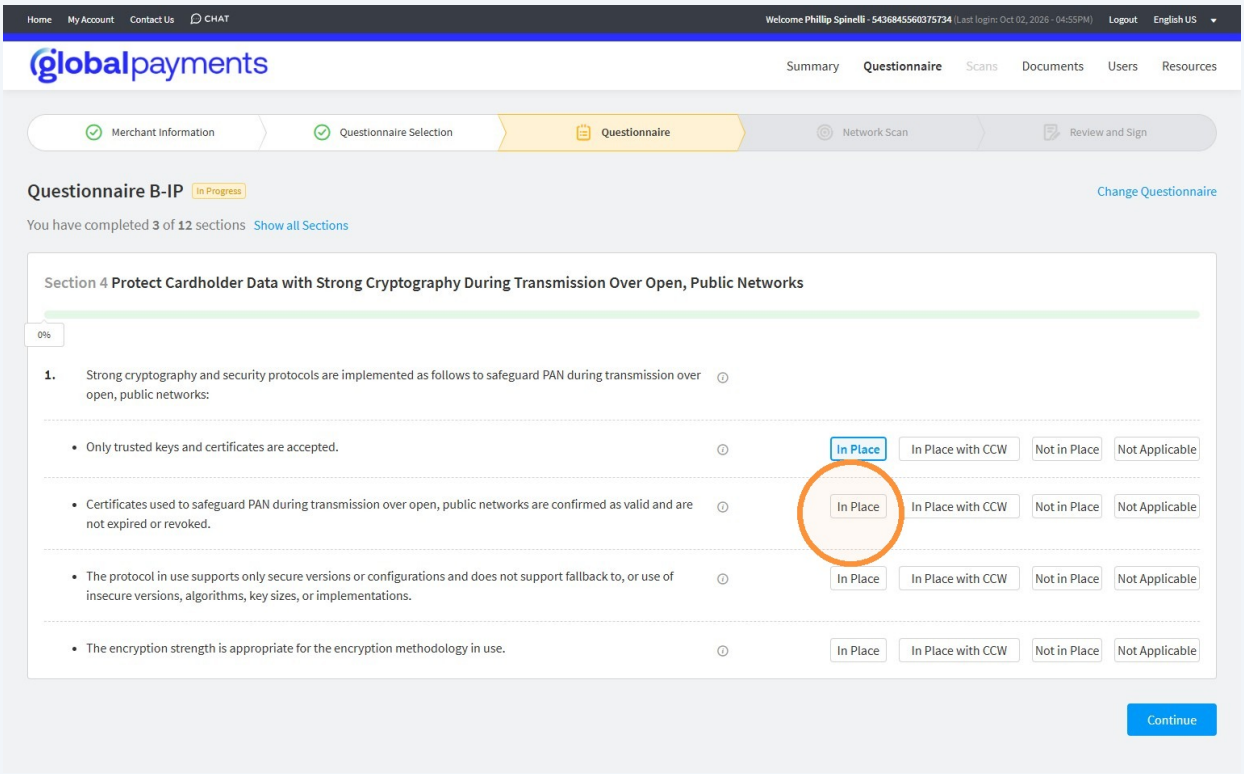
## 54 Click "Section 4"



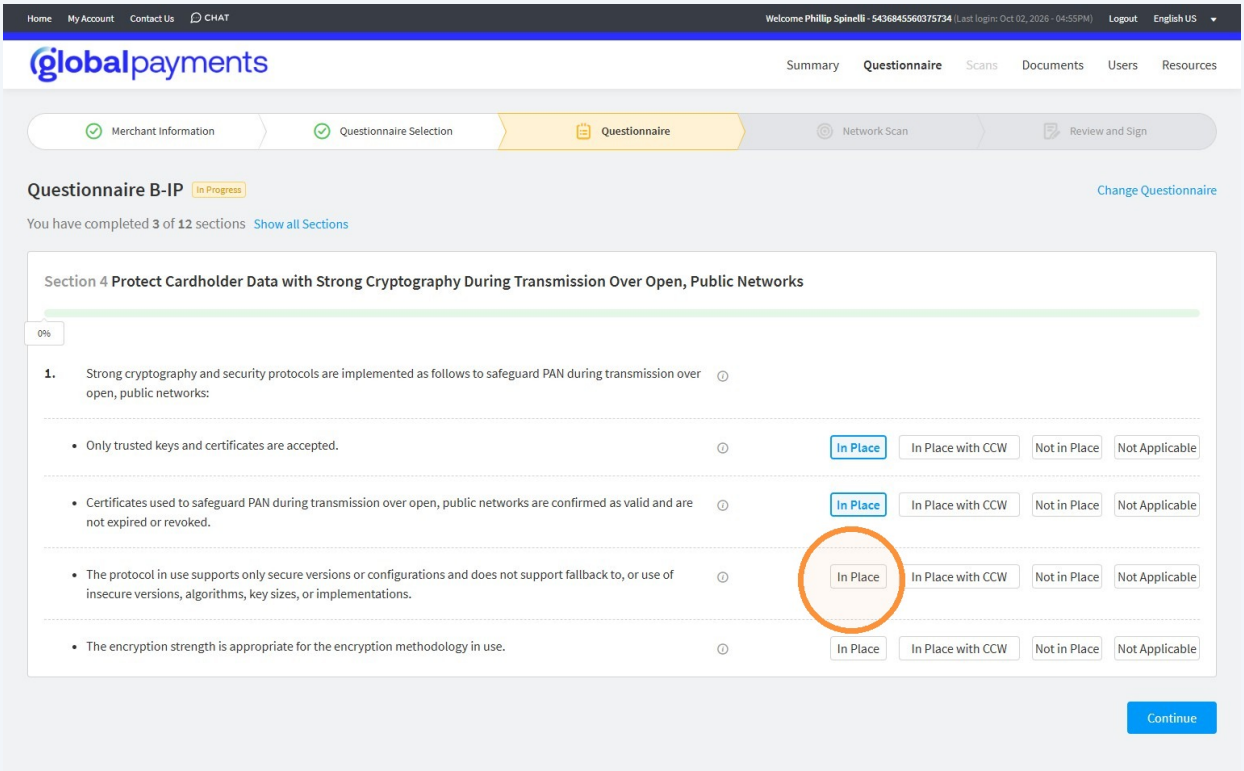
## 55 Click "In Place"



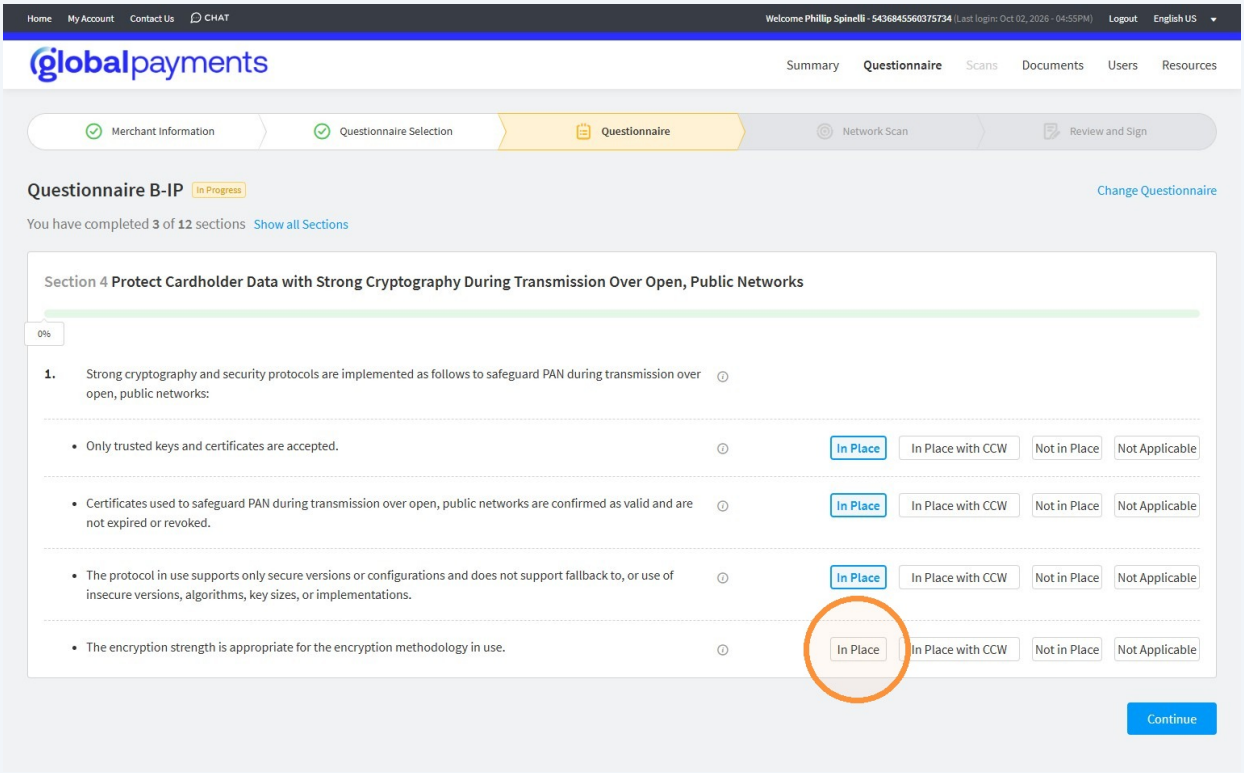

## 56 Click "In Place"



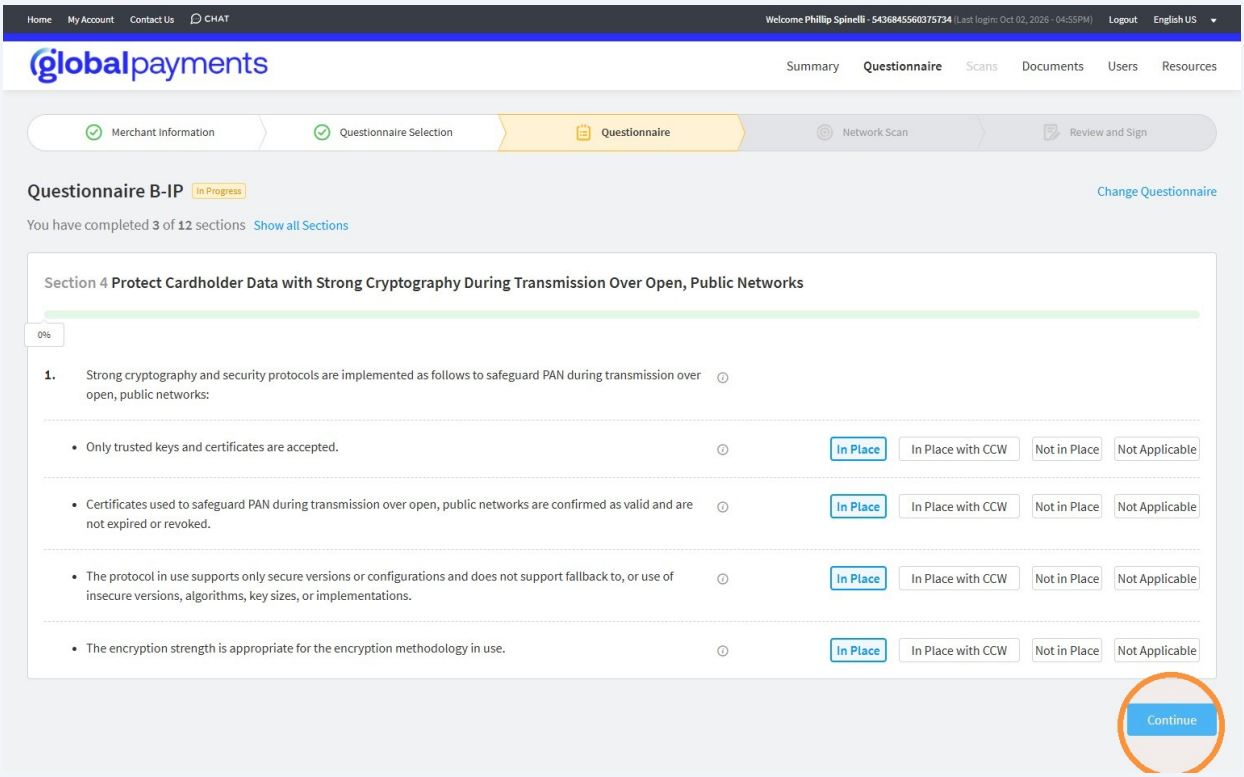
## 57 Click "In Place"



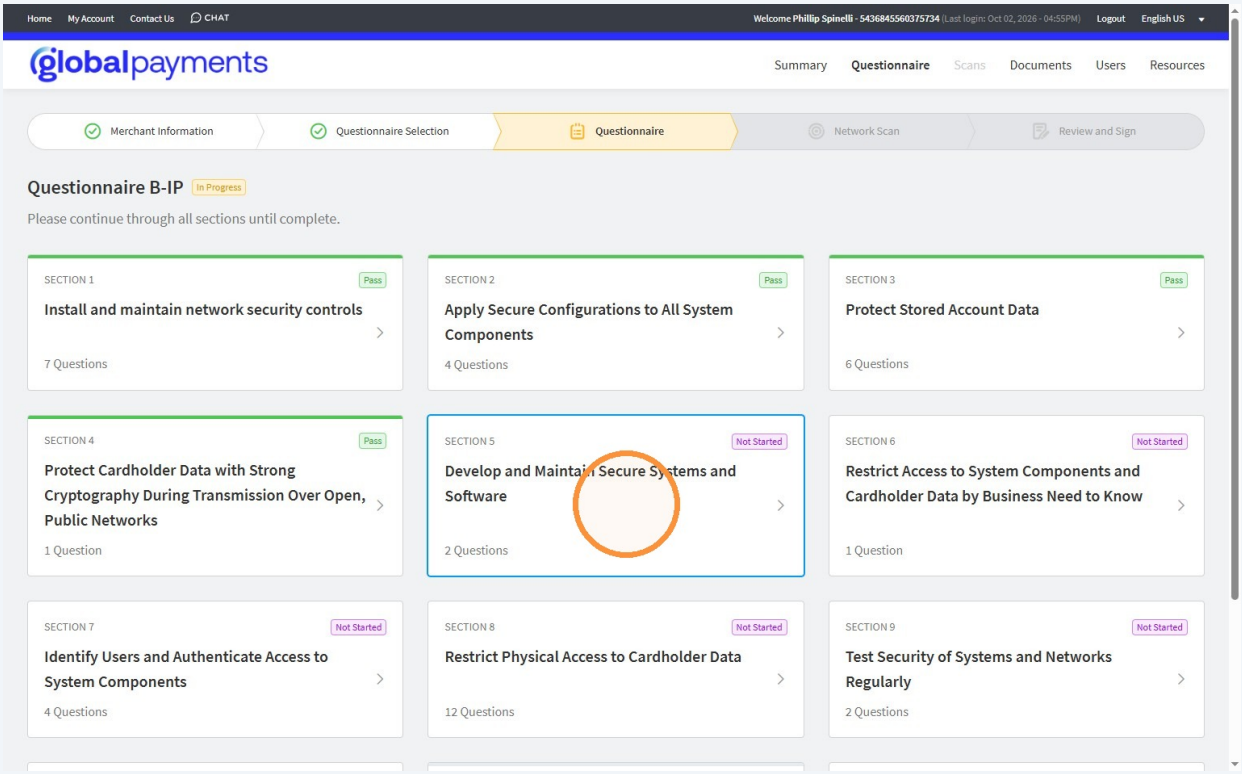
## 58 Click "In Place"



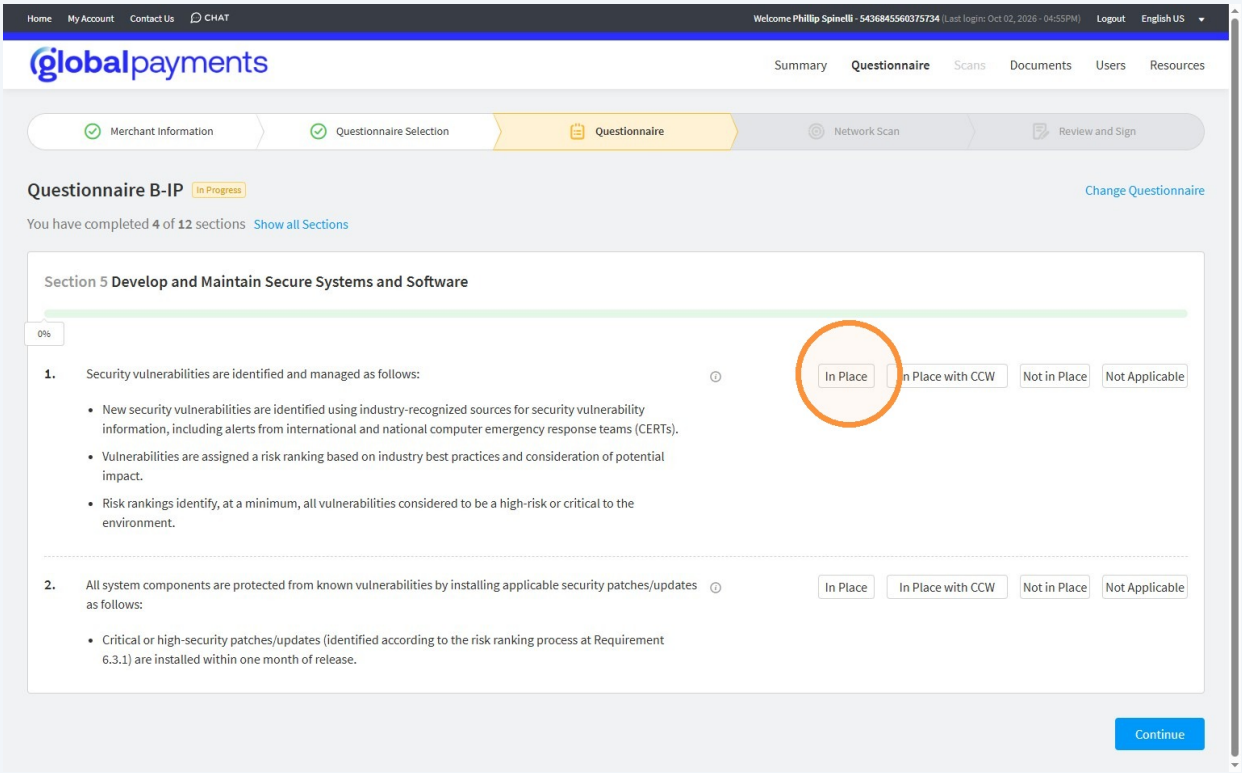

## 59 Click "Continue"



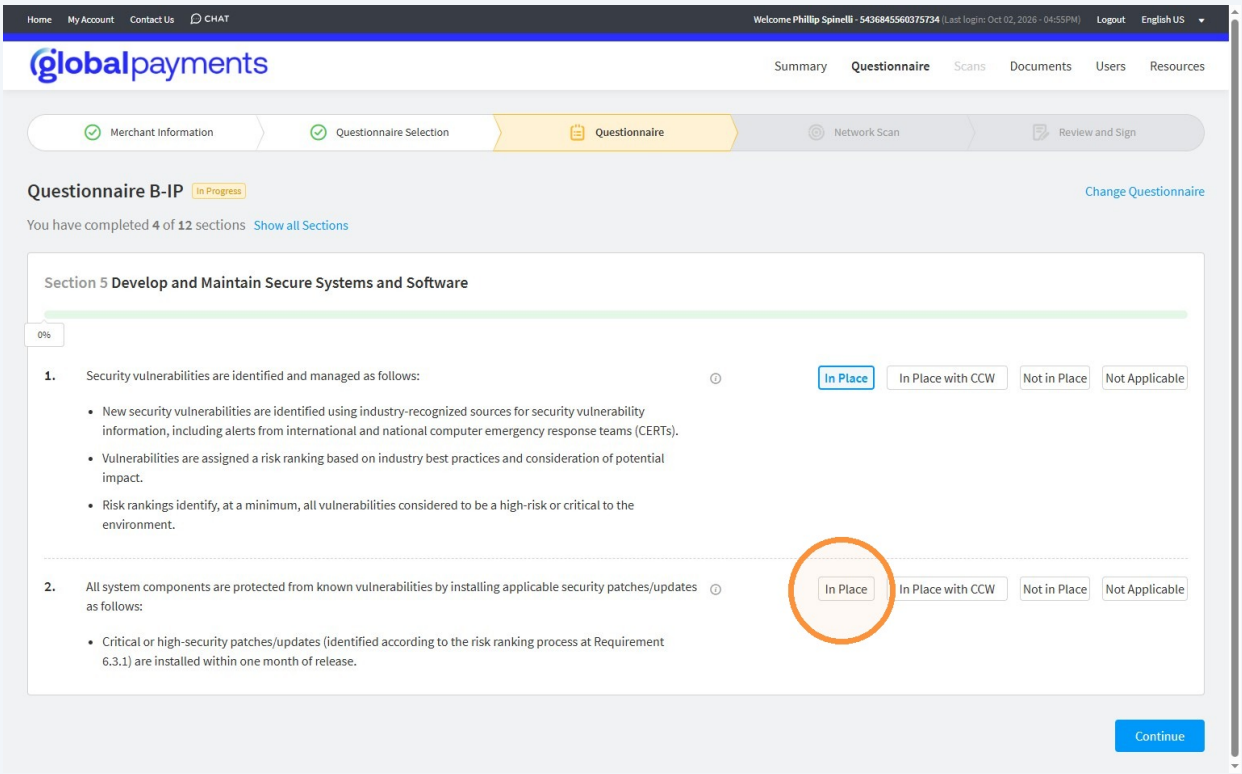
## 60 Click "Section 5"



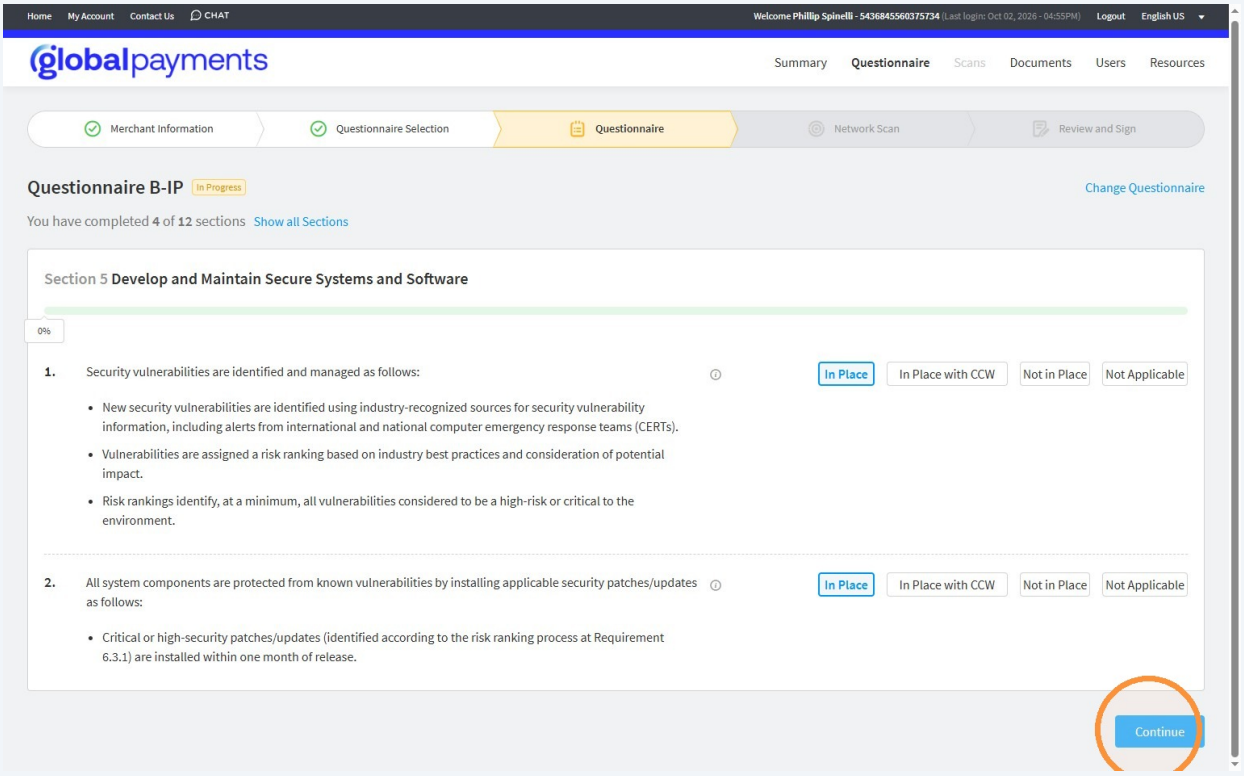
## 61 Click "In Place"



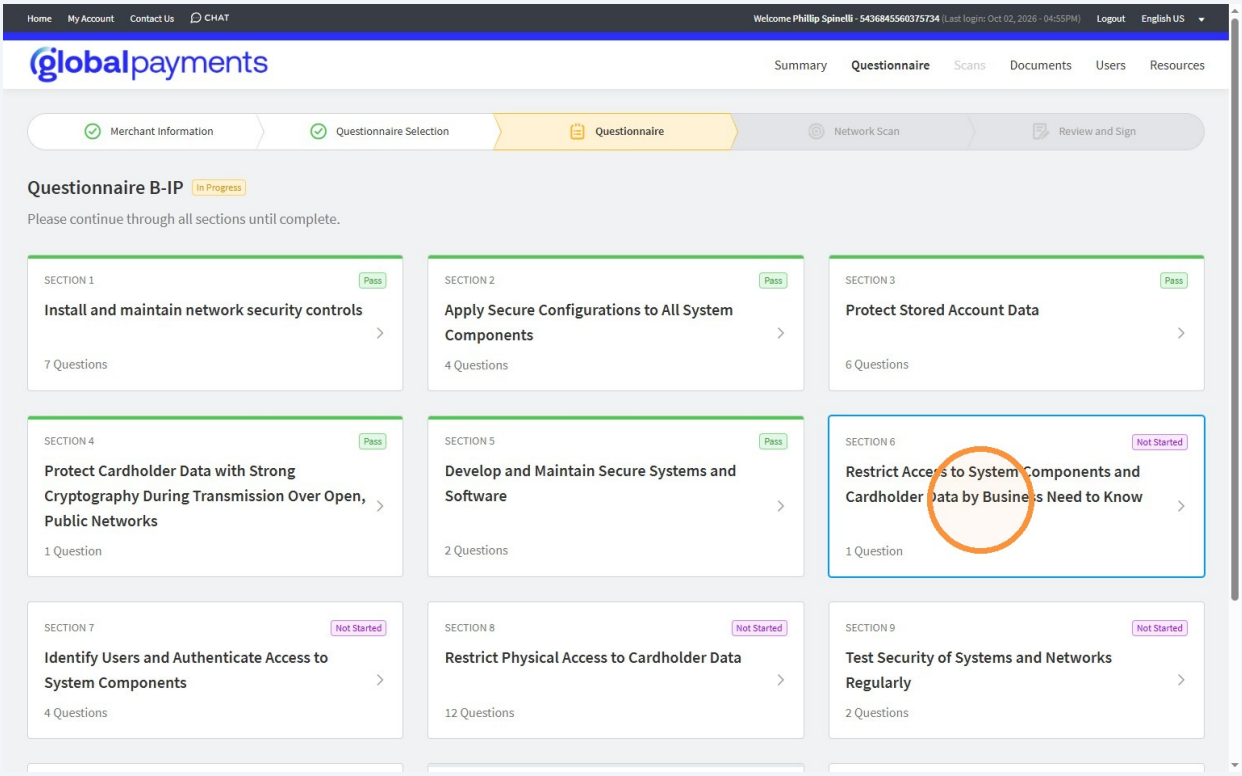

## 62 Click "In Place"



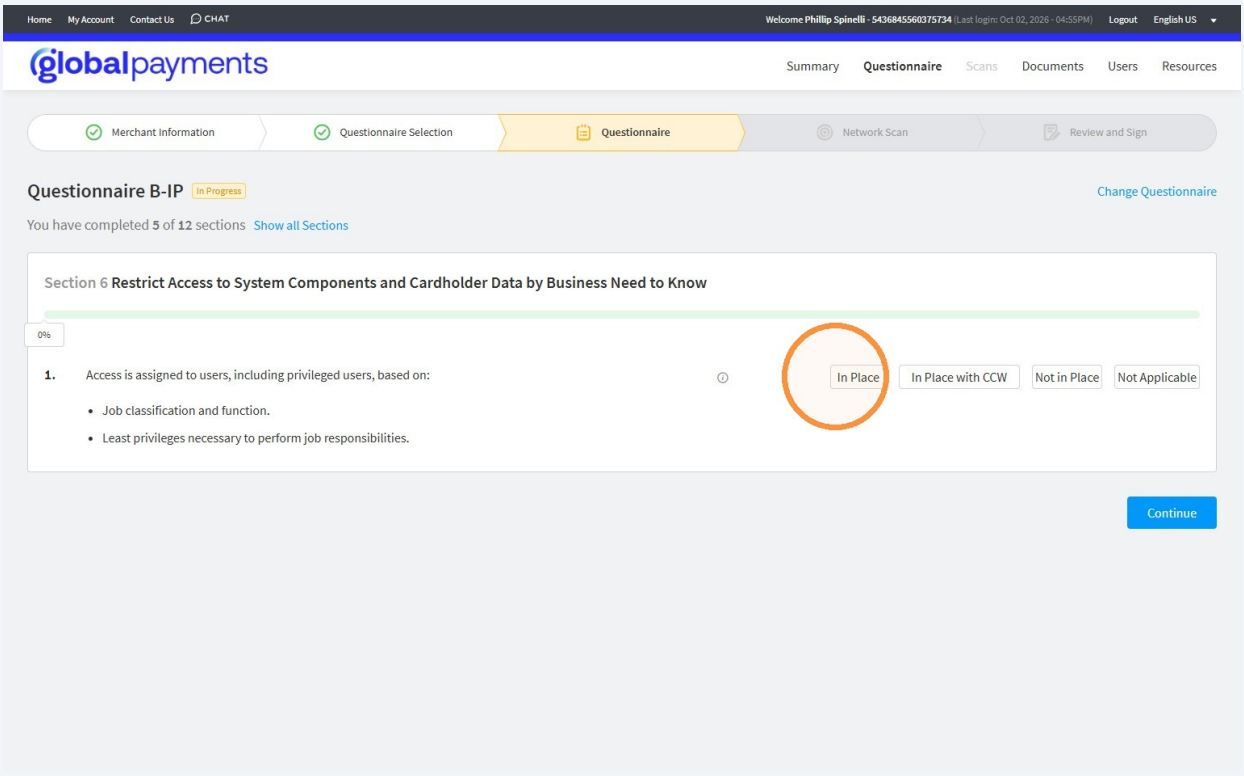
## 63 Click "Continue"



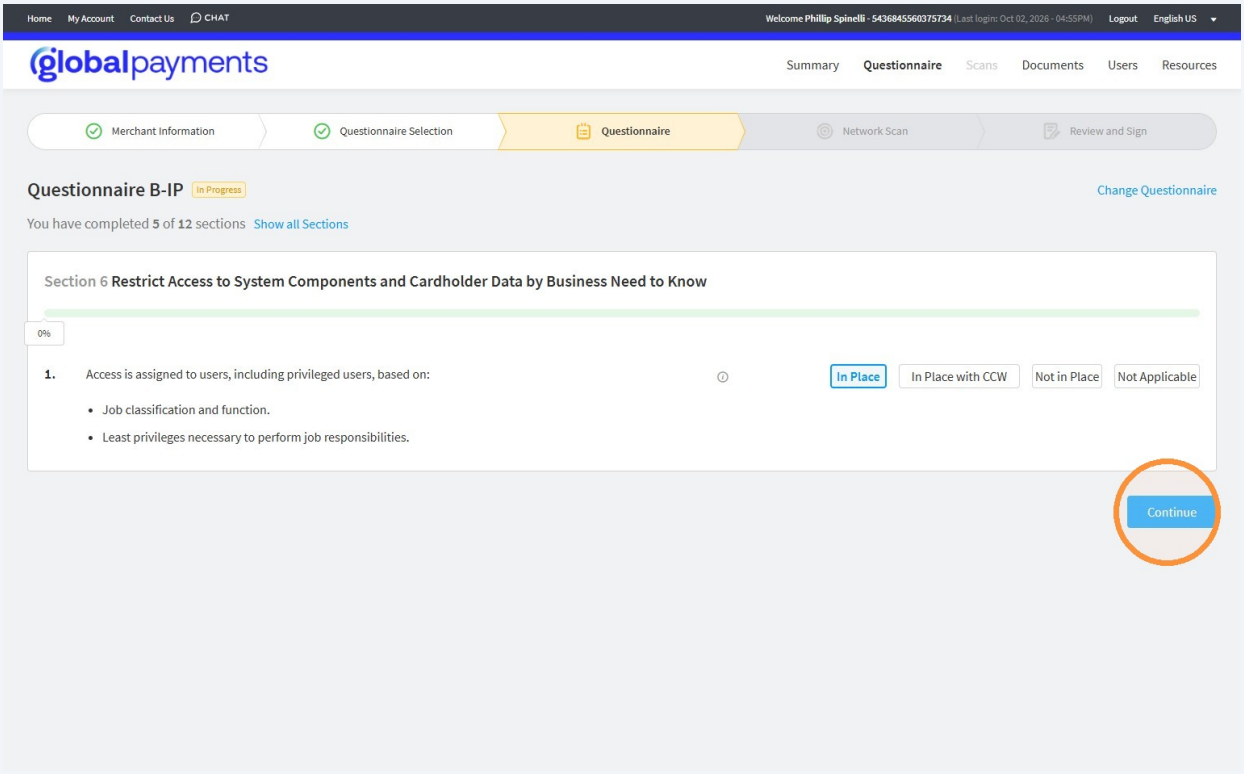
## 64 Click "Section 6"



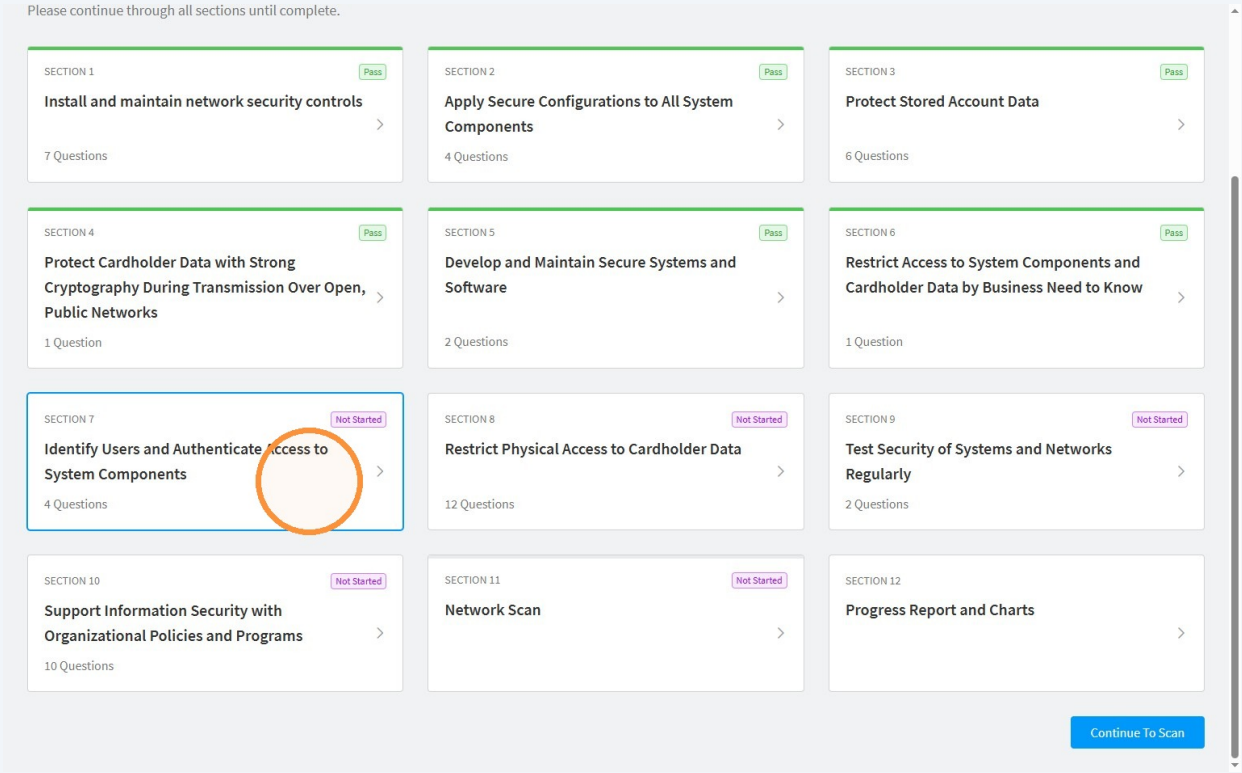

## 65 Click "In Place"



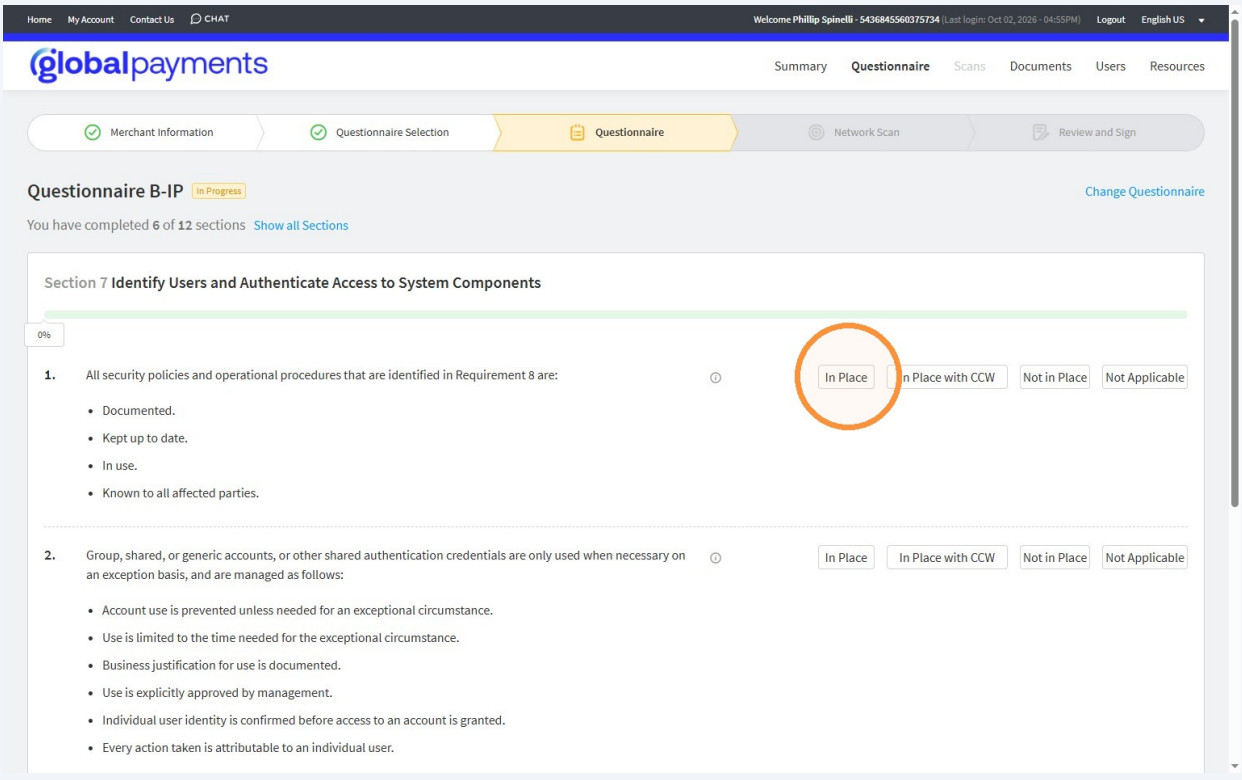
## 66 Click "Continue"



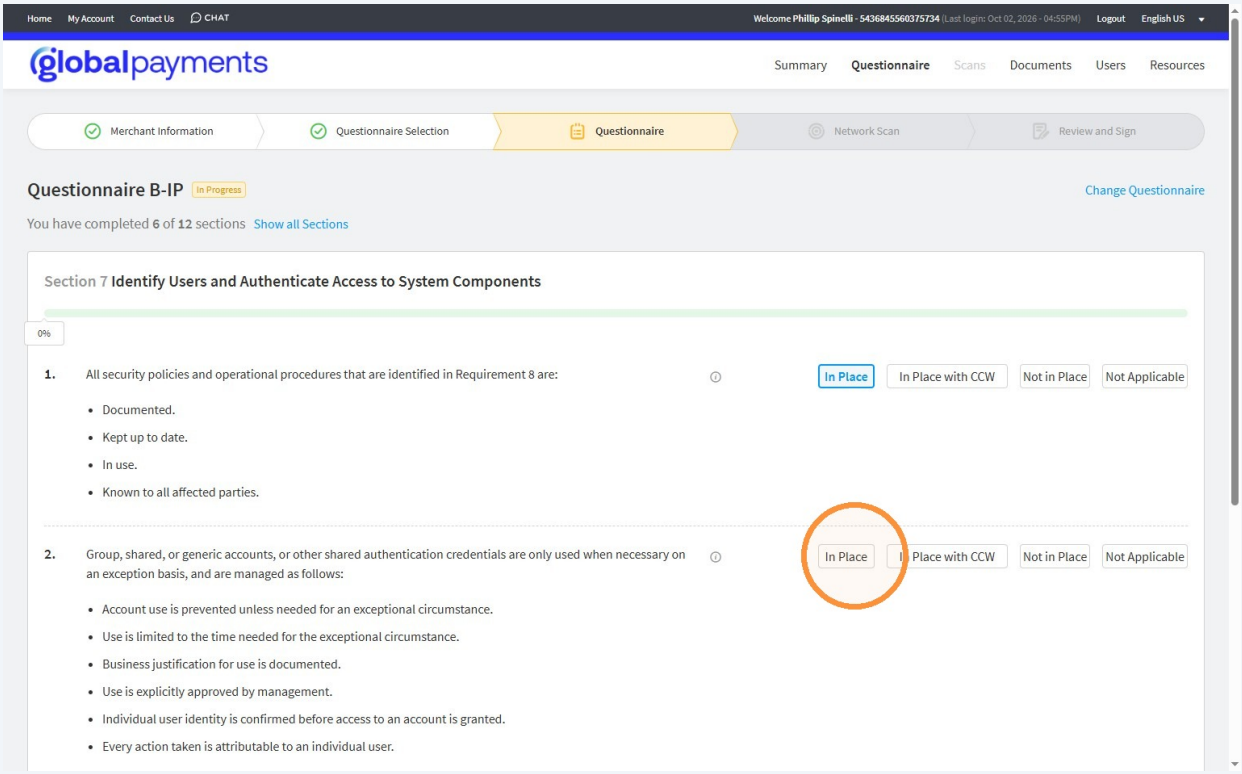
## 67 Click "Section 7"



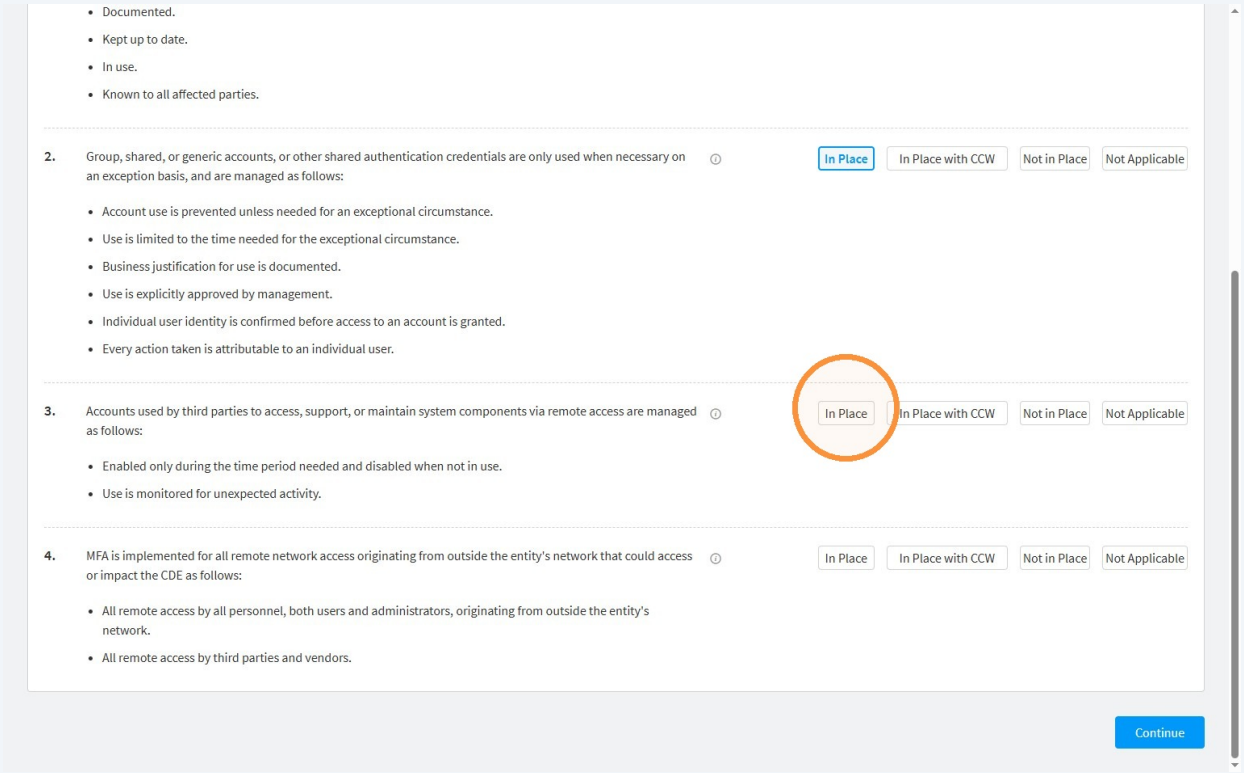

## 68 Click "In Place"



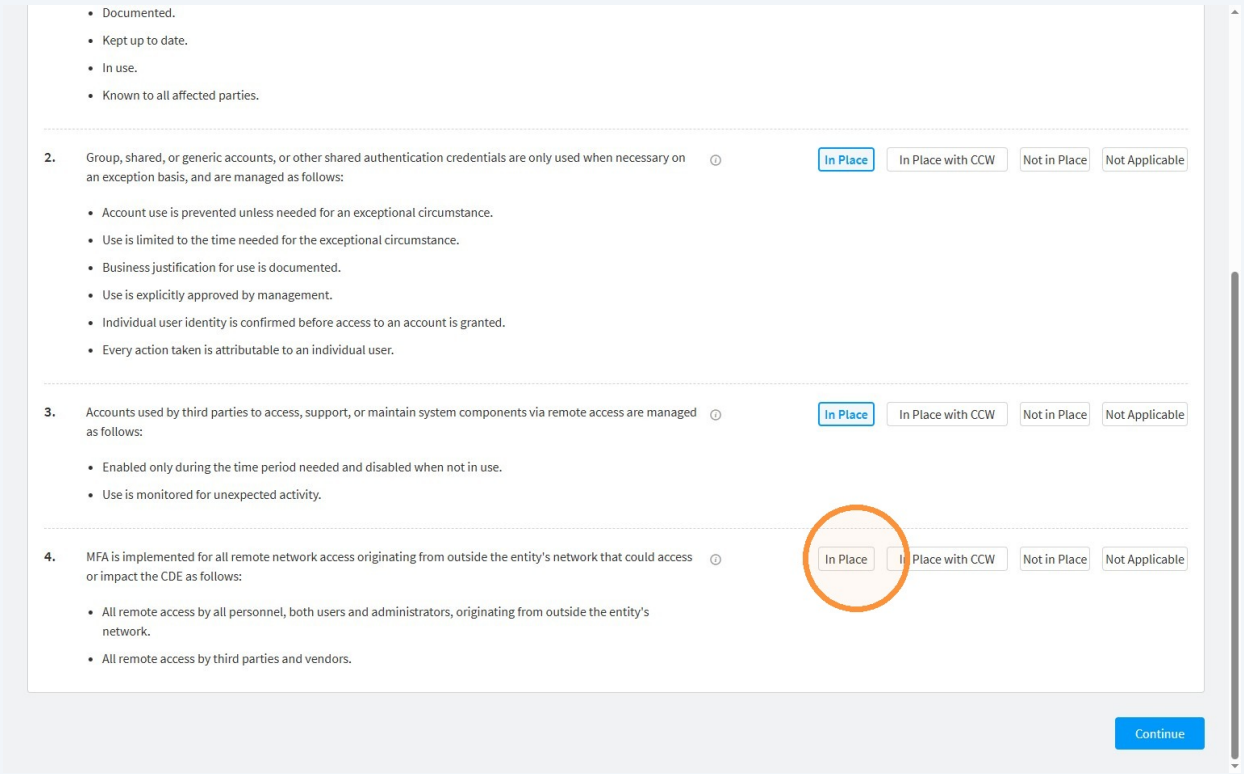
## 69 Click "In Place"



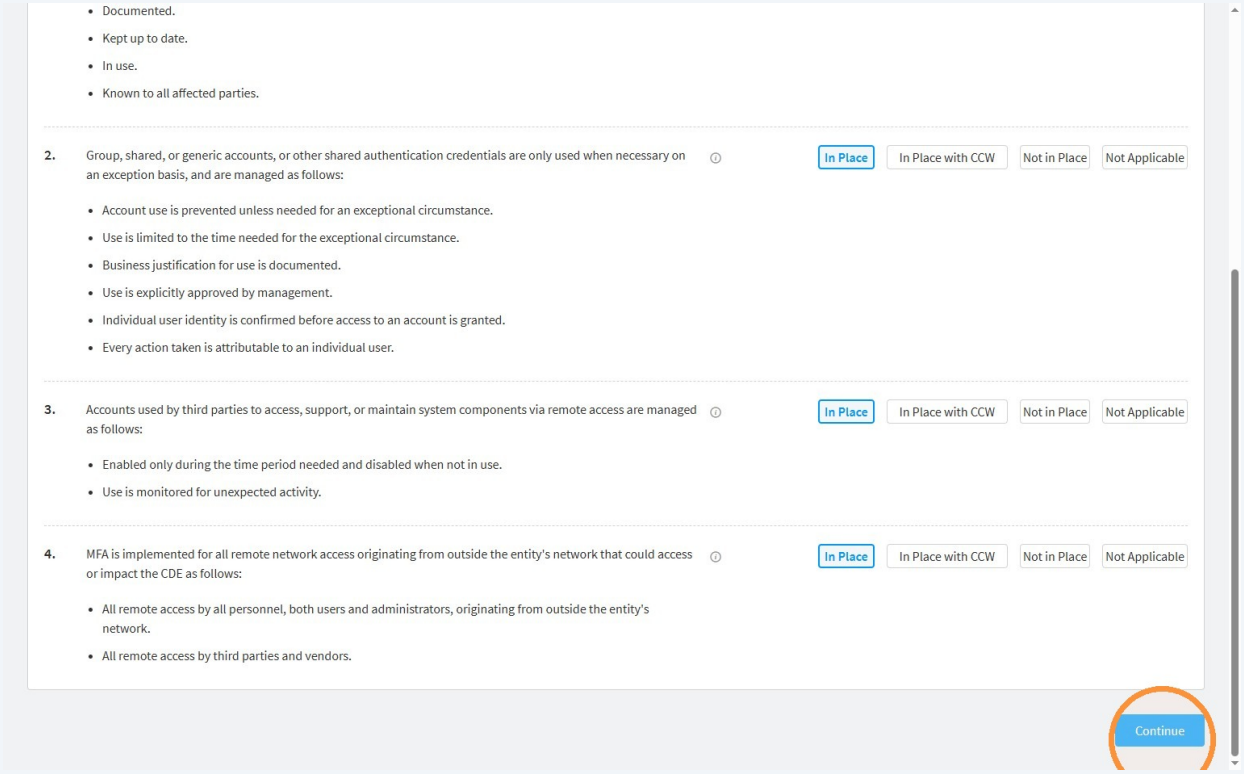
## 70 Click "In Place"



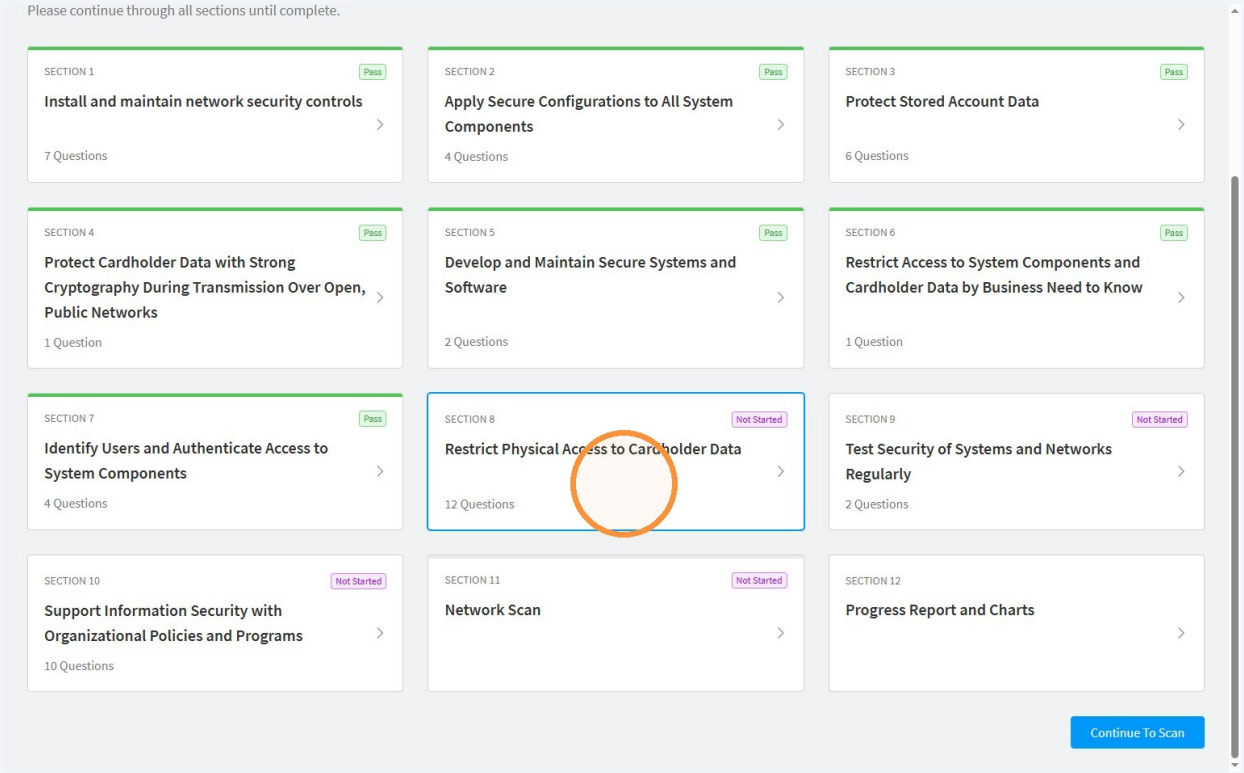

## 71 Click "In Place"



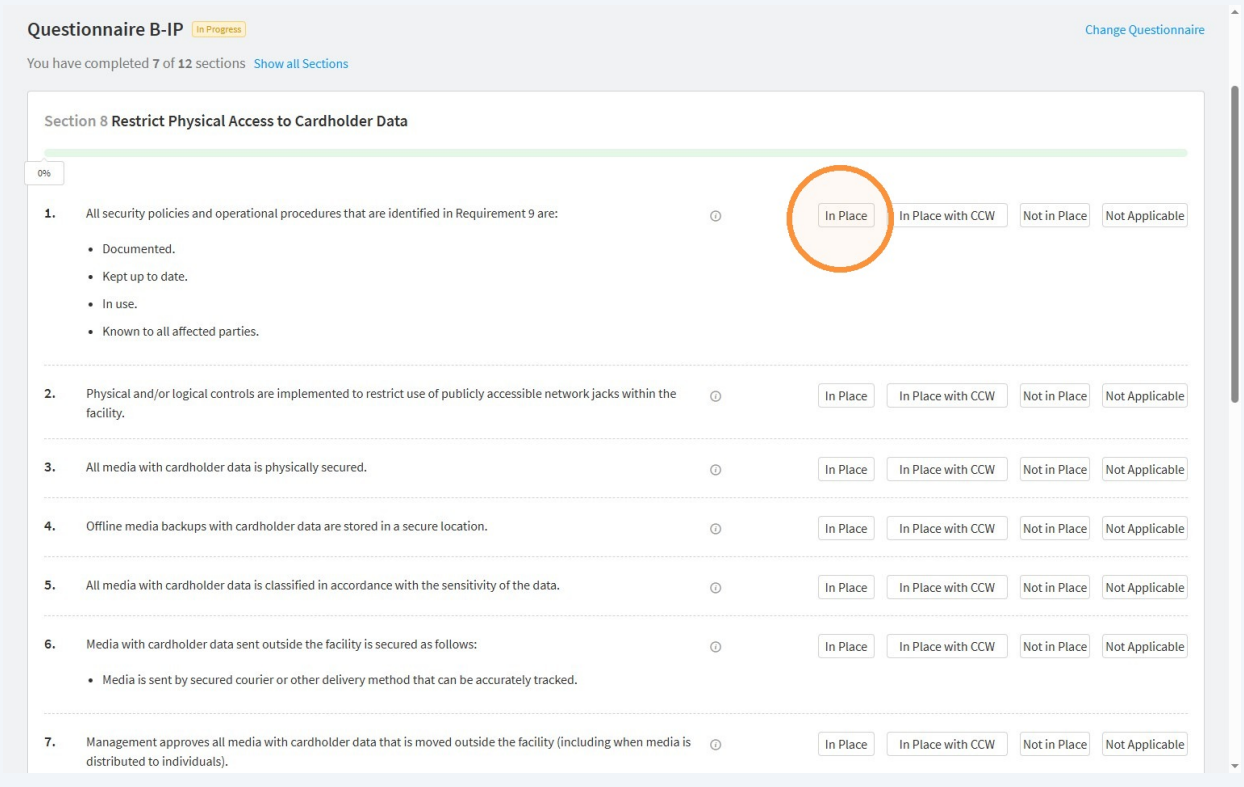
## 72 Click "Continue"



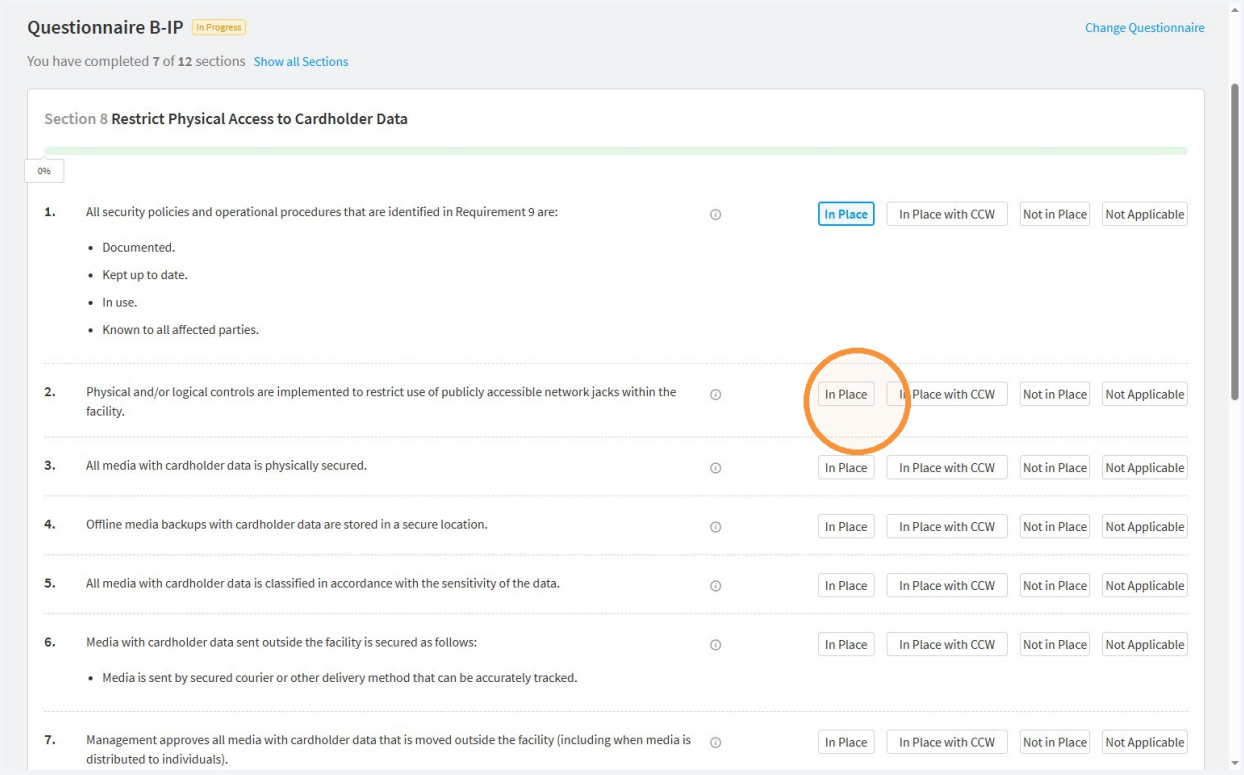
## 73 Click "Section 8"



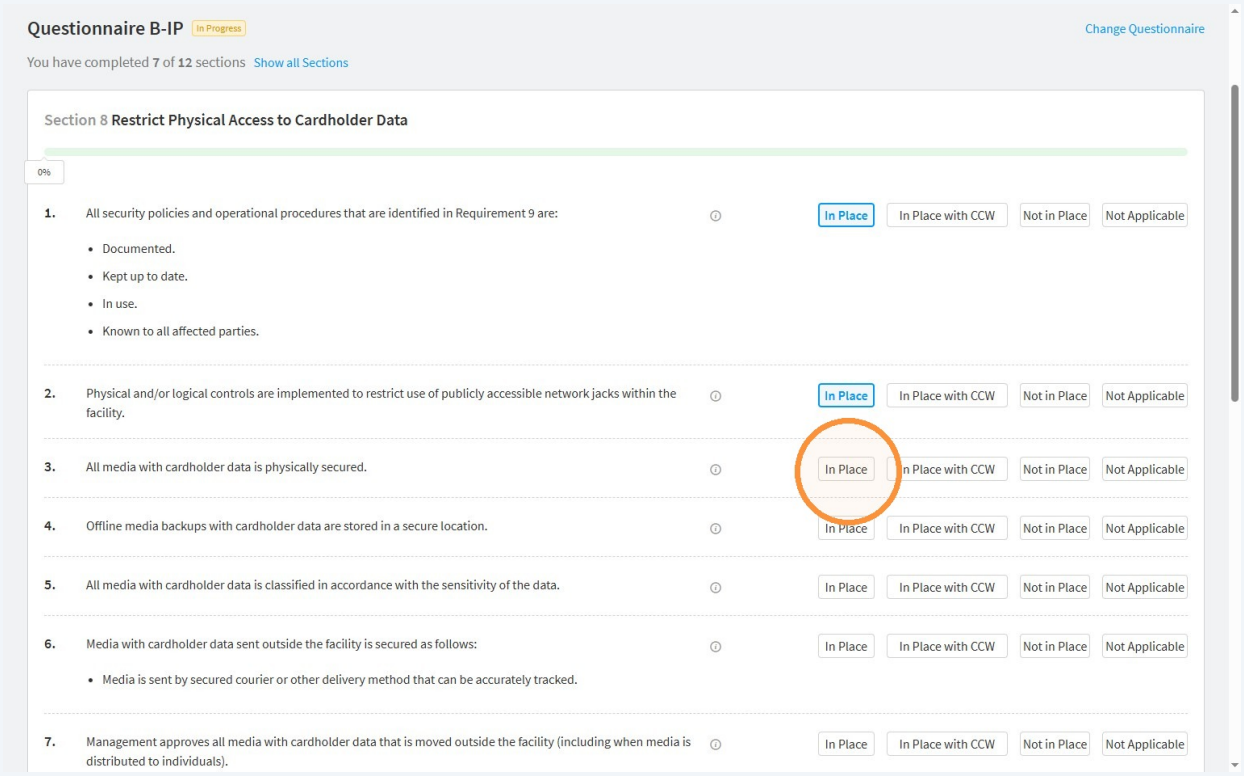

## 74 Click "In Place"



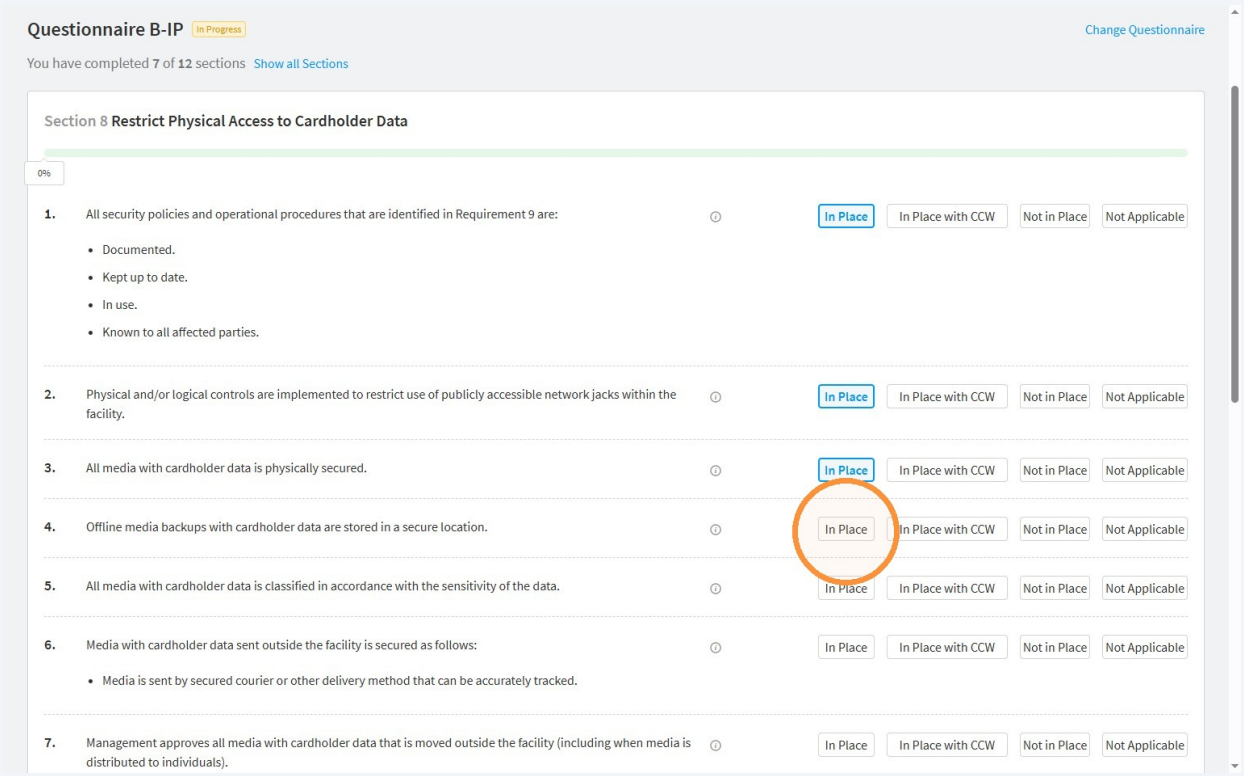
## 75 Click "In Place"



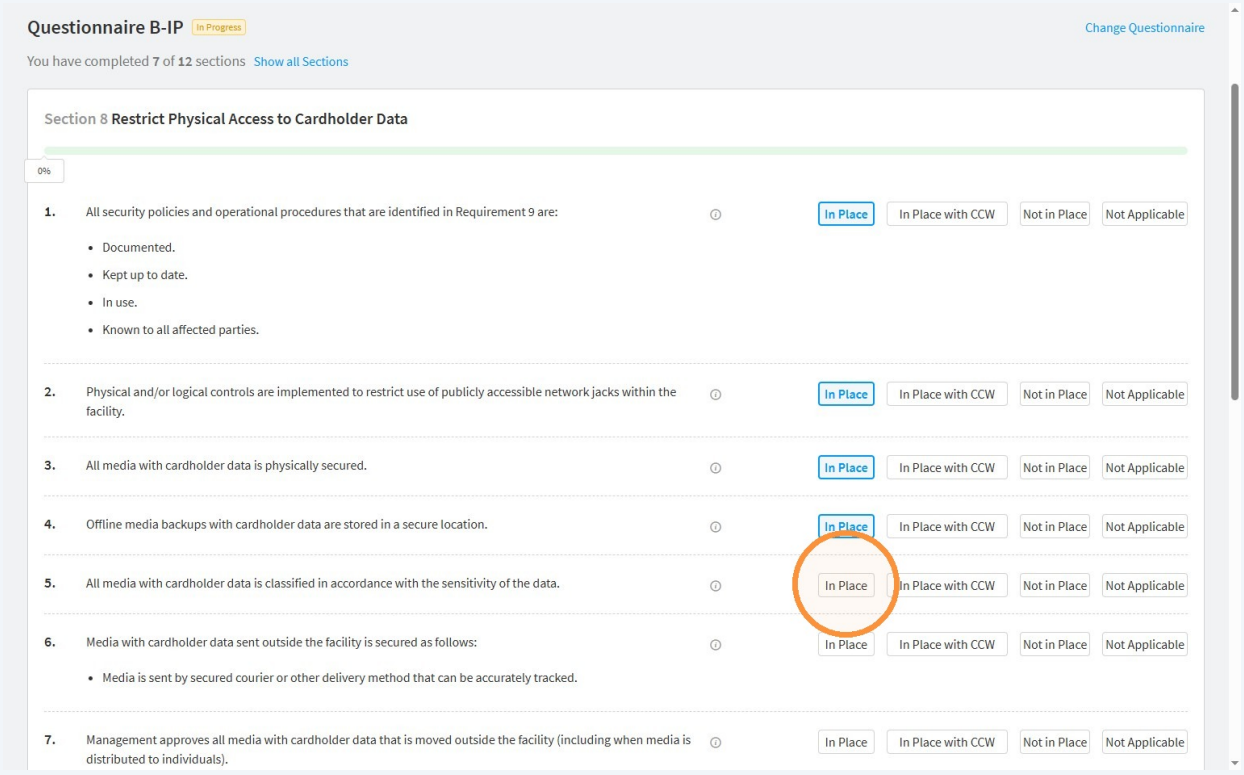
## 76 Click "In Place"



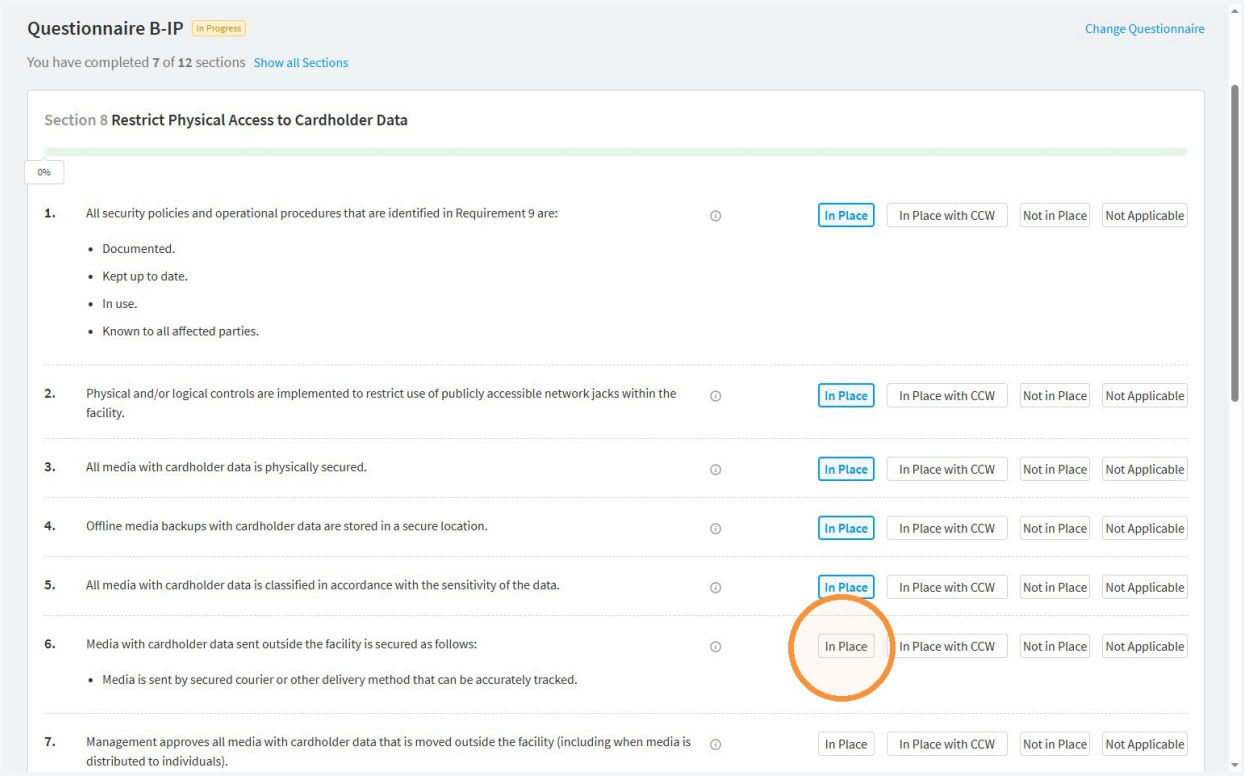

## 77 Click "In Place"



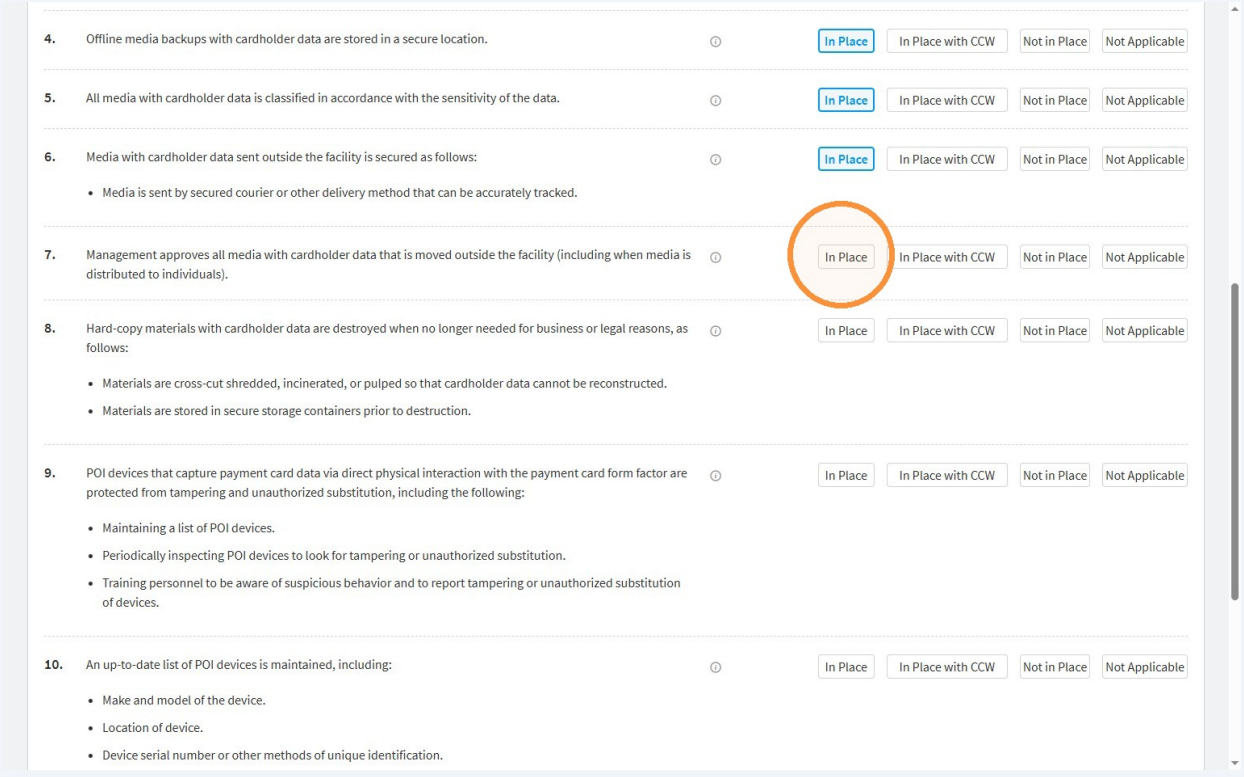
## 78 Click "In Place"



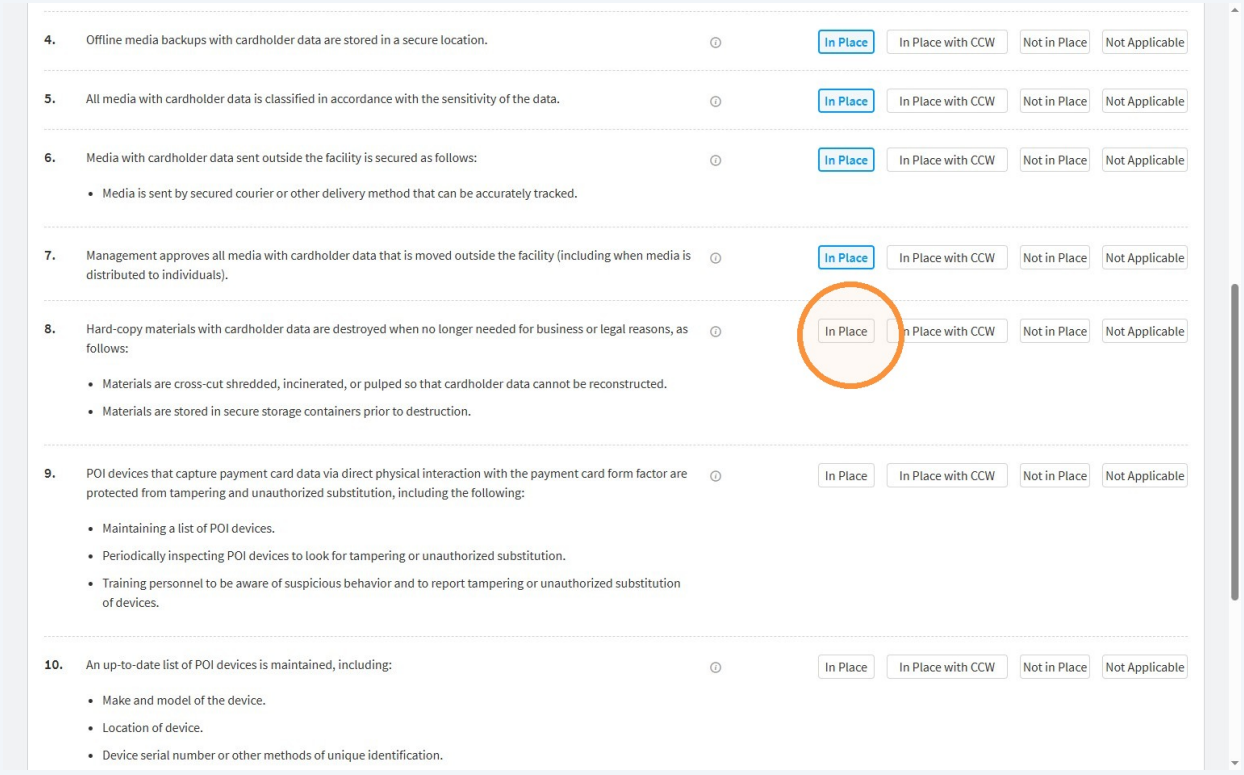
## 79 Click "In Place"



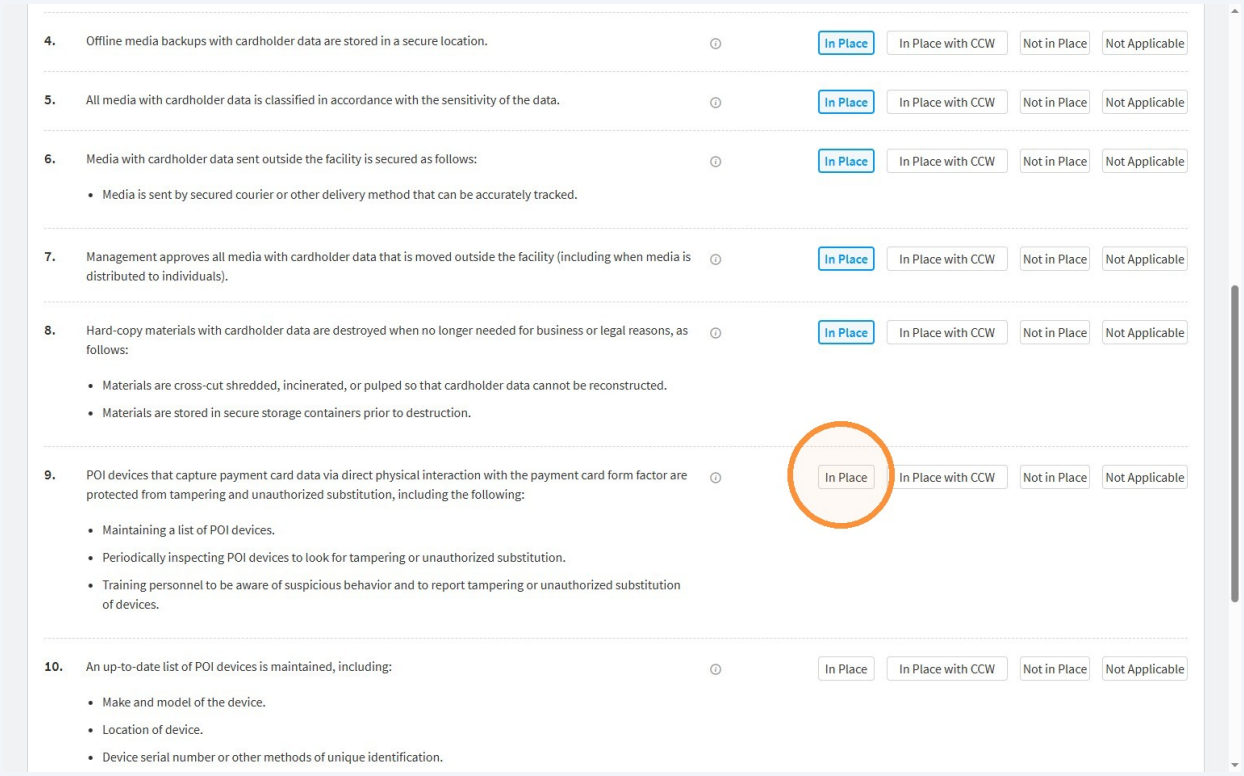

## 80 Click "In Place"



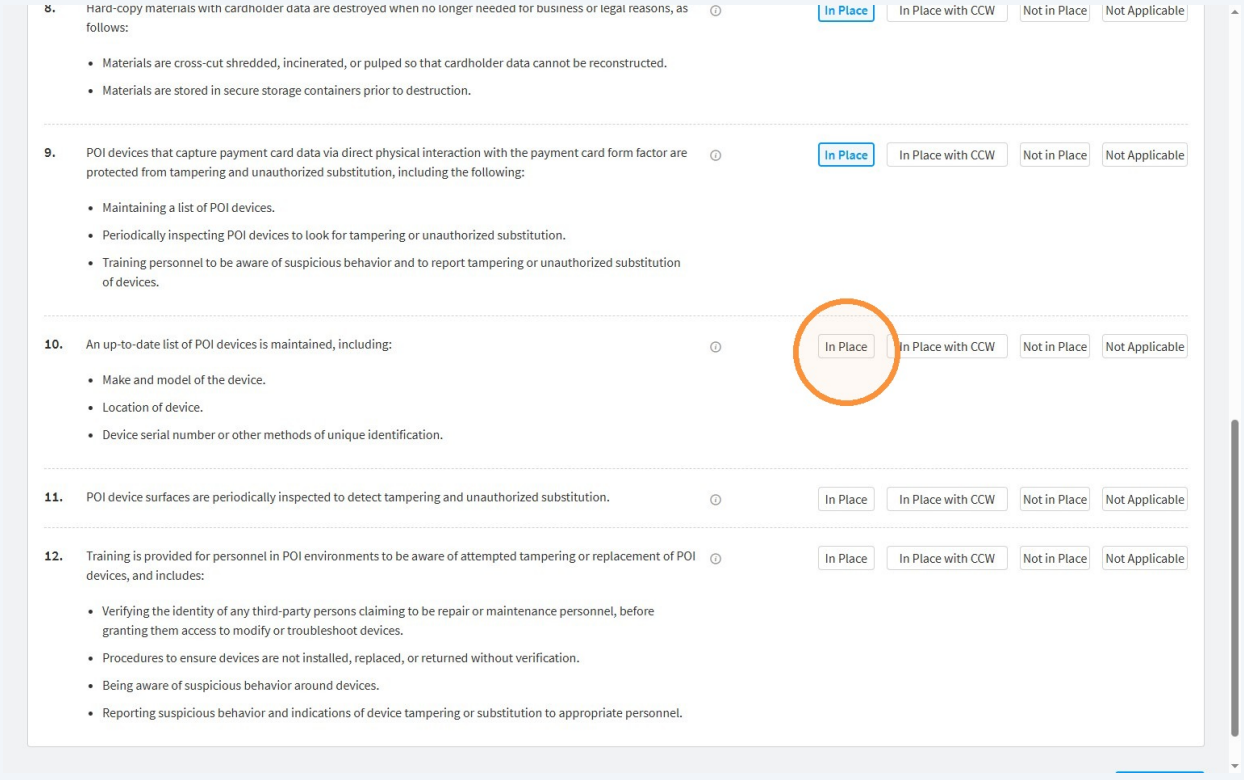
## 81 Click "In Place"



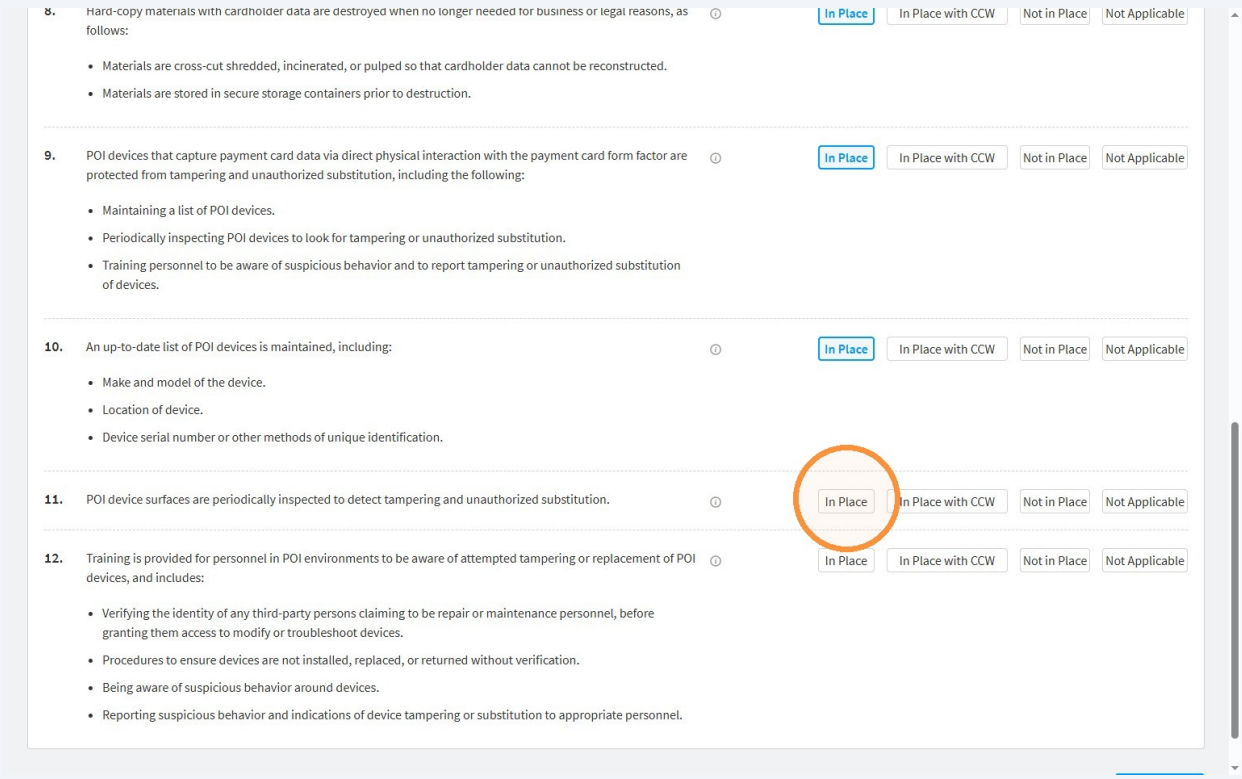
## 82 Click "In Place"



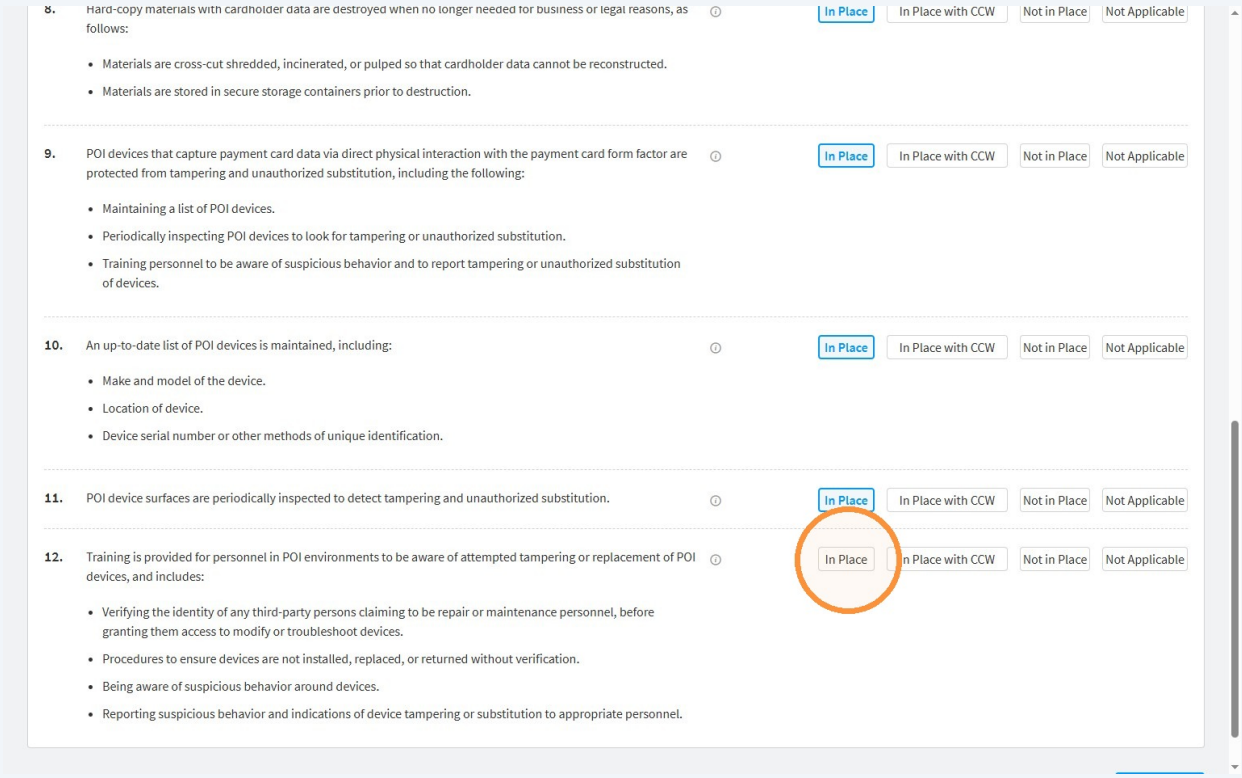

## 83 Click "In Place"



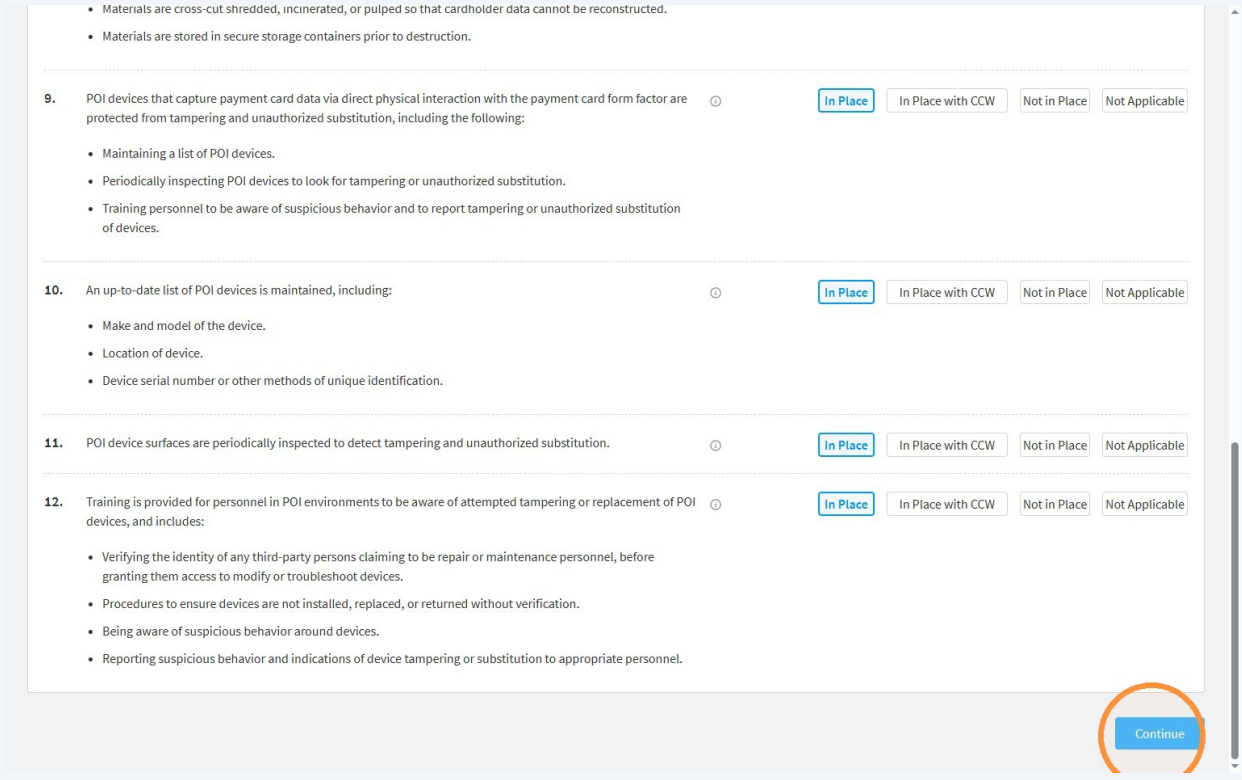
## 84 Click "In Place"



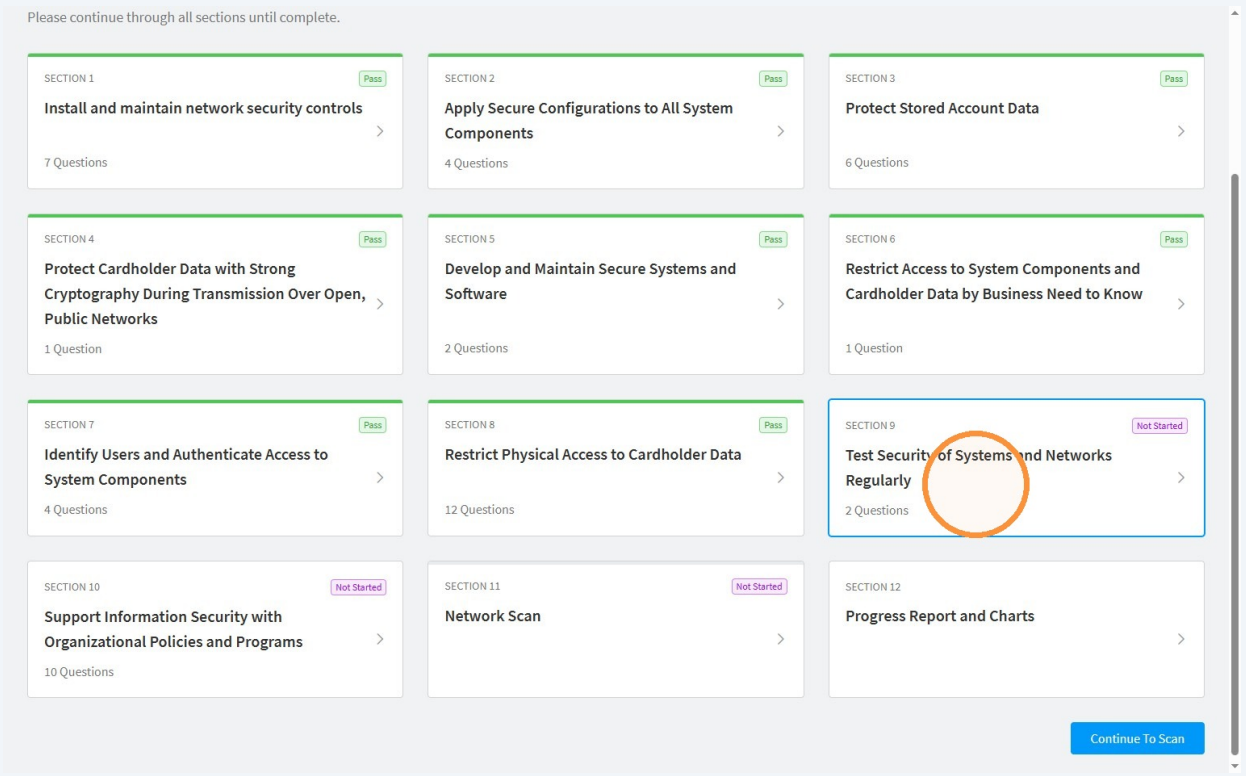
## 85 Click "In Place"



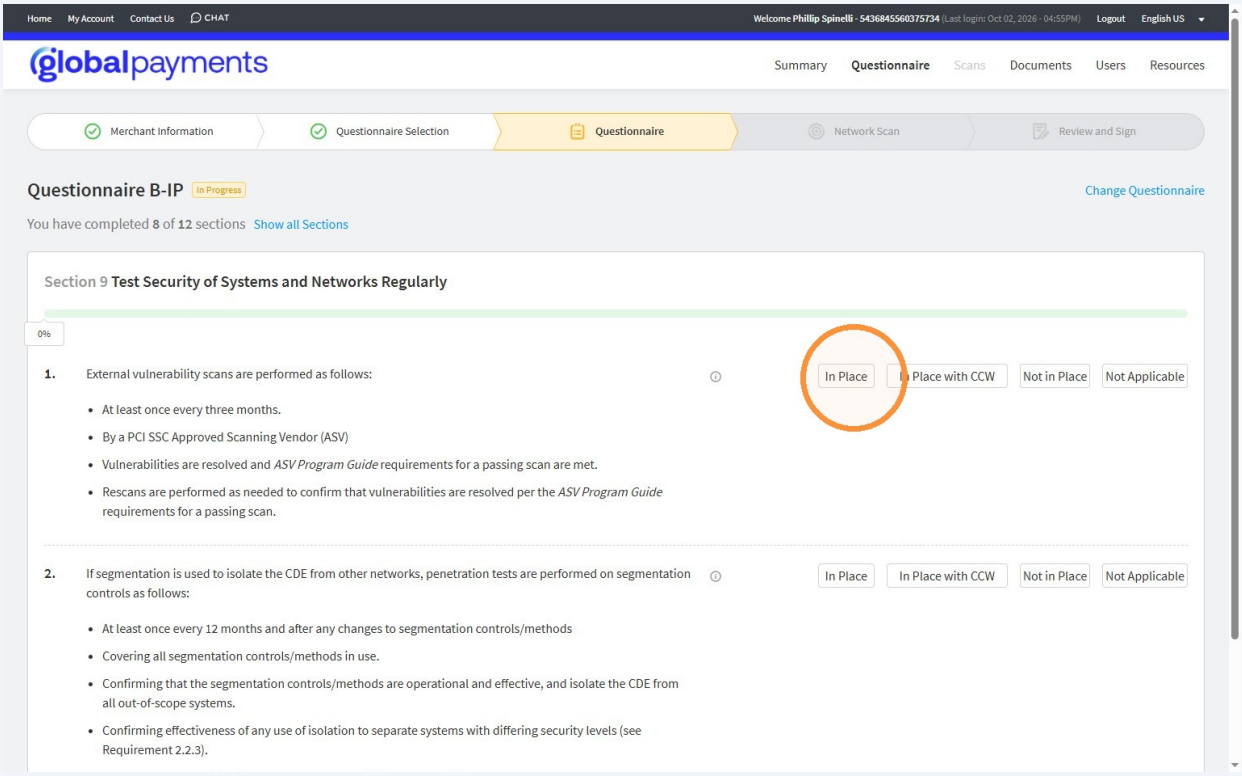

## 86 Click "Continue"



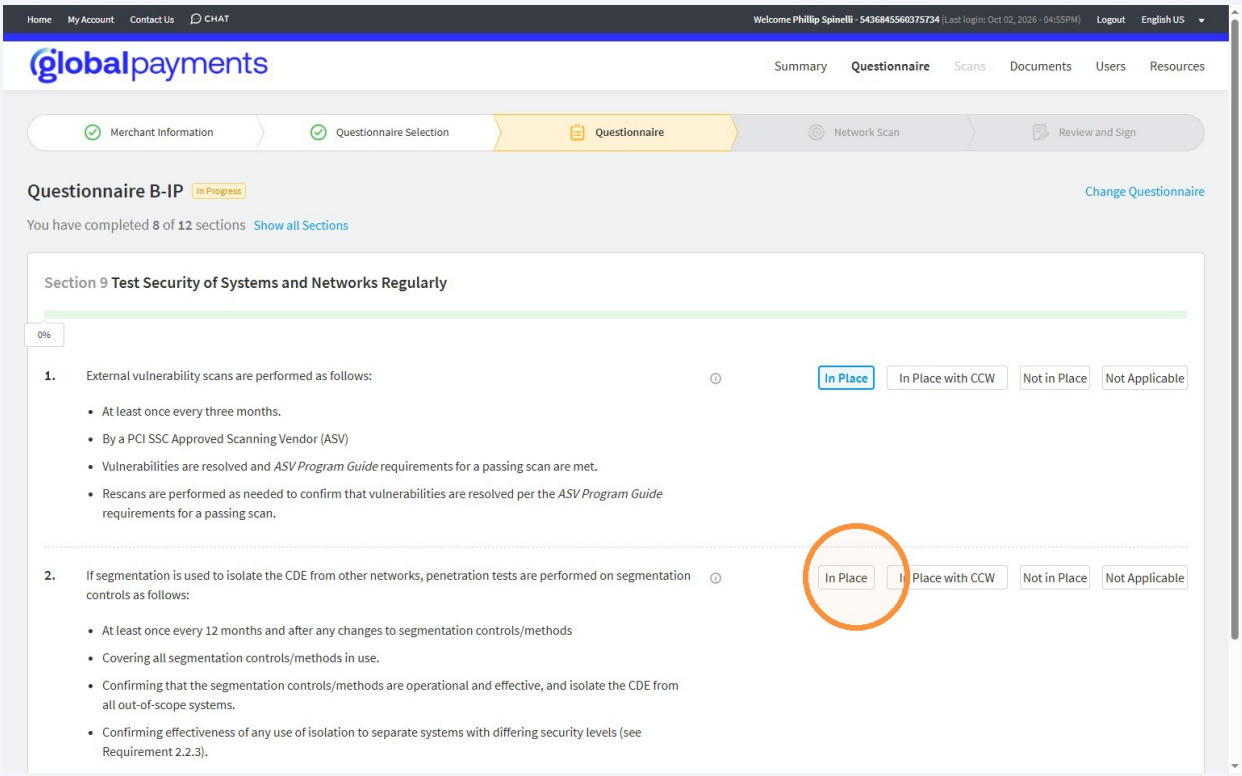
## 87 Click "Section 9"



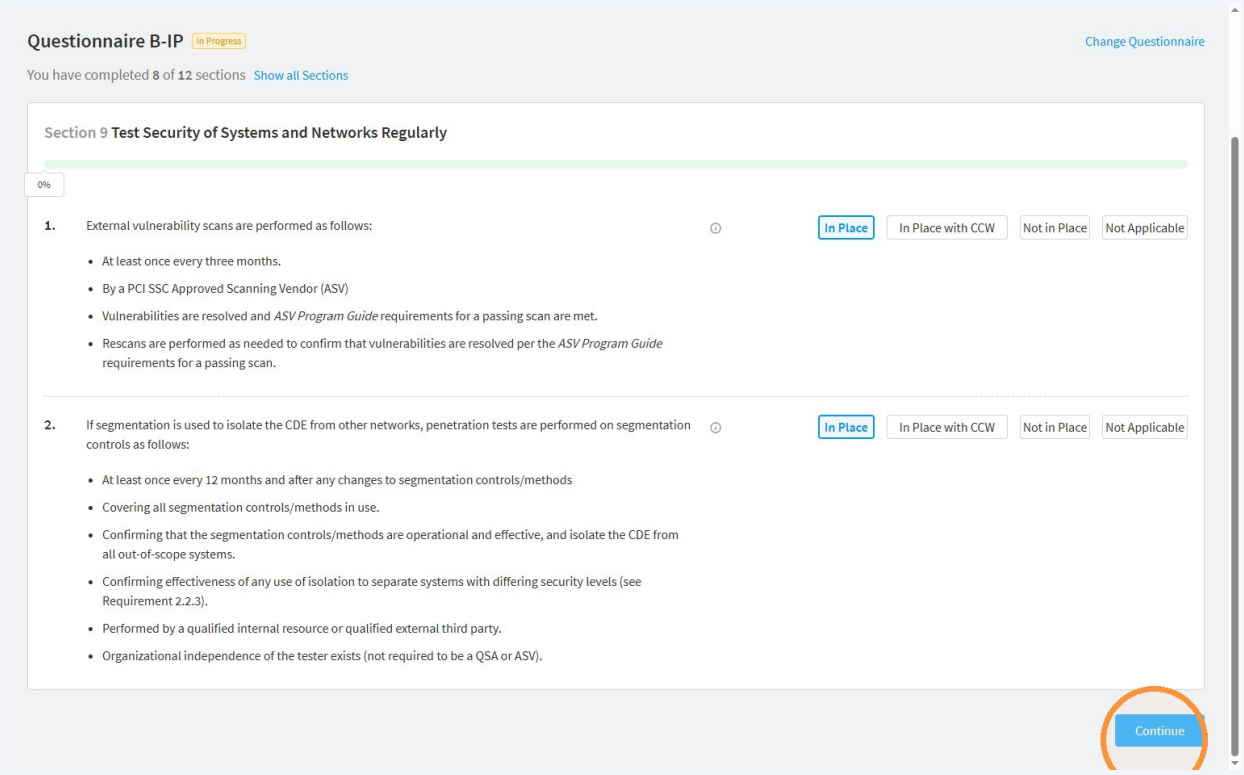
## 88 Click "In Place"



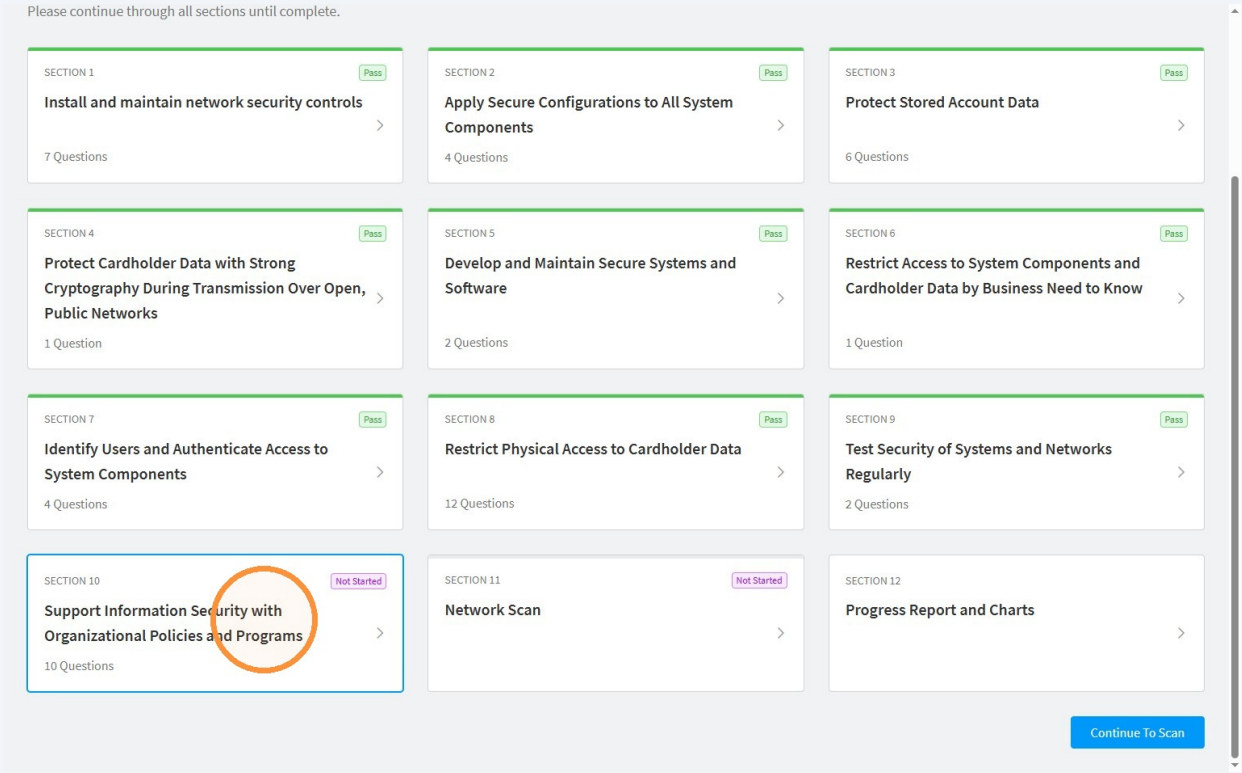

## 89 Click "In Place"



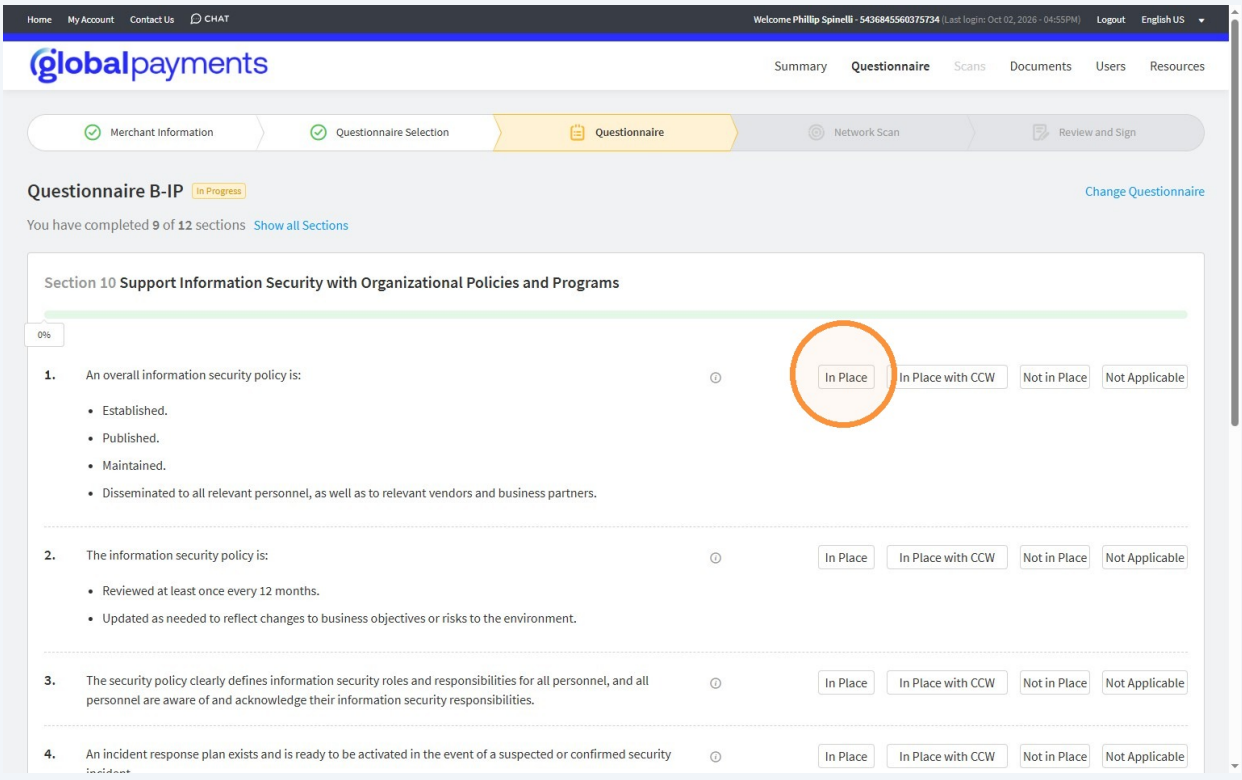
## 90 Click "Continue"



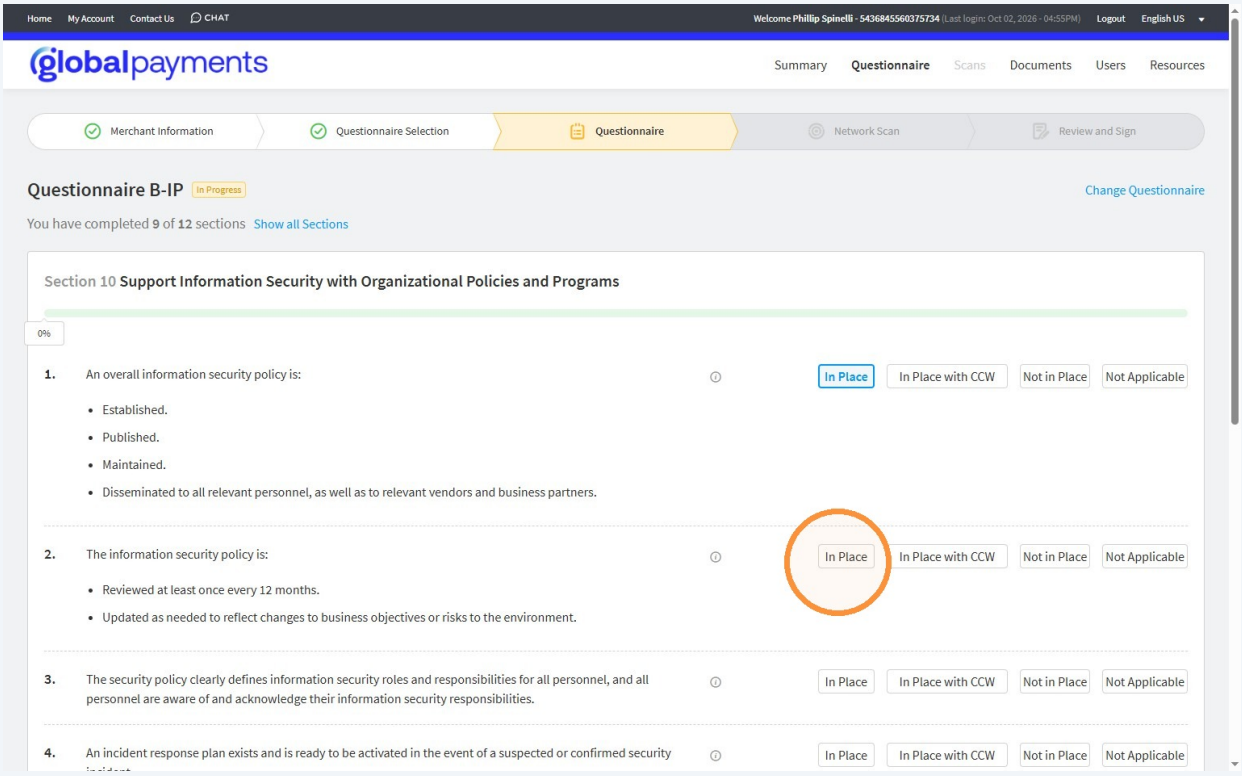
## 91 Click "Section 10"



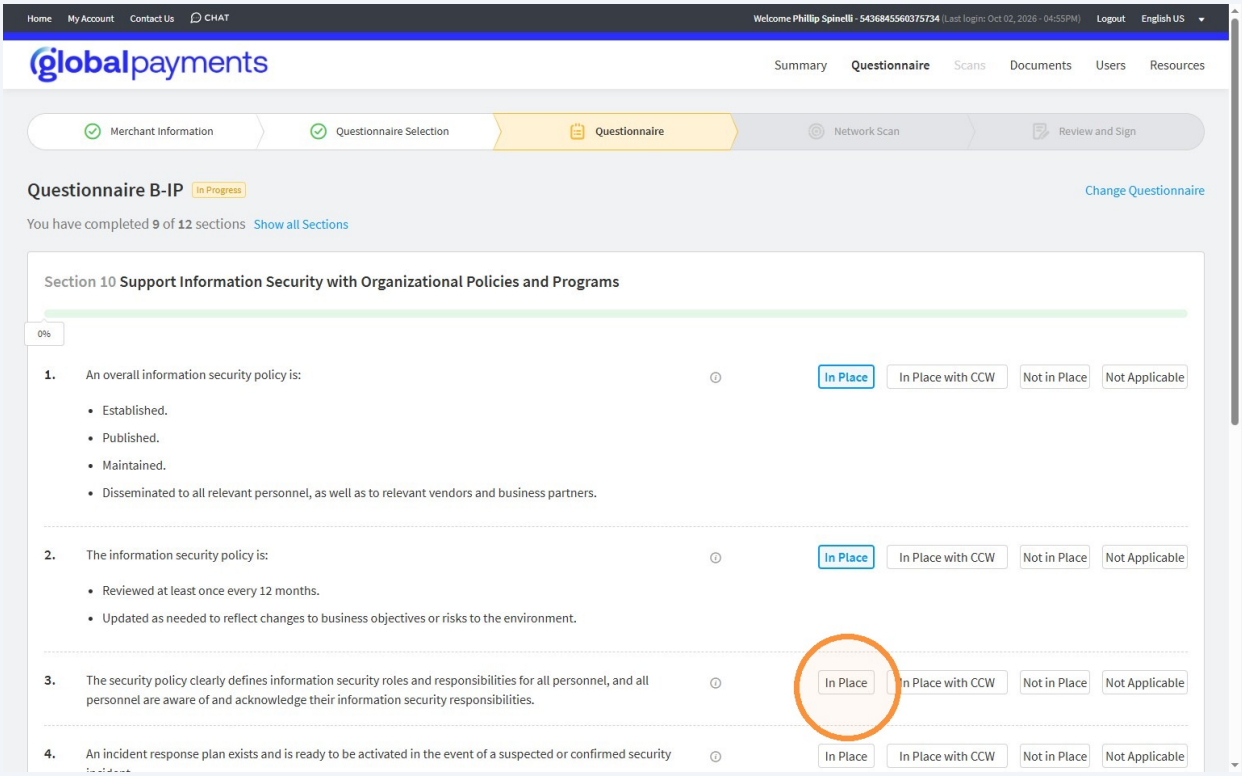

## 92 Click "In Place"



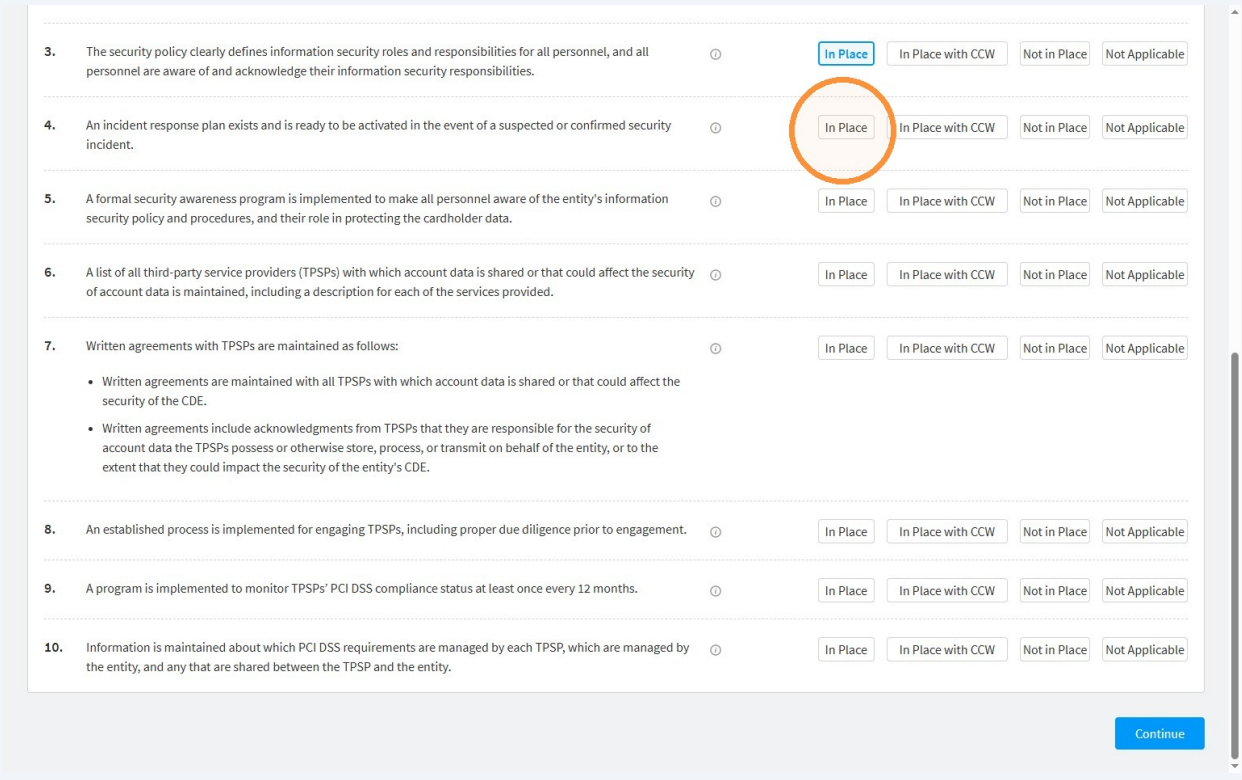
## 93 Click "In Place"



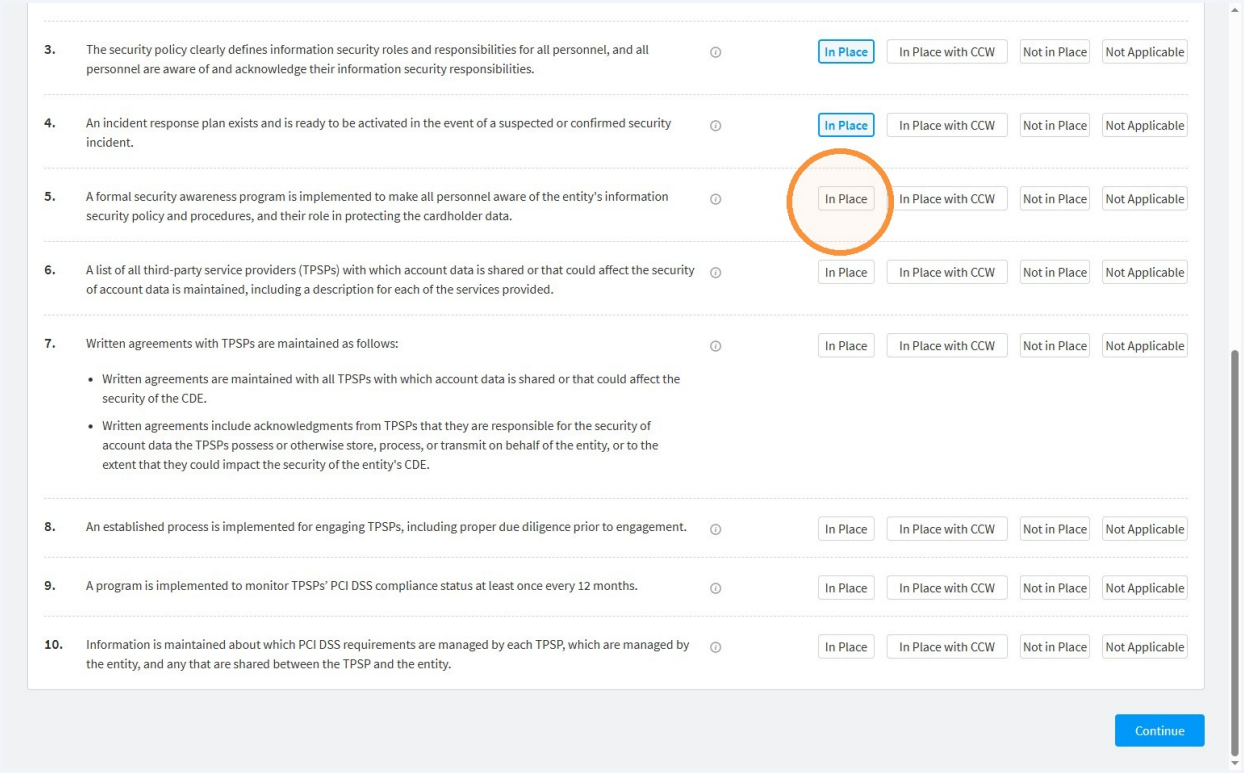
## 94 Click "In Place"



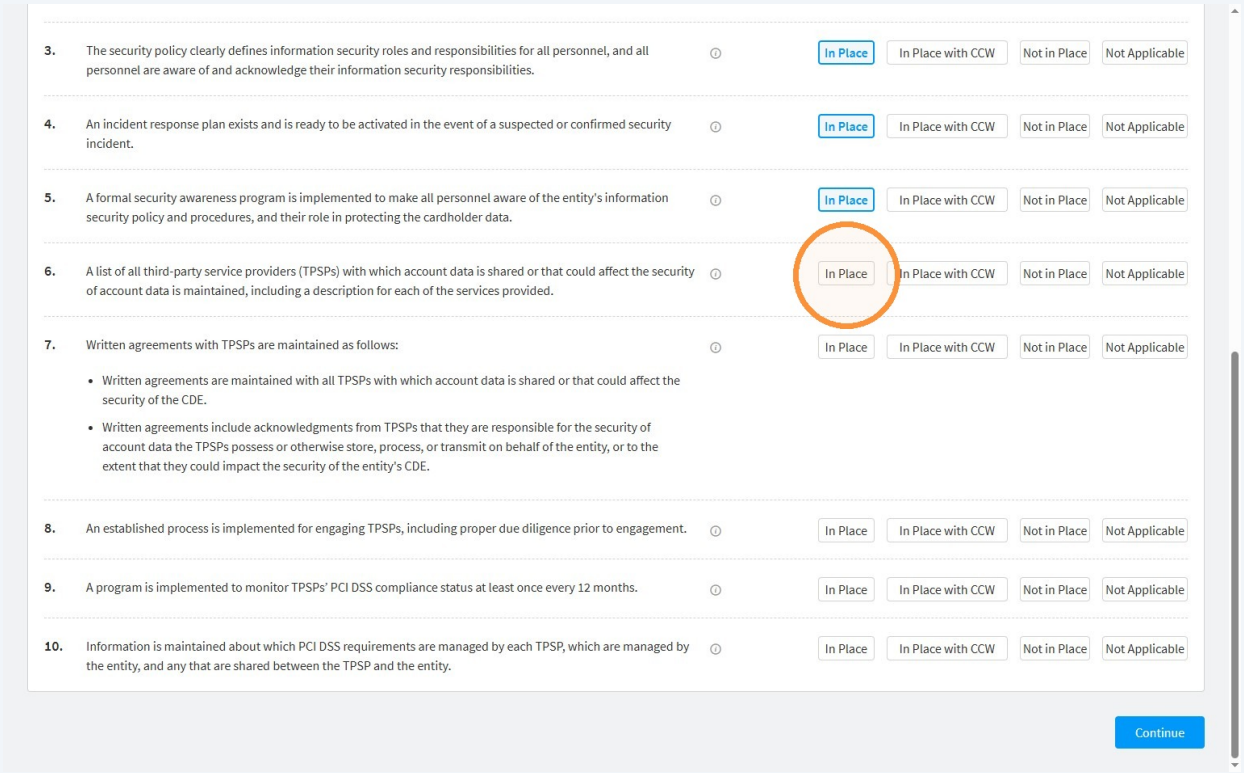

## 95 Click "In Place"



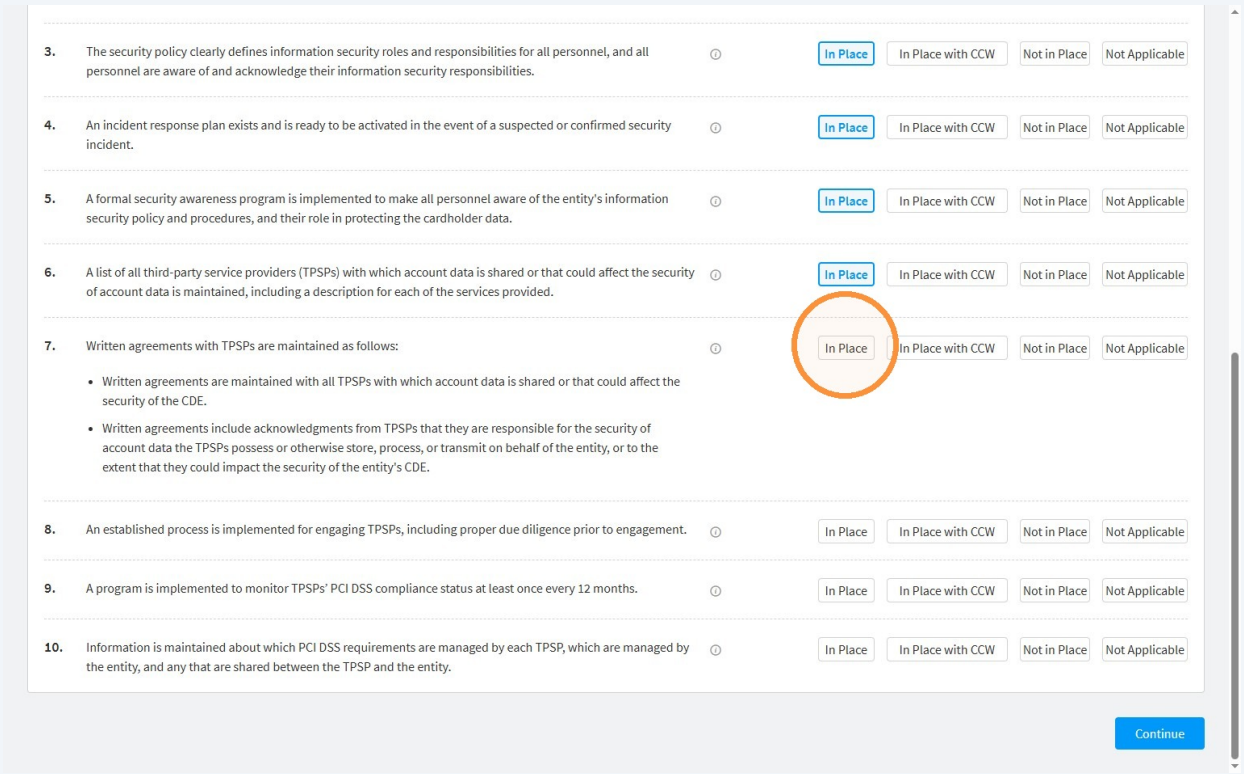
## 96 Click "In Place"



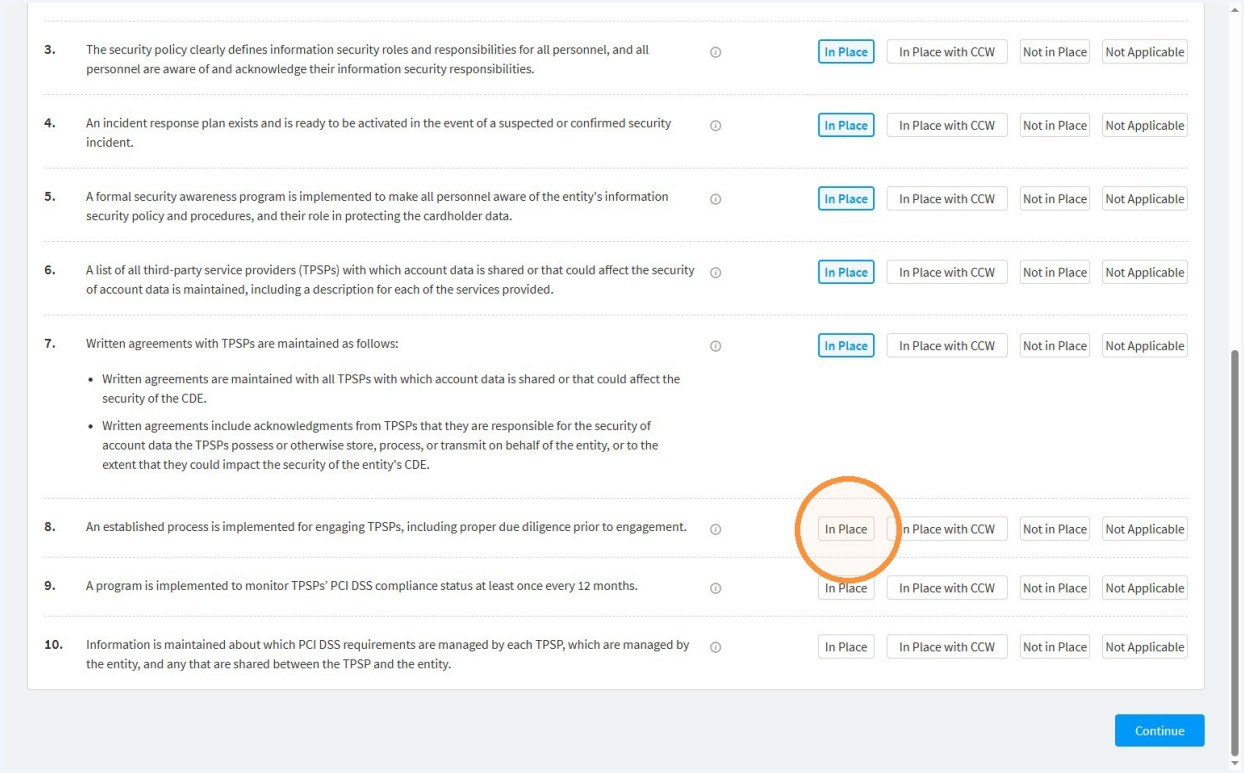
## 97 Click "In Place"



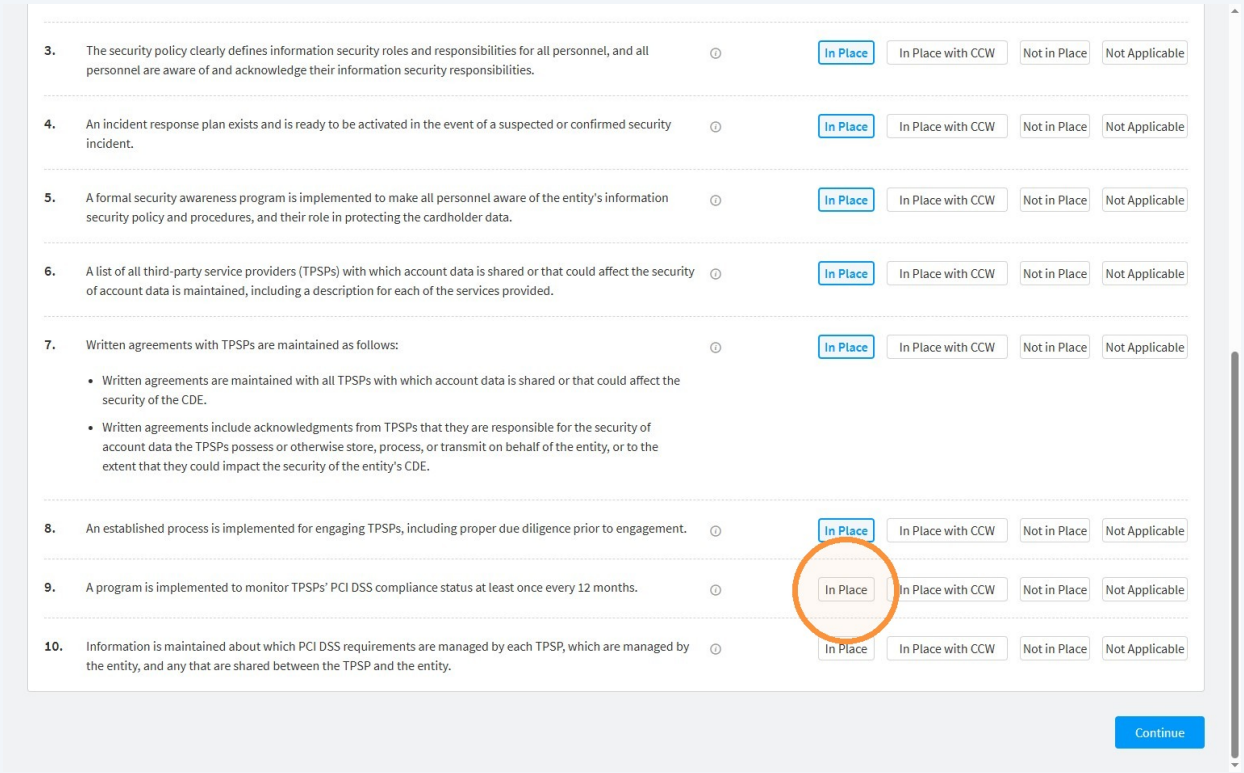

## 98 Click "In Place"



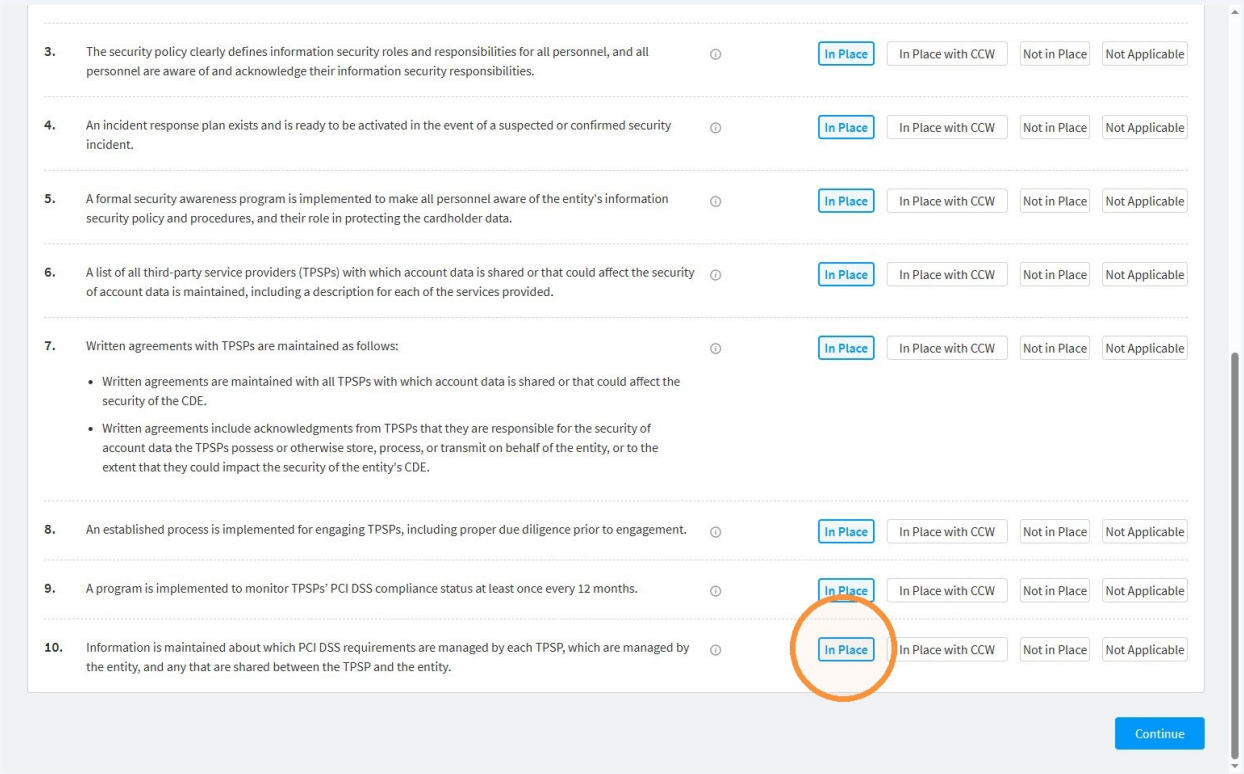
## 99 Click "In Place"



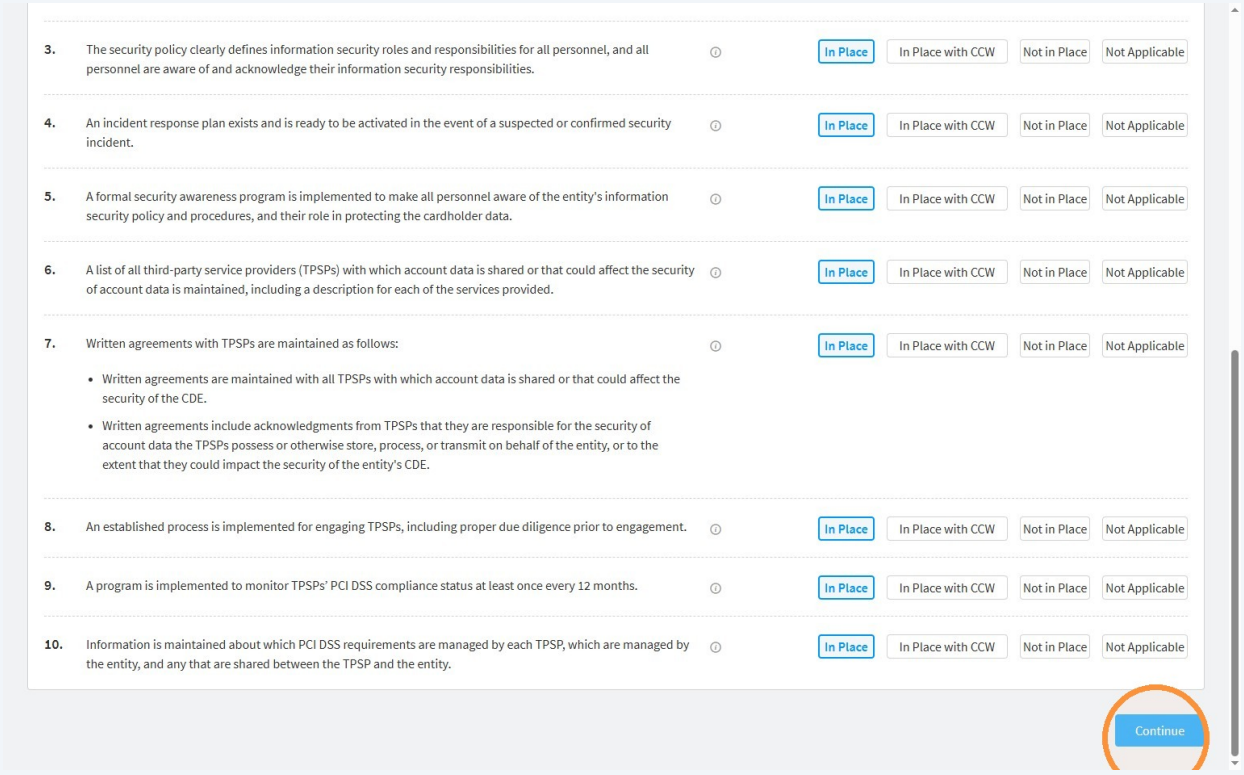
## 100 Click "In Place"



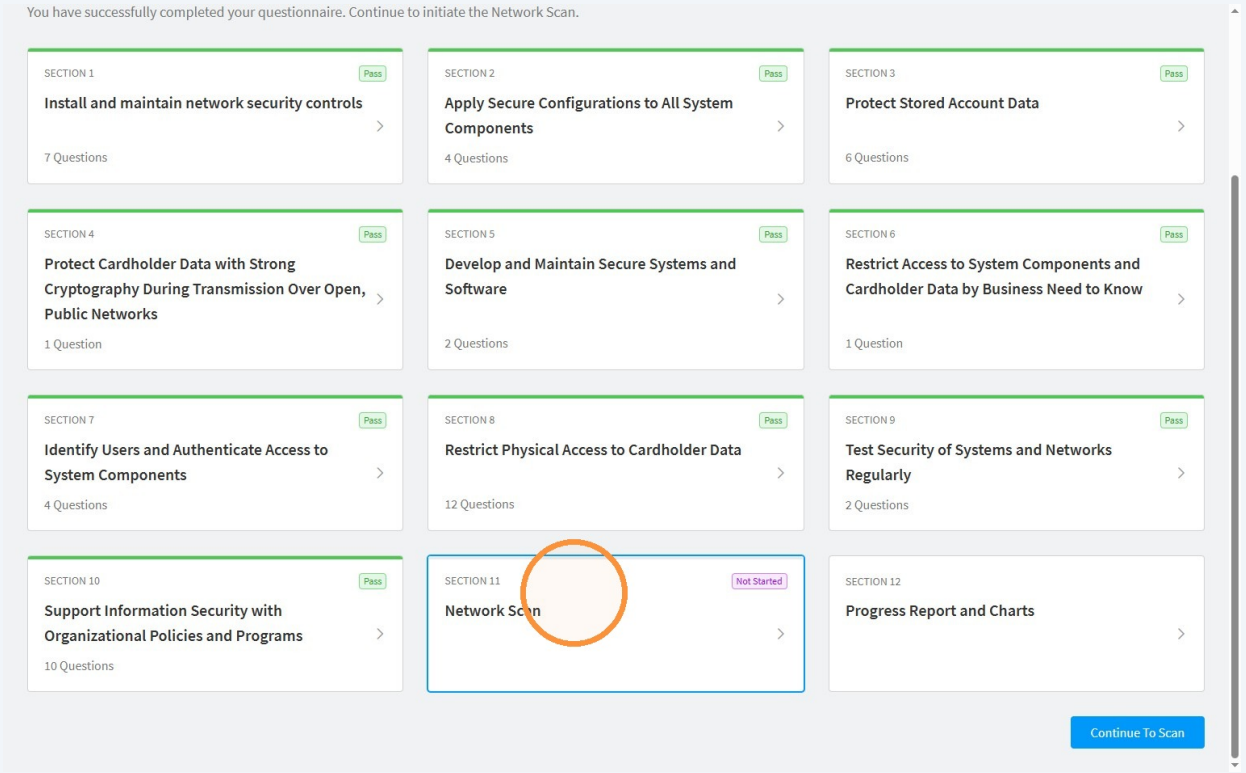

## 101 Click "In Place"



## 102 Click "Continue"

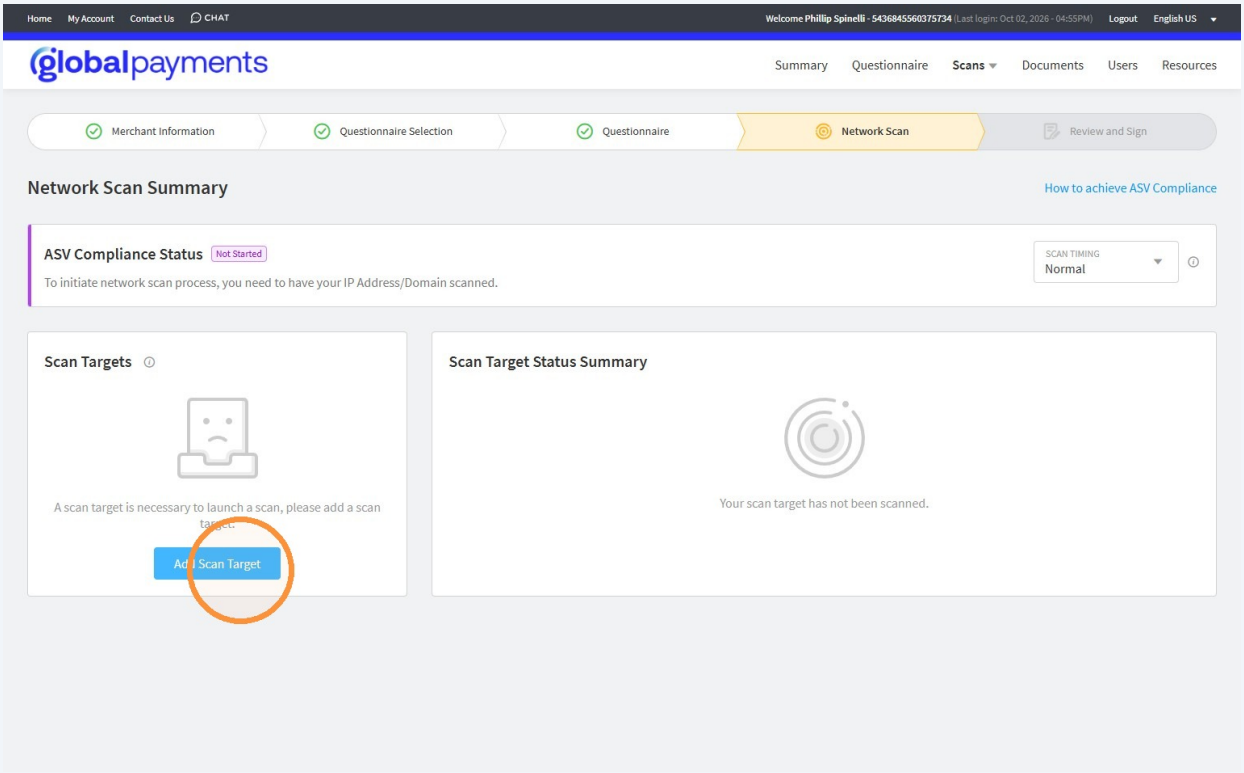


**103** Click "Section 11 Network Scan"

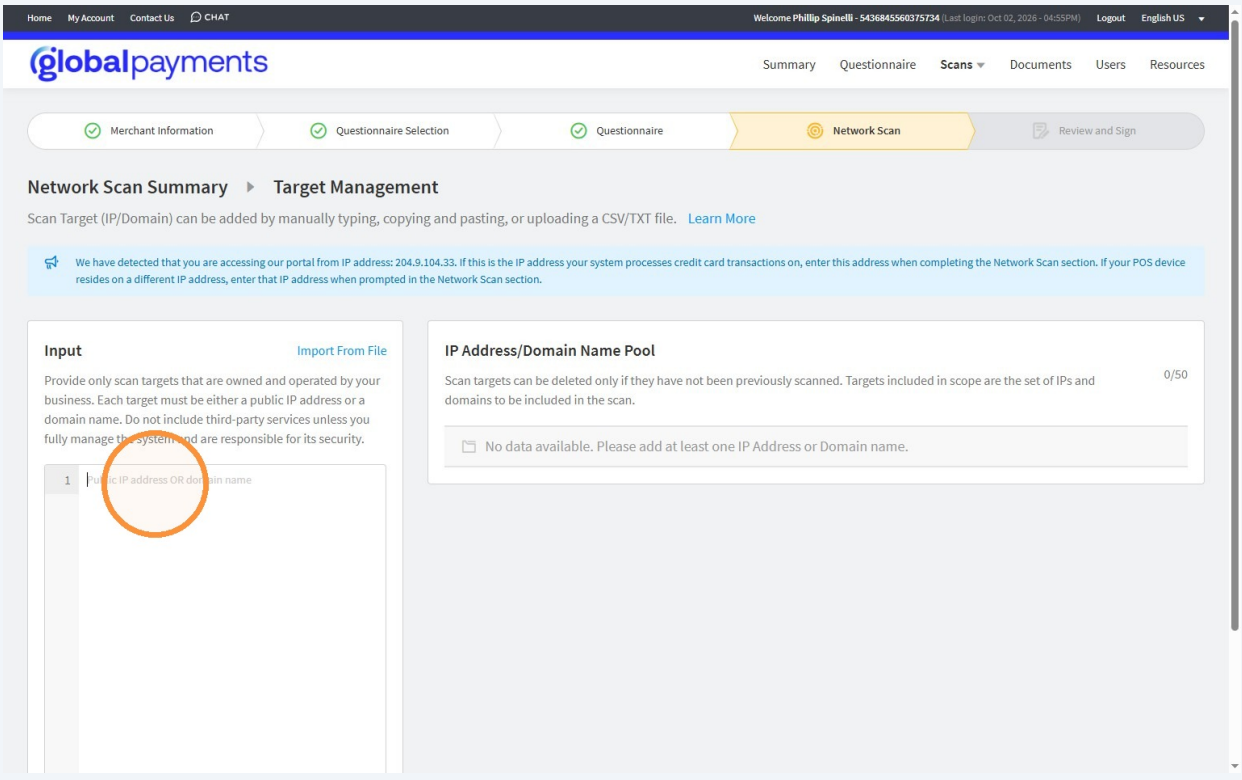



# Network Scan Setup

## 104 Click "Add Scan Target"

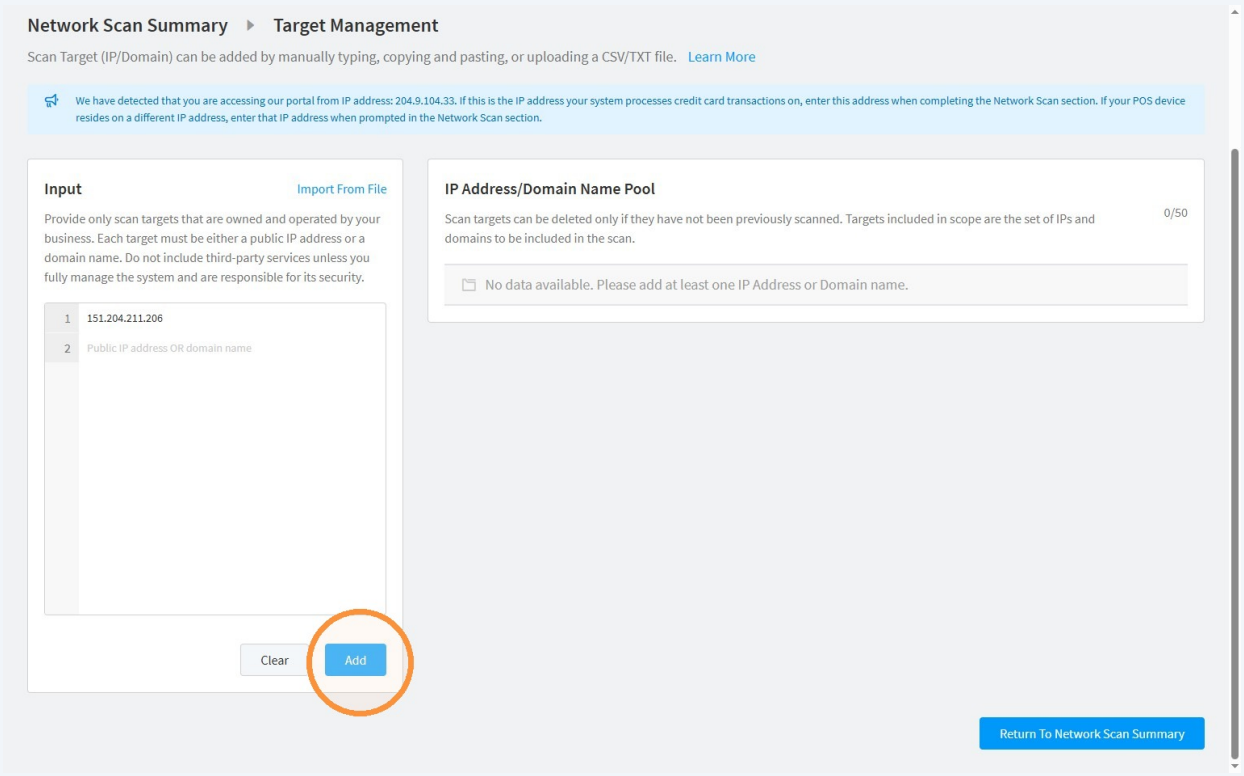



## 105 Click the "Public IP address OR domain name" field.

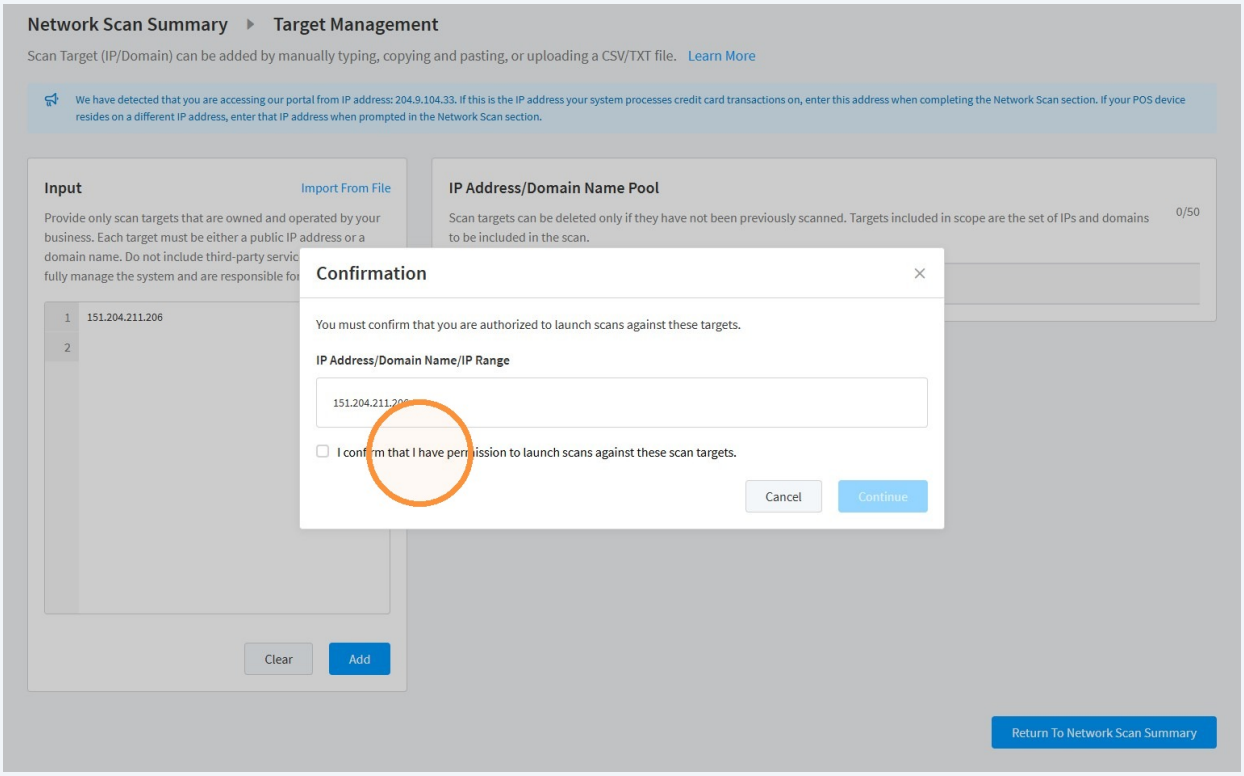


**106** Type the Merchant's IP Address **Enter**"

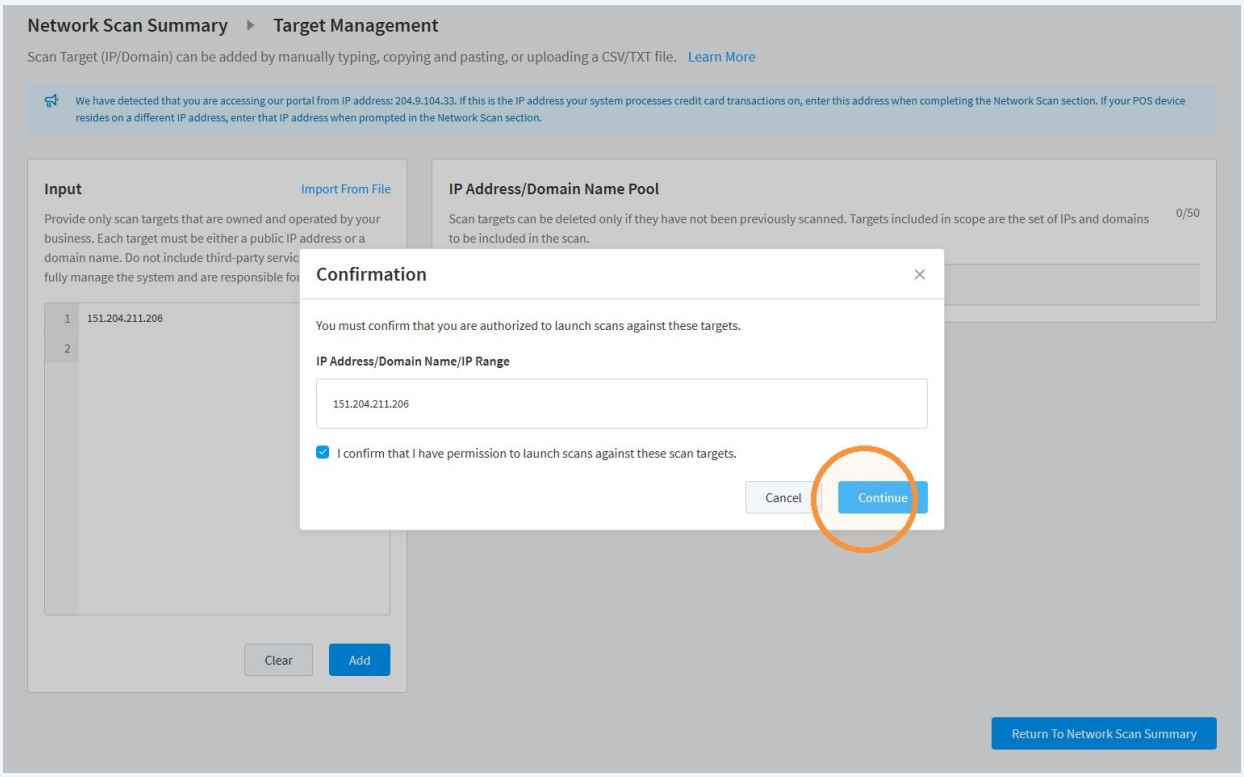
**107** Click "Add"



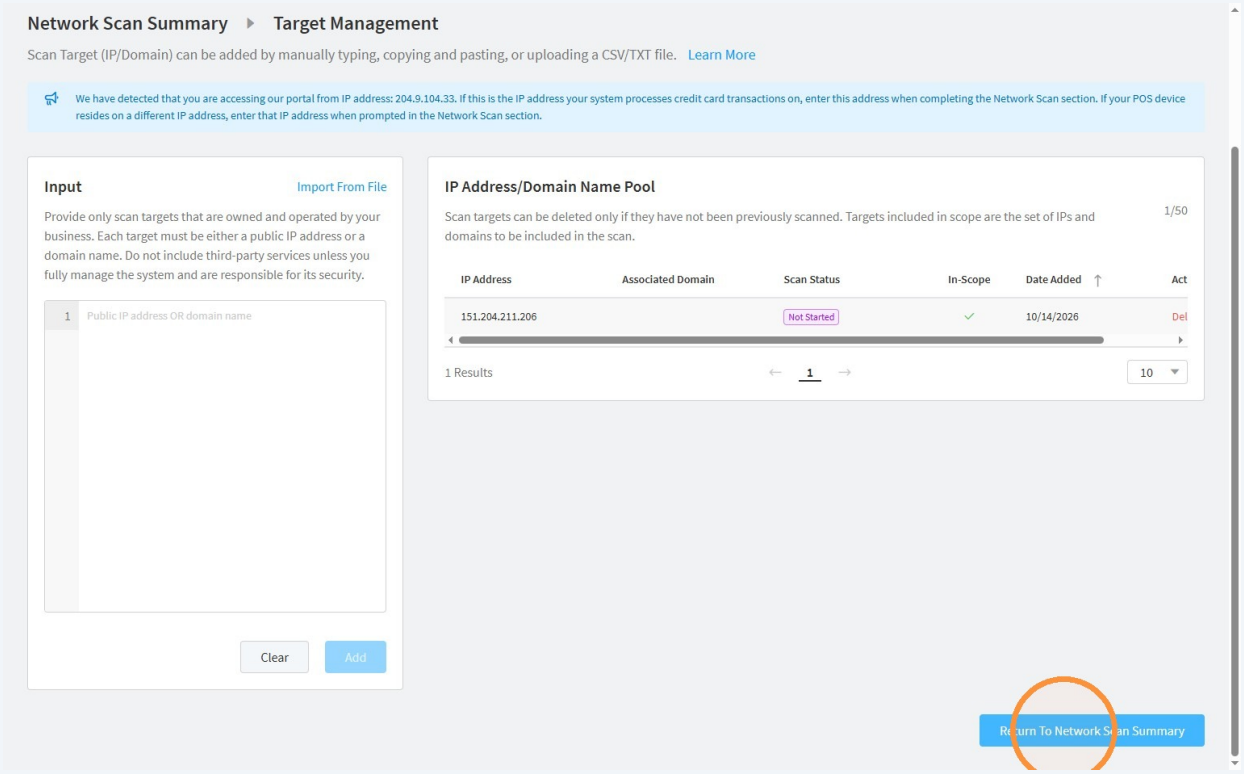
## 108 Click "I confirm that I have permission..."



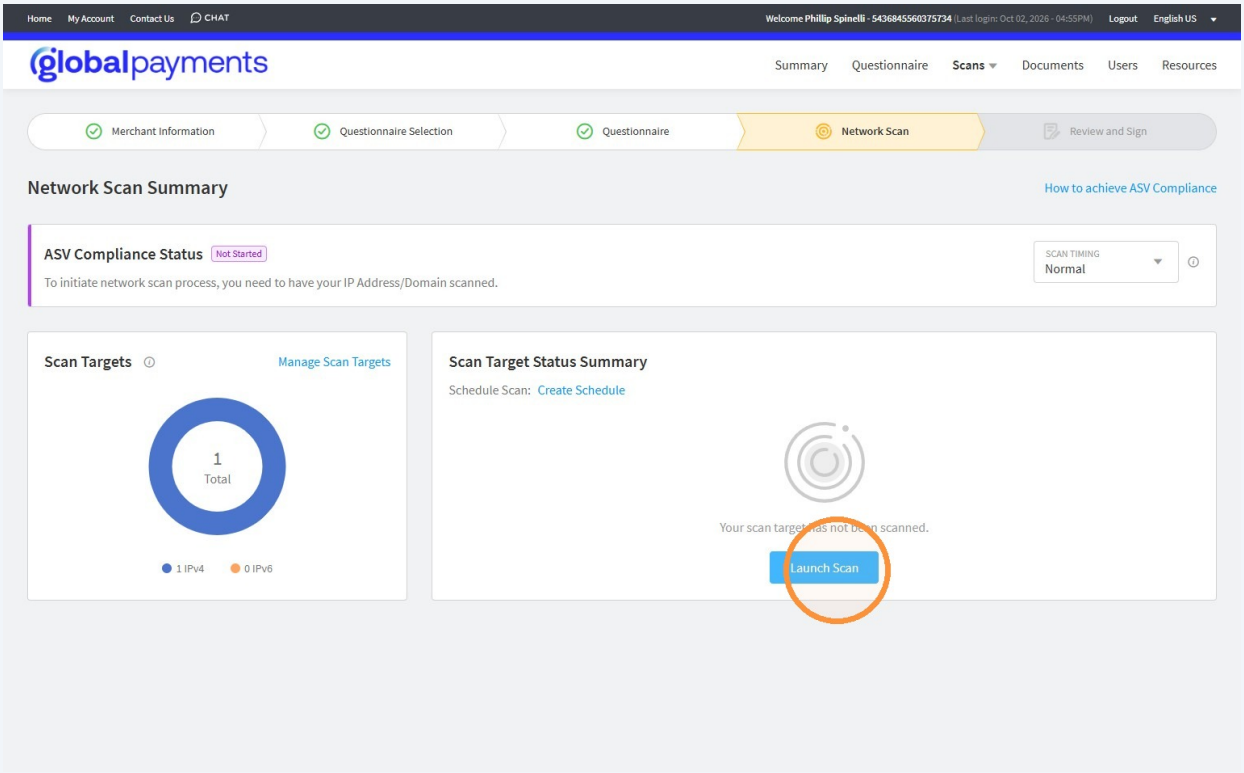

## 109 Click "Continue"



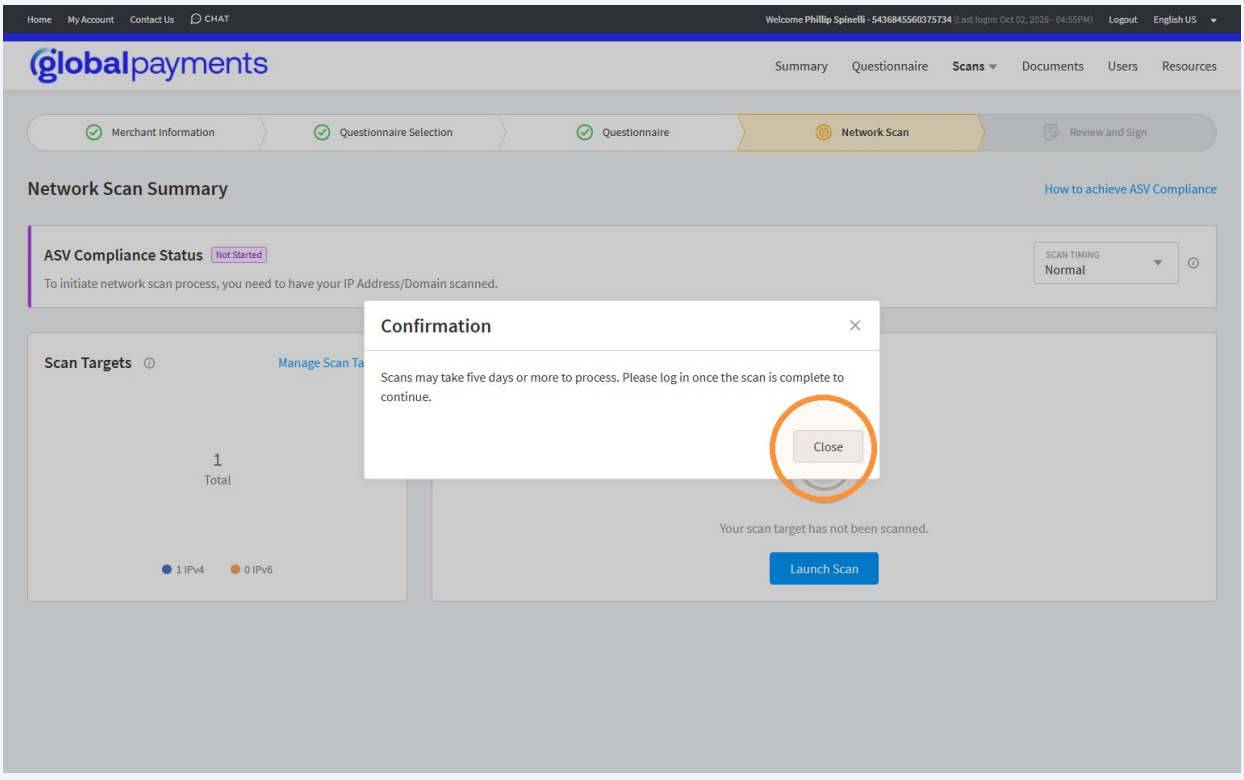
## 110 Click "Return To Network Scan Summary"



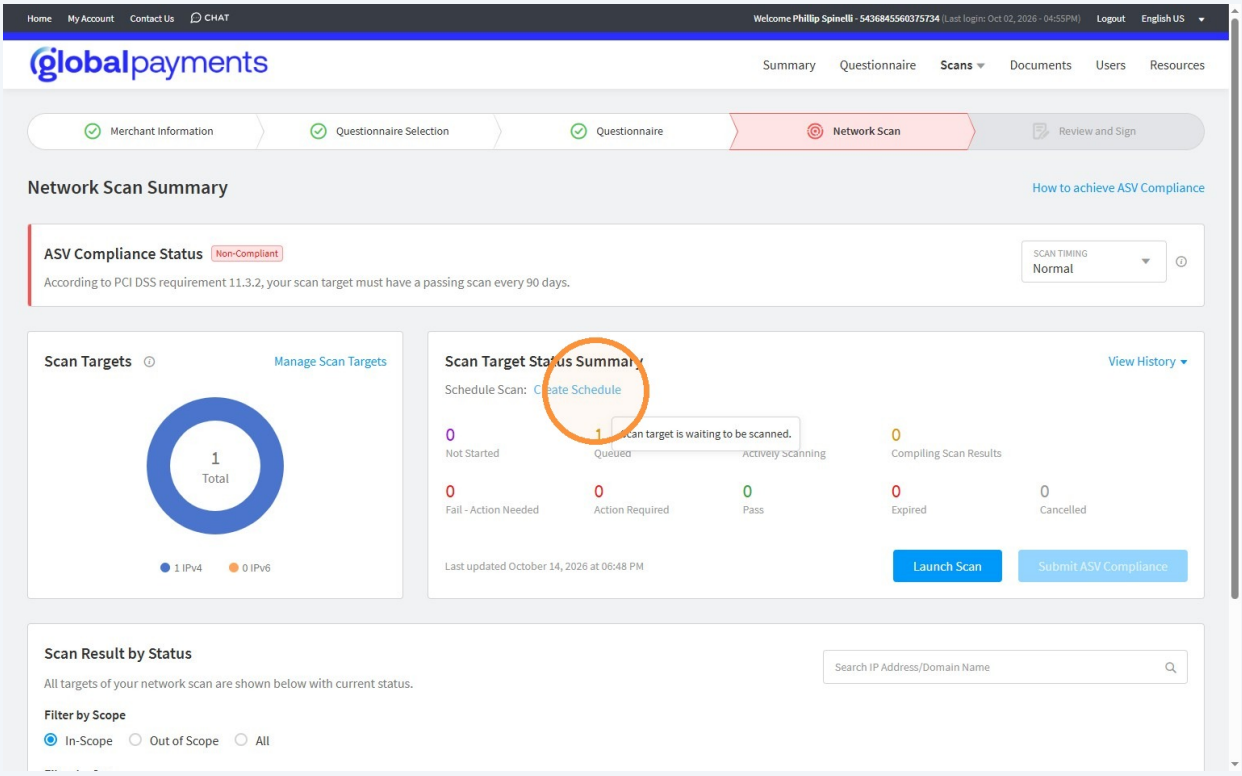
## 111 Click "Launch Scan"



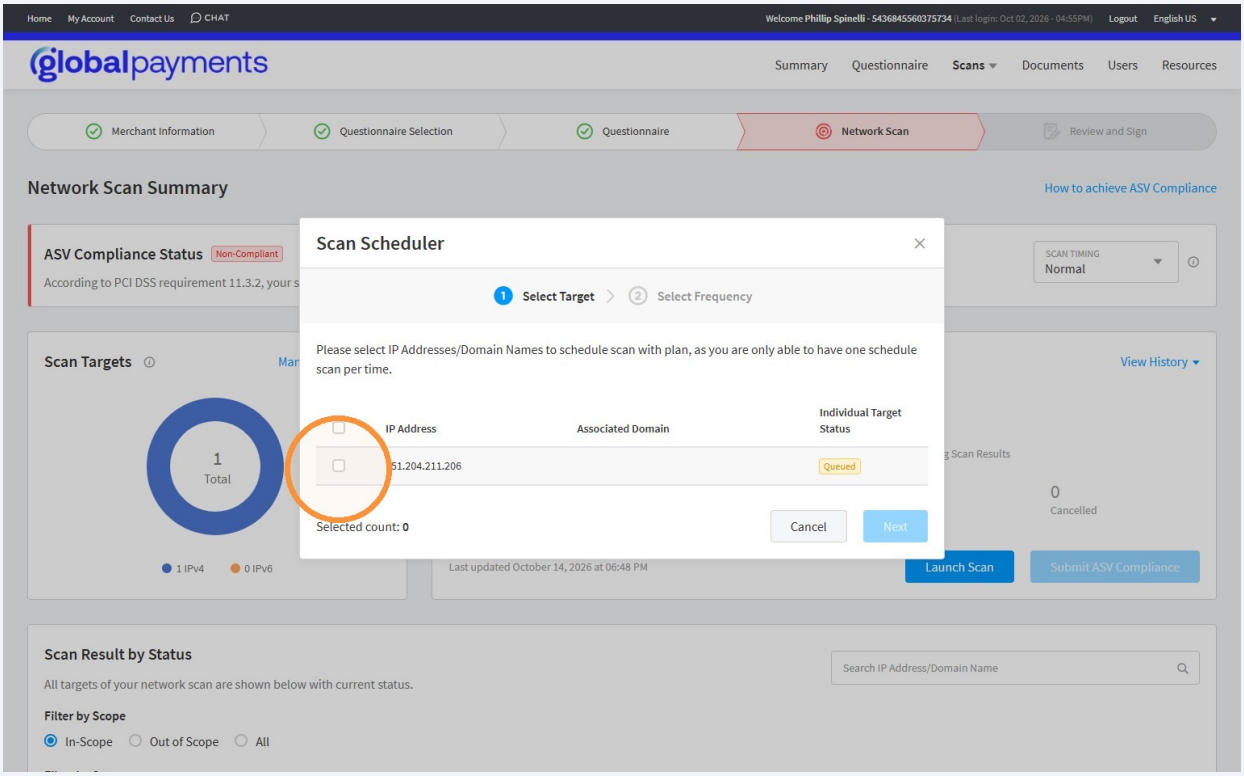

## 112 Click "Close"



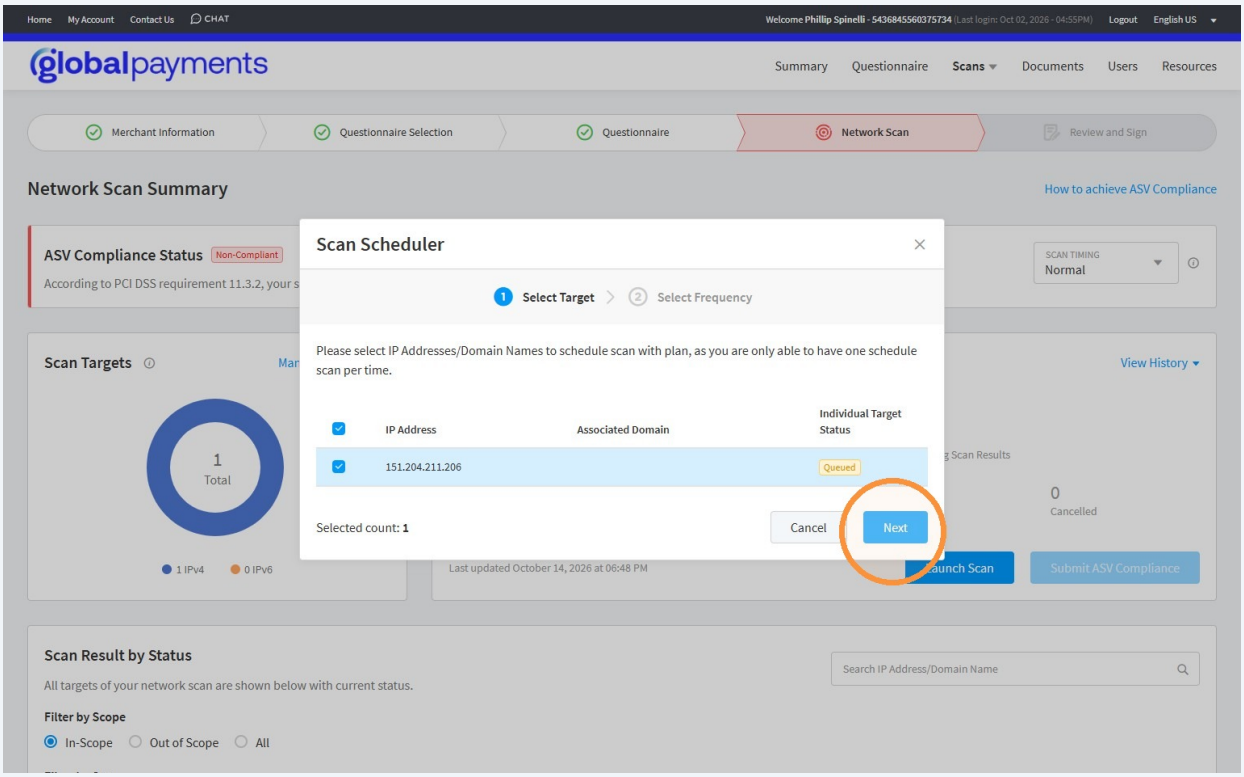
## 113 Click "Create Schedule"



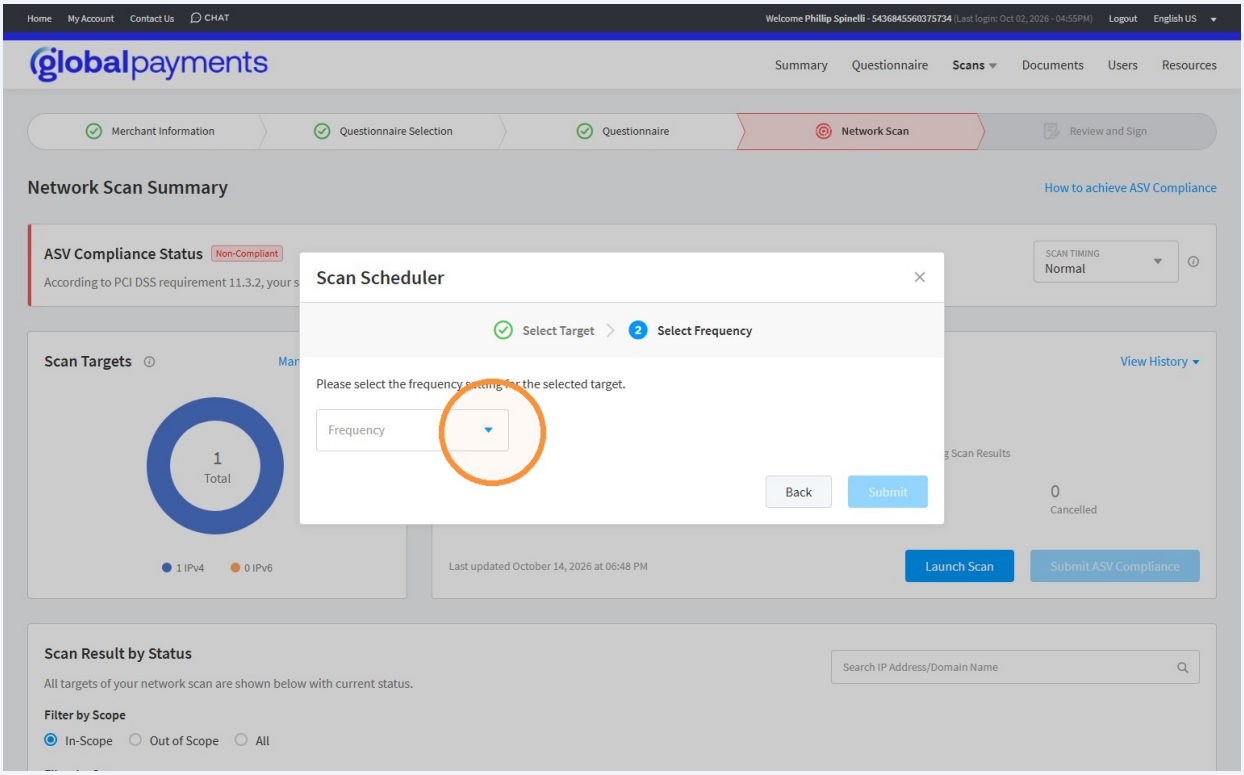
## 114 Click the box to the left of the IP Address of your merchant.



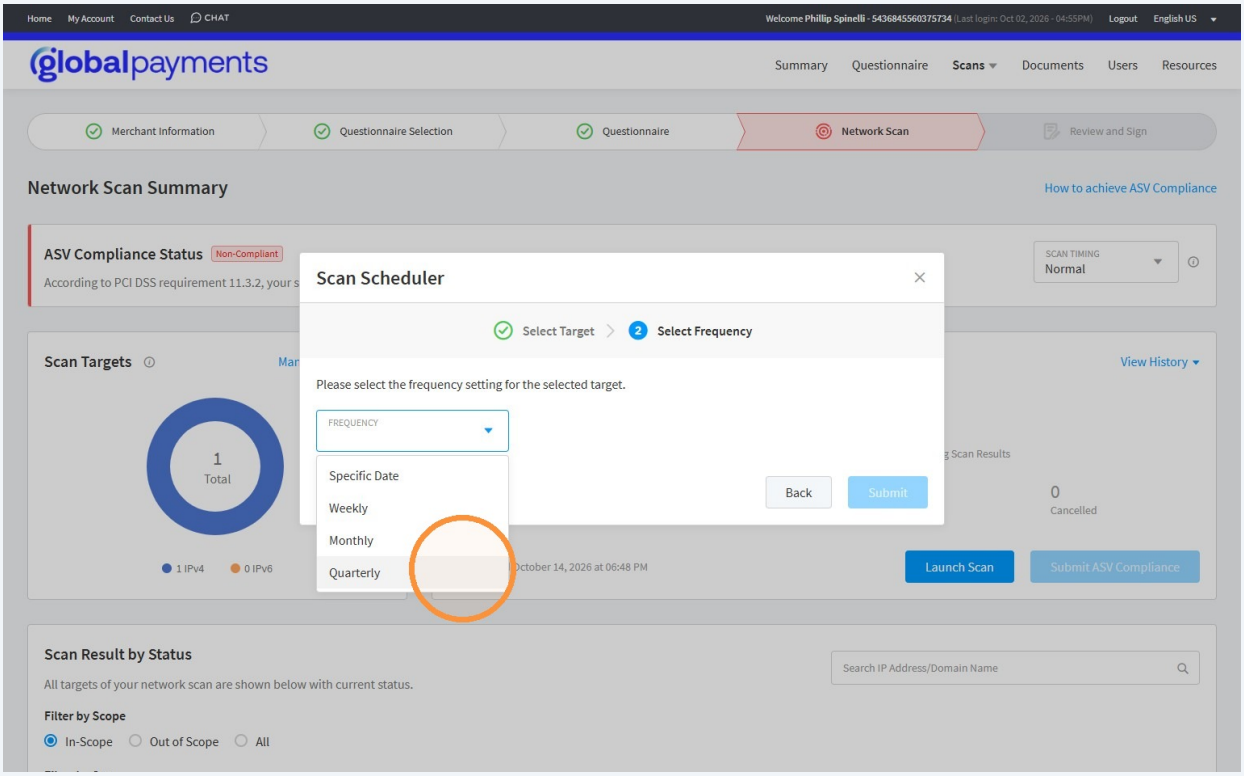

## 115 Click "Next"



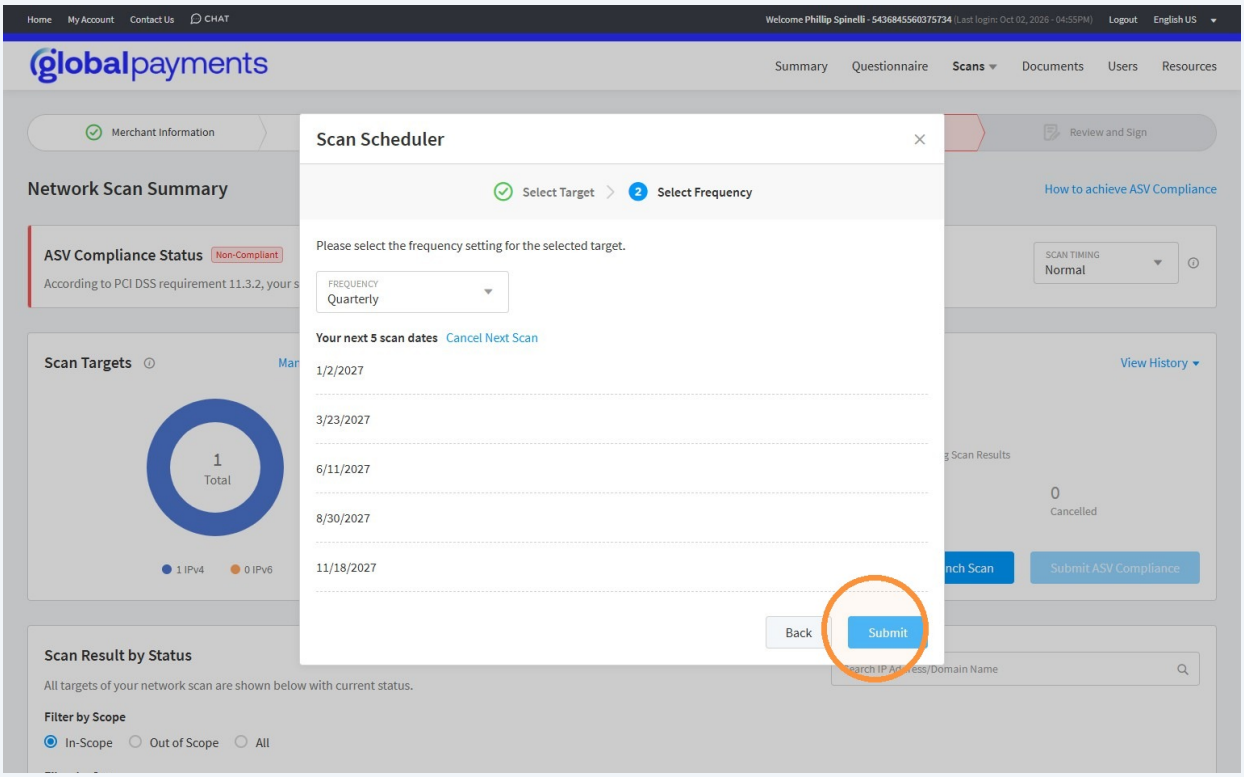
**116** Click the "Frequency" dropdown.



## 117 Click "Quarterly"

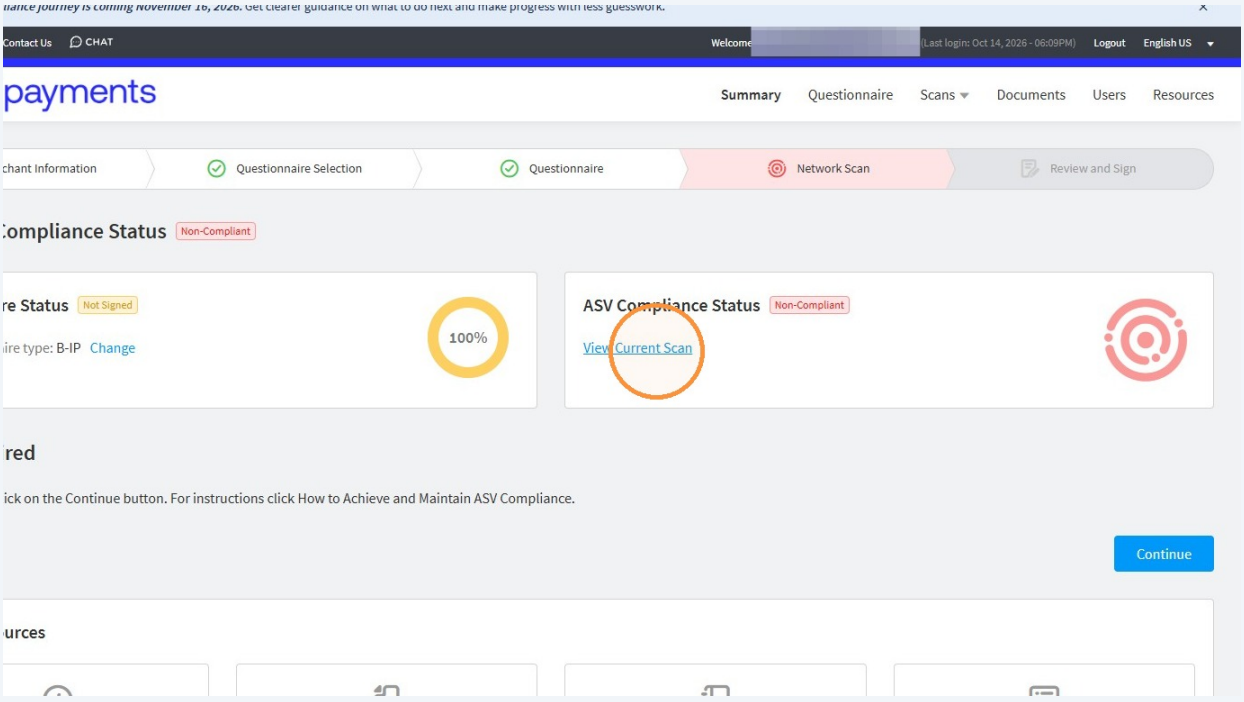



## 118 Click "Submit"

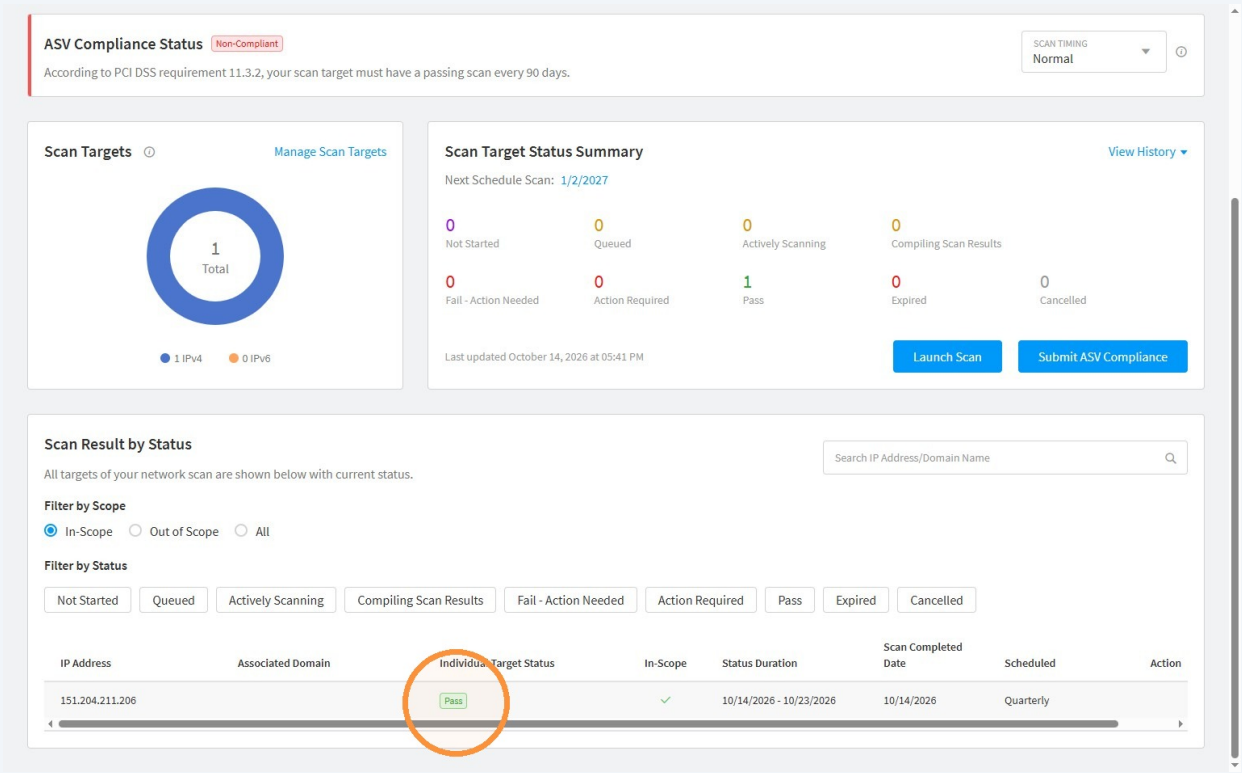


**119** After a few days, the Scan will have completed. Log back into the PCI Dashboard.

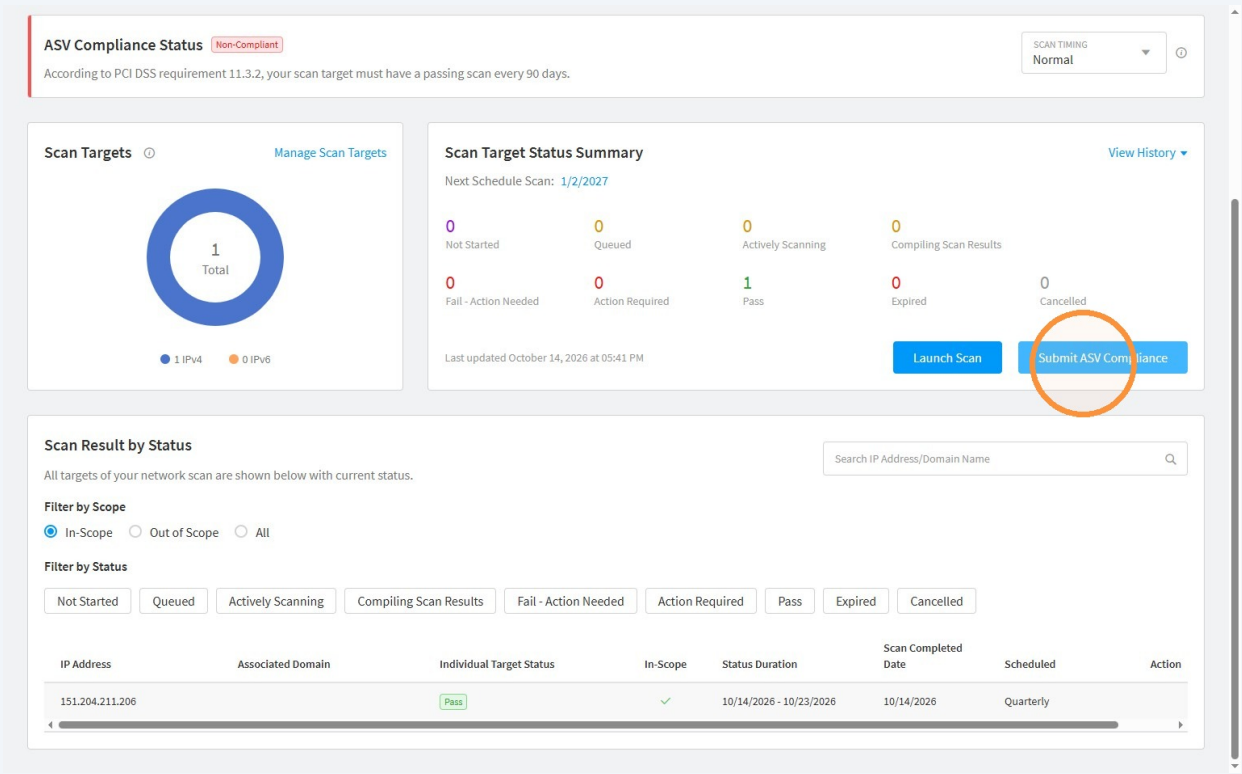
**120** Click "View Current Scan"



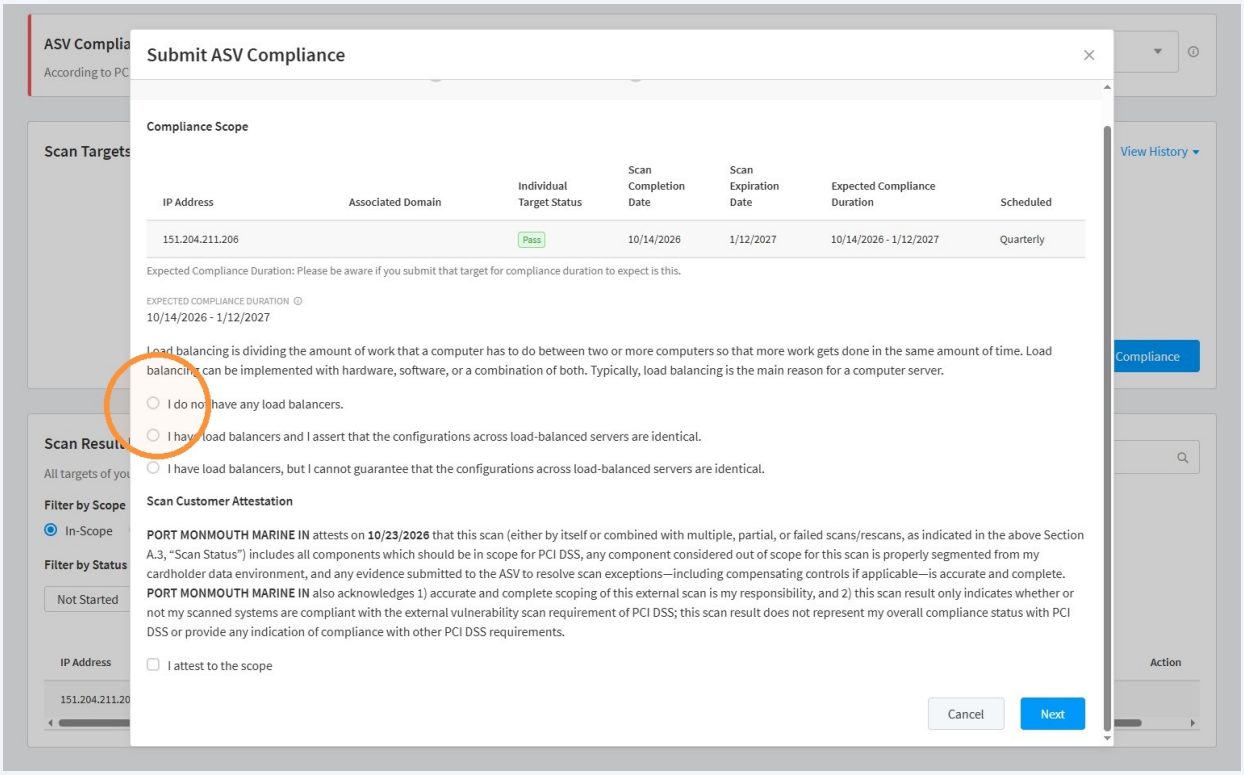
## 121 Verify that the results of the scan say "Pass"



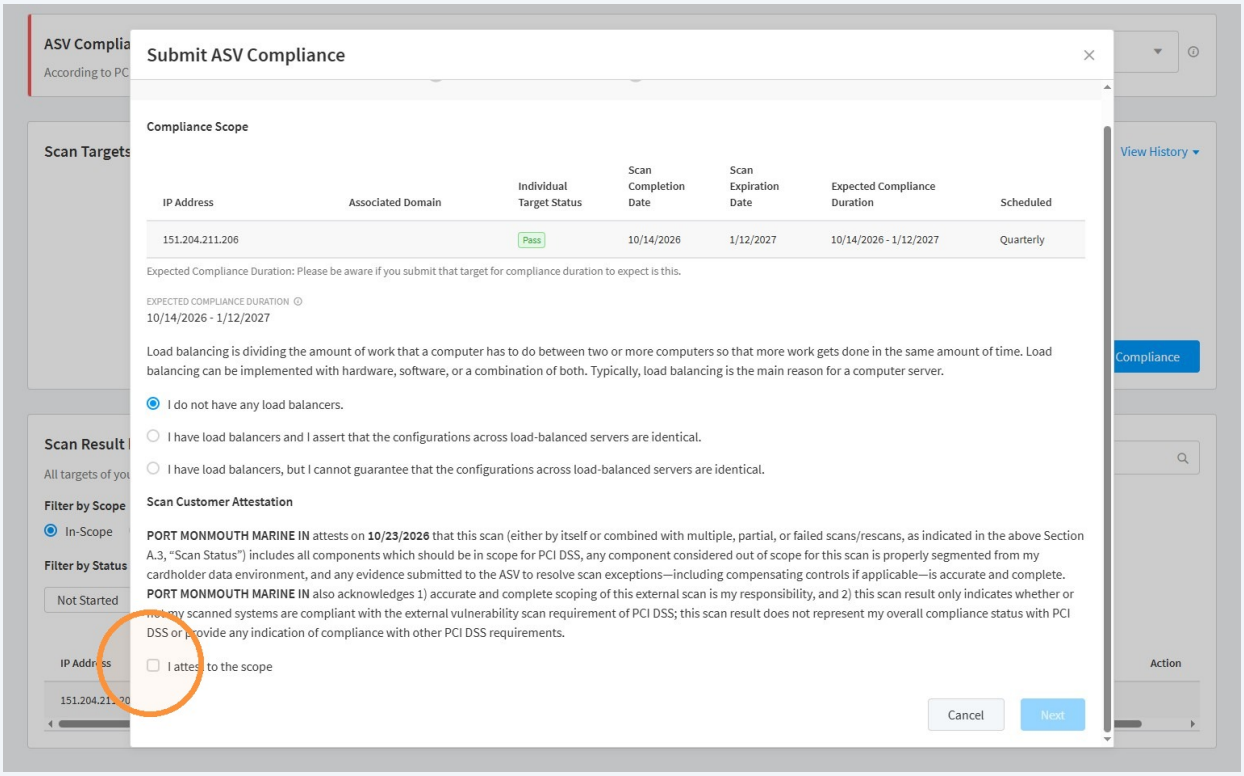

## 122 Click "Submit ASV Compliance"



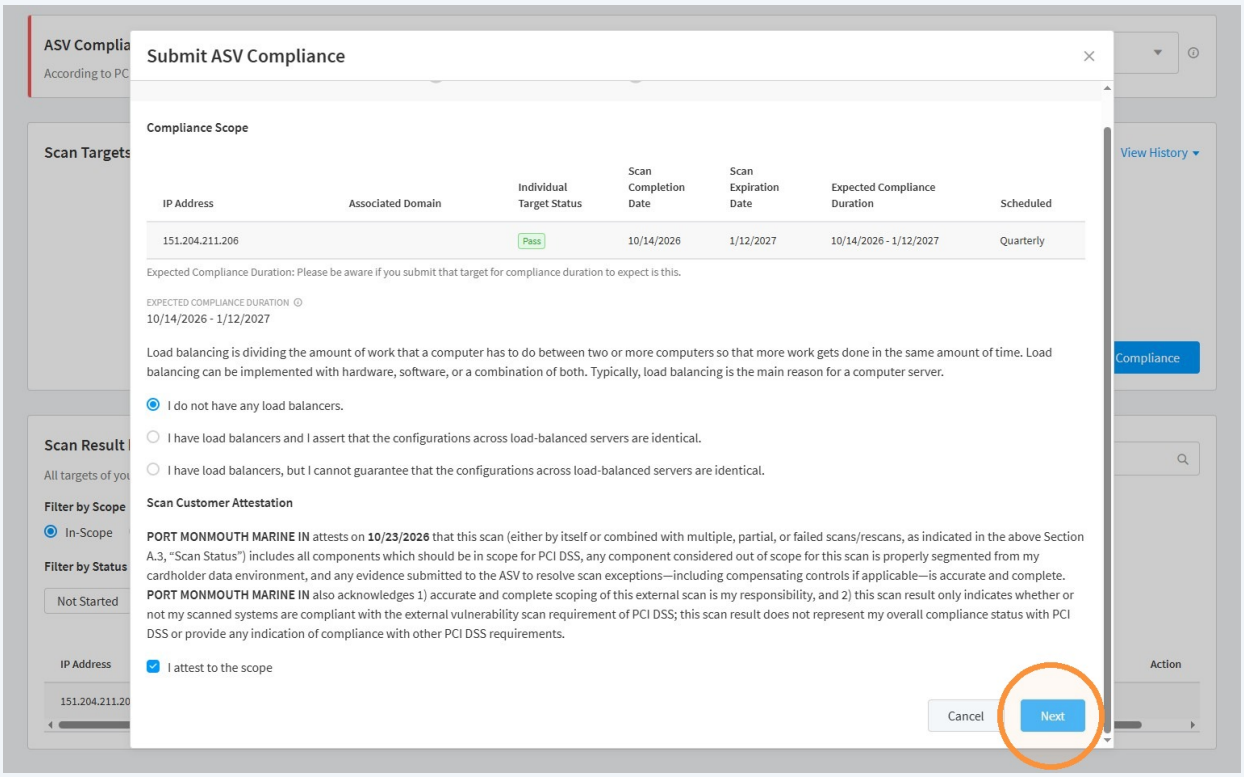
**123** Click "I do not have any load balancers."



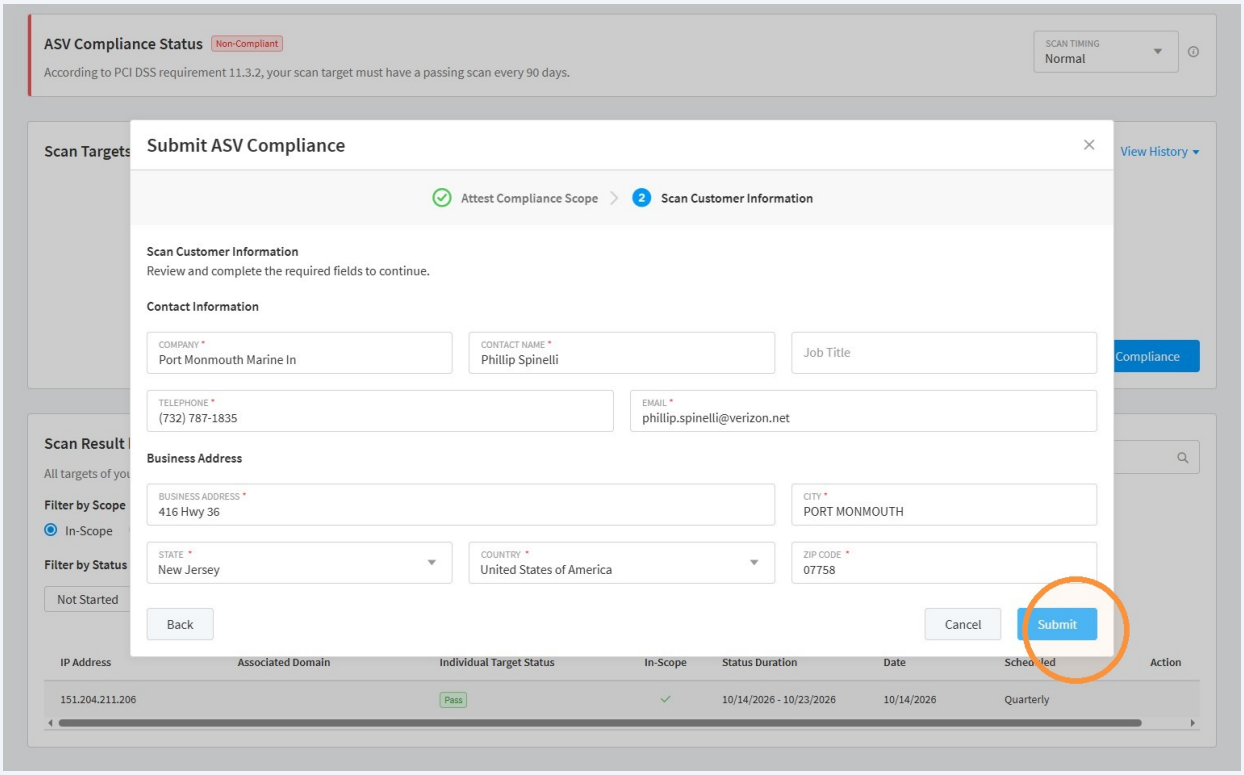
## 124 Click "I attest to the scope"




## 125 Click "Next"

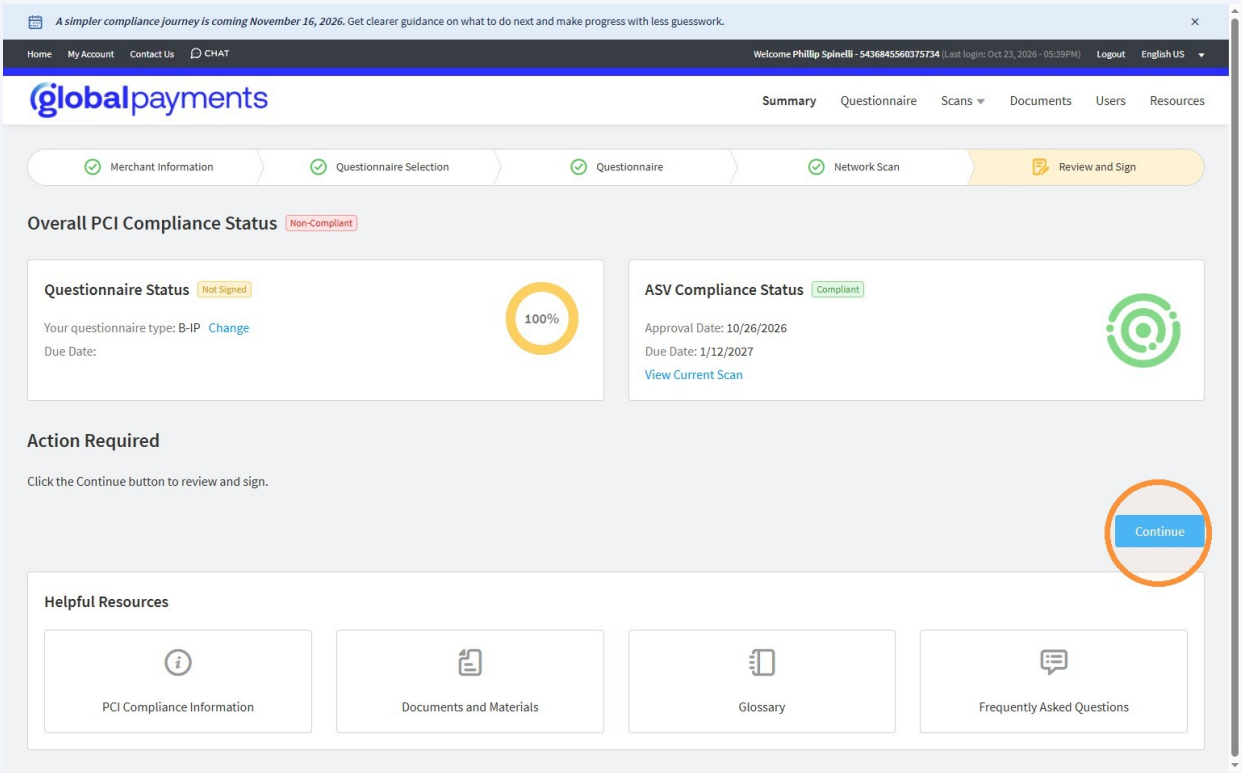


**126** Edit any fields here that need to be changed, then click "Submit"

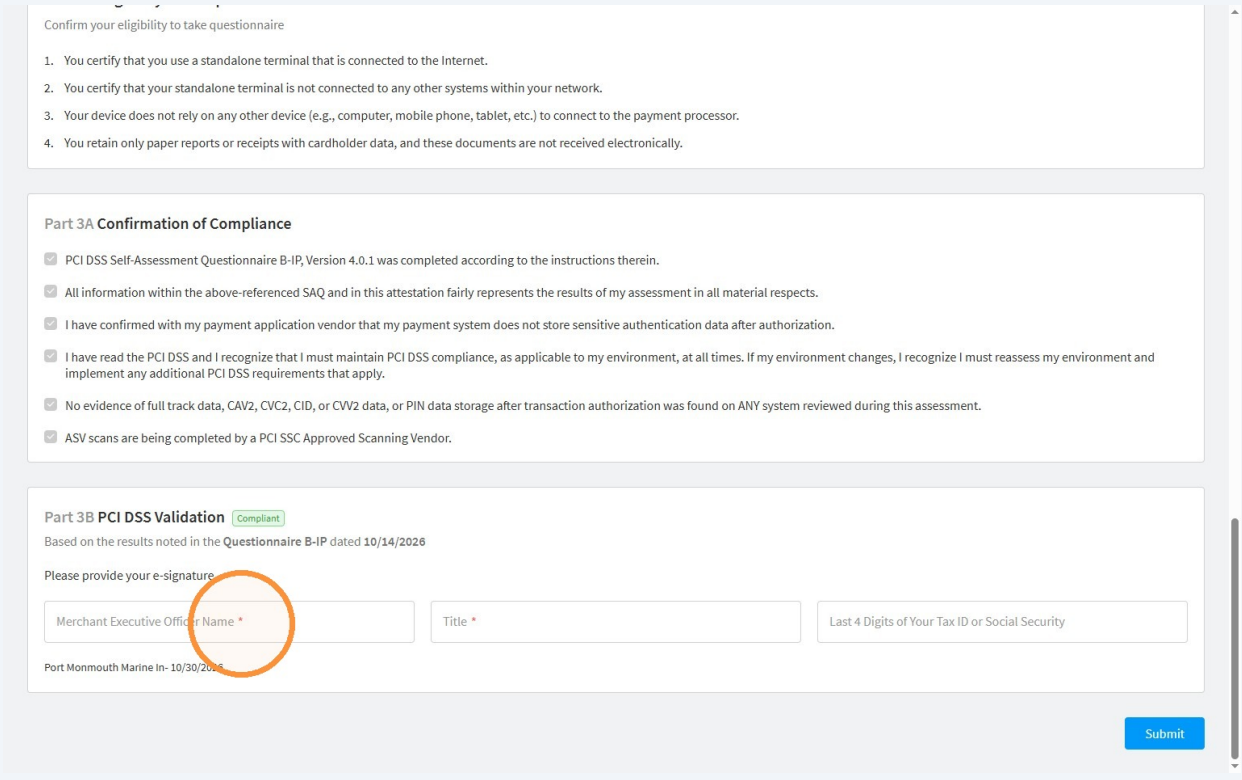



**127** After a few more days, the PCI Compliance Submission will have approved. Log back into the PCI Dashboard.

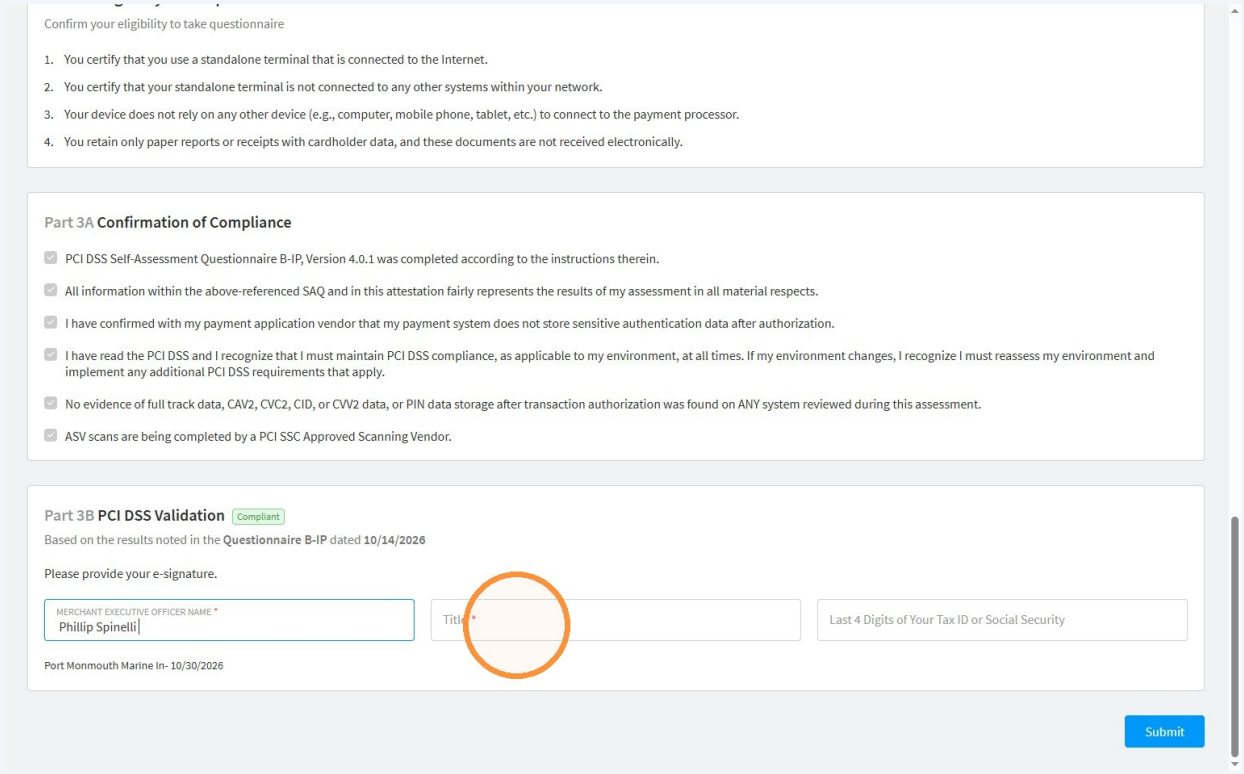
## 128 Click "Continue"



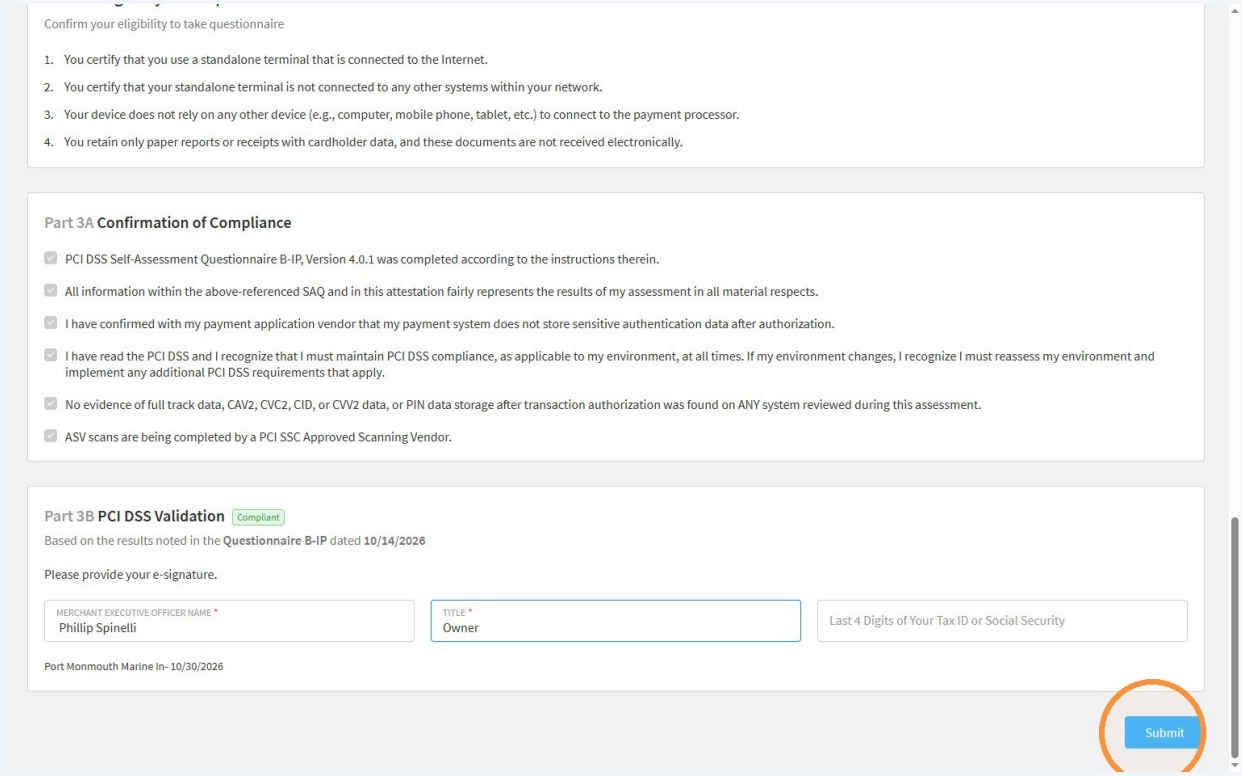

## 129 Click "Merchant Name" and fill out the name of the owner.



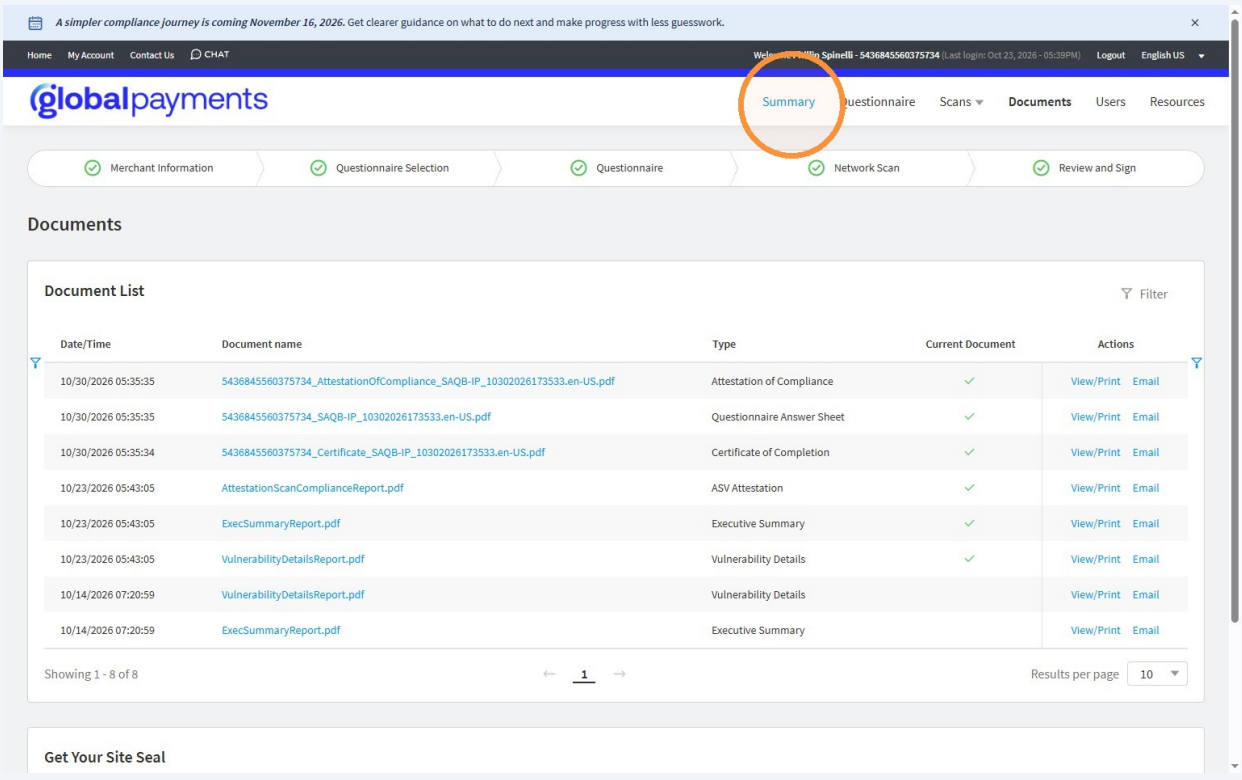
## 130 Click the "Title" field and enter "Owner".



## 131 Click "Submit"




## 132 Click "Summary"



133 If all checkmarks across the top are showing as green, you are done. Congrats on officially finishing the PCI Compliance process!

