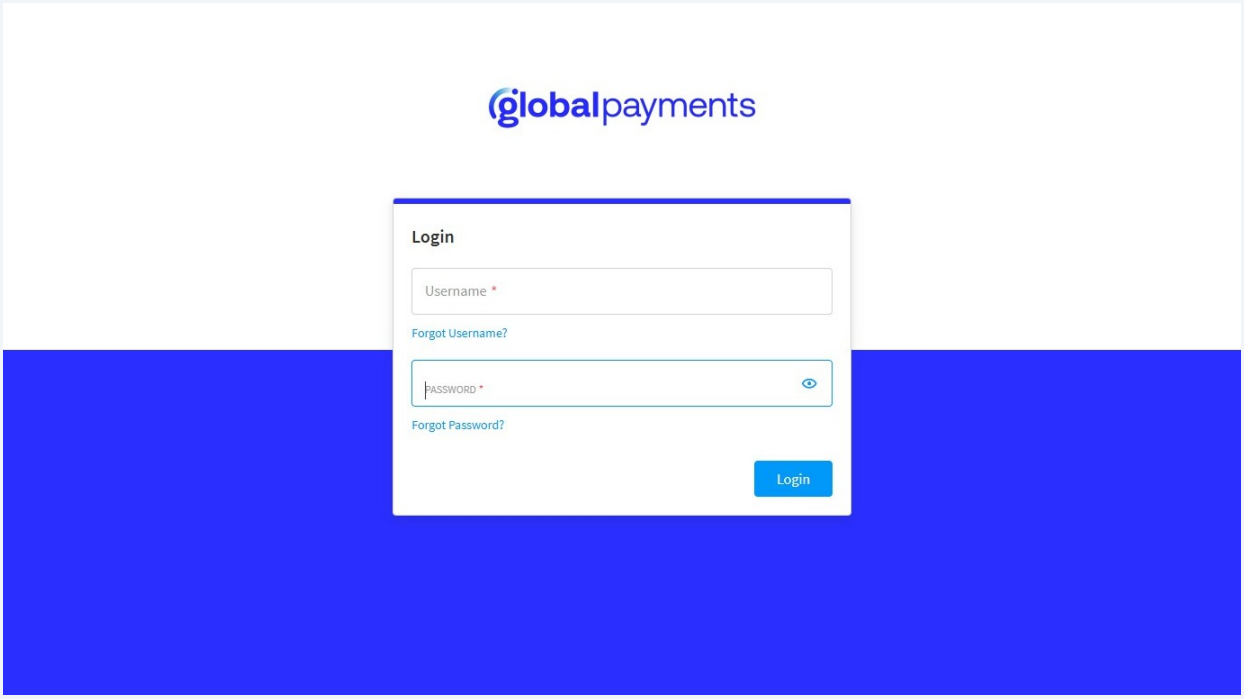
How to Complete the PCI Compliance for a Virtual Terminal

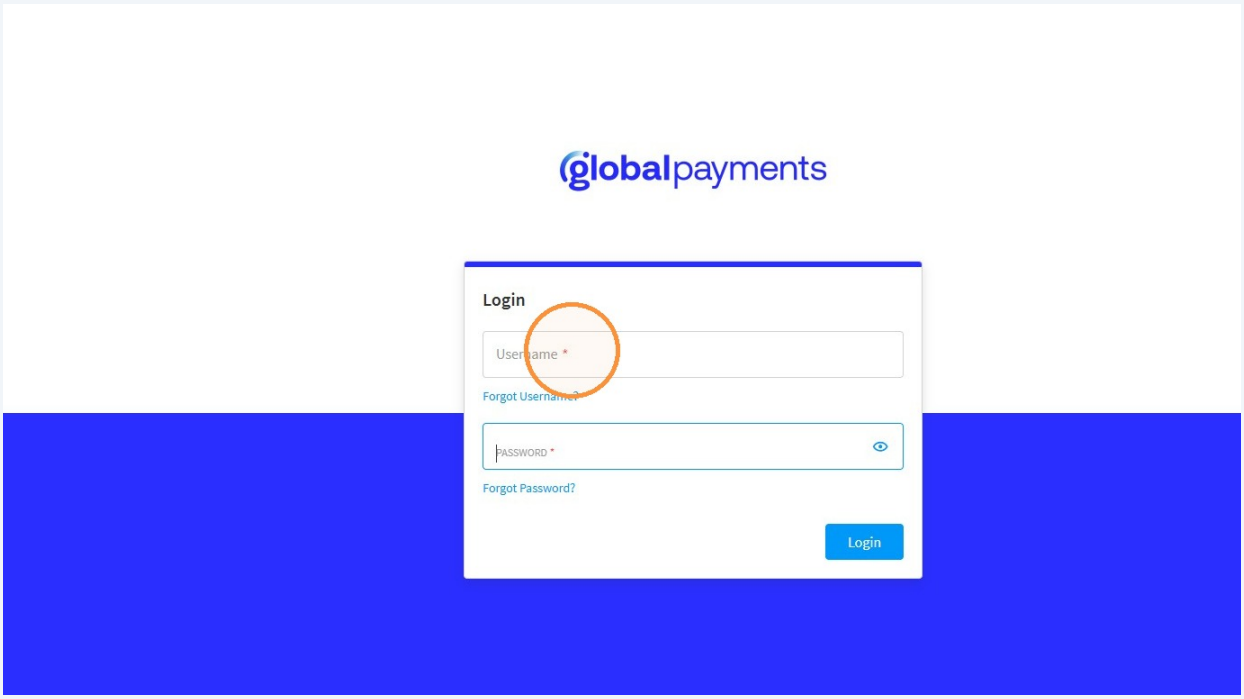
Follow this walkthrough to navigate the PCI compliance process for a Virtual Terminal such as the NMI Gateway, Dejavoo Gateway or Authorize.Net

Account Login

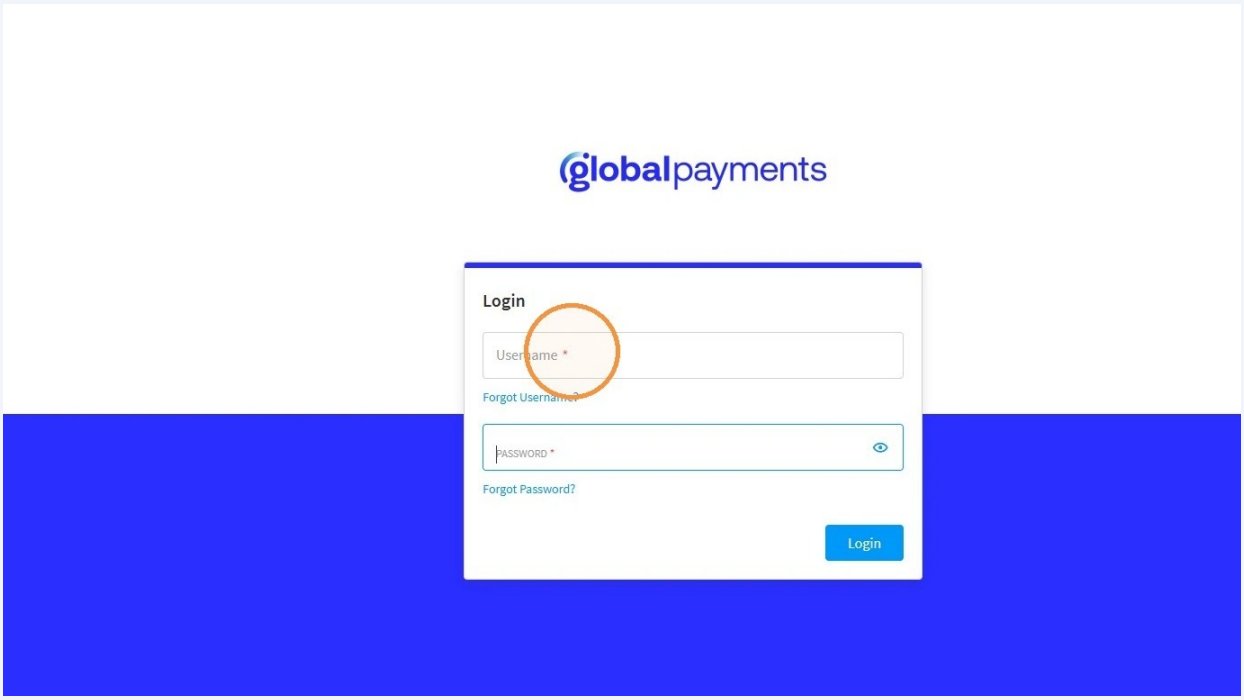
1 Navigate to https://pciapply.com/compliance101



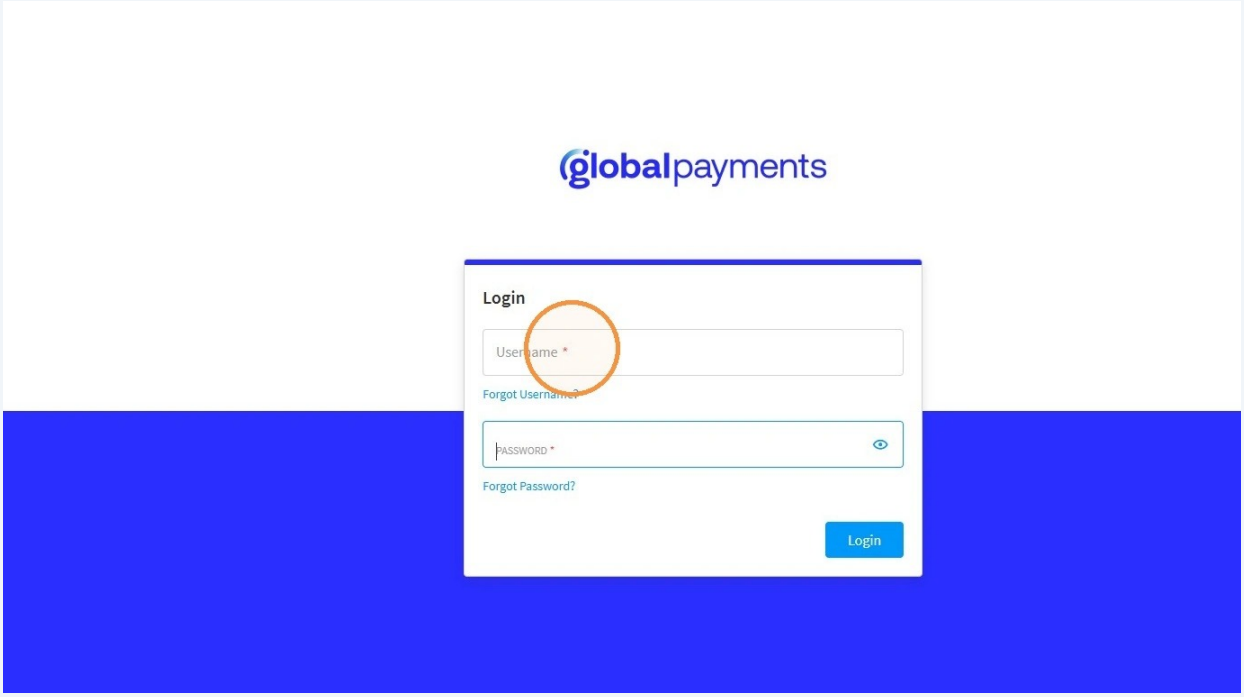
2 Click the Username field. (The username is their 16 digit MID beginning with 5436)



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



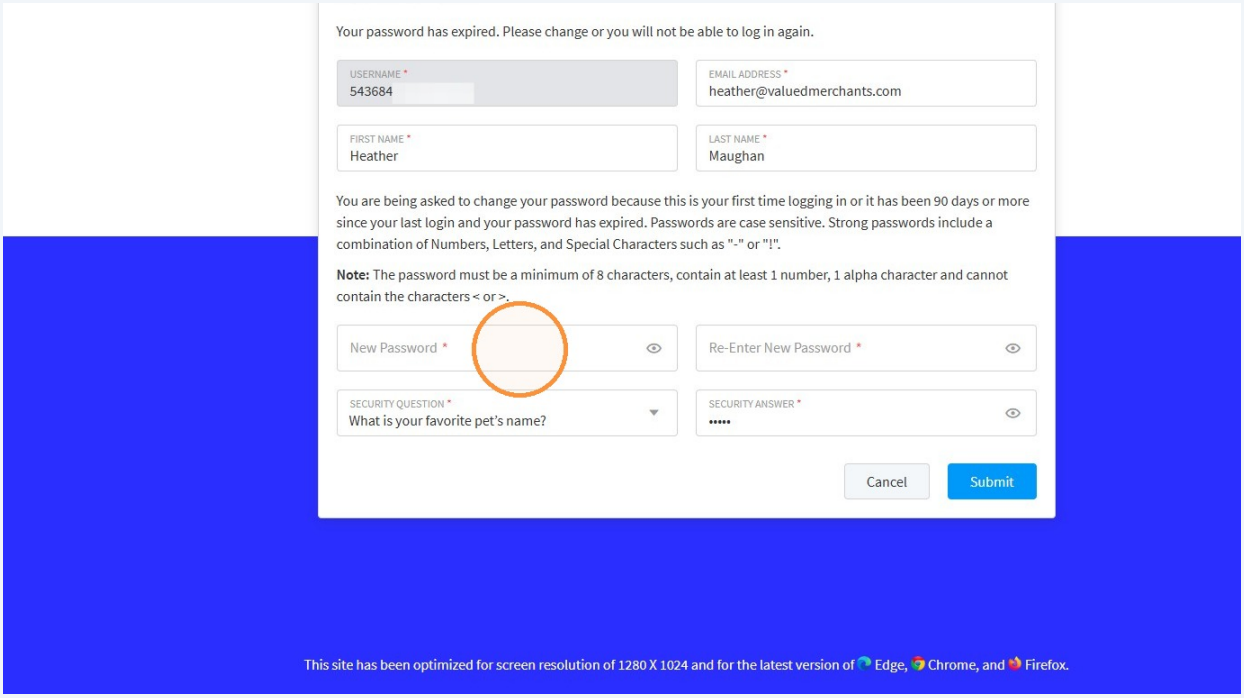
4 Click "Login"



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.

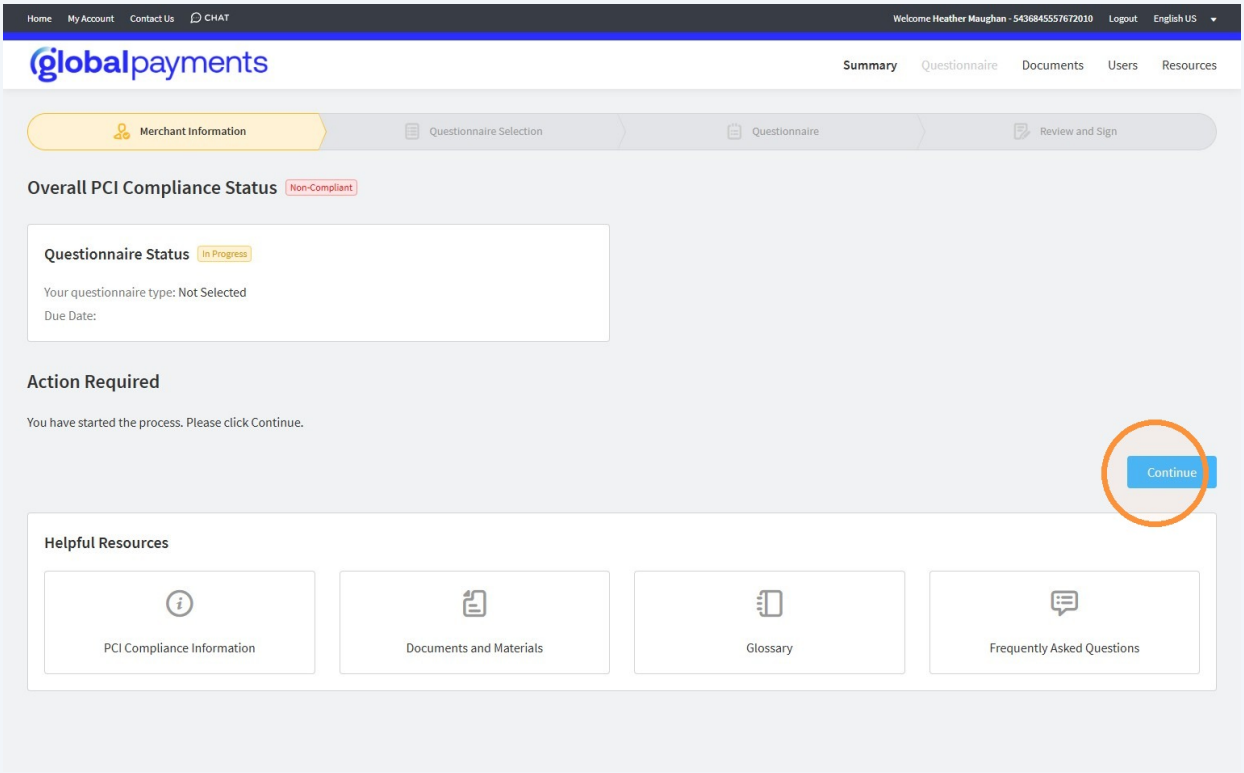
If you are resetting a password, click the "New Password" field.



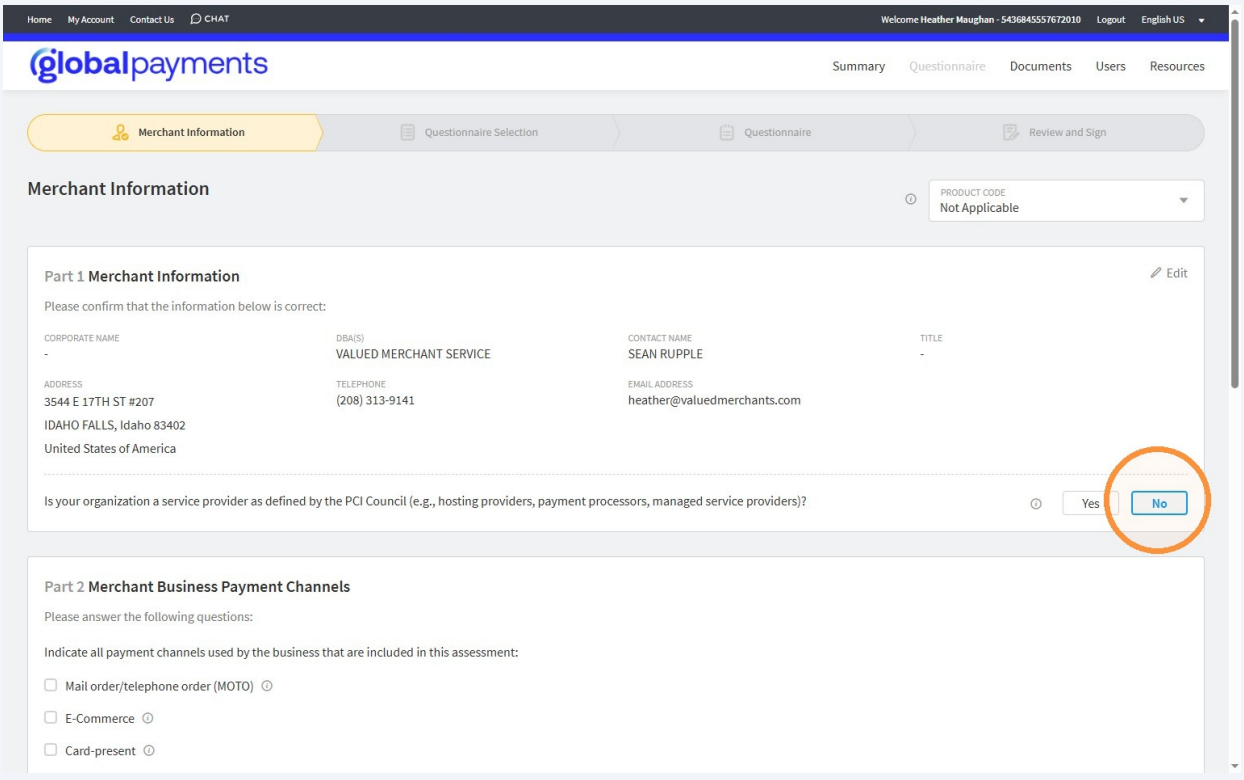
6 Enter a new password in both password fields, answer the Security Question, then click Submit.

Merchant Information

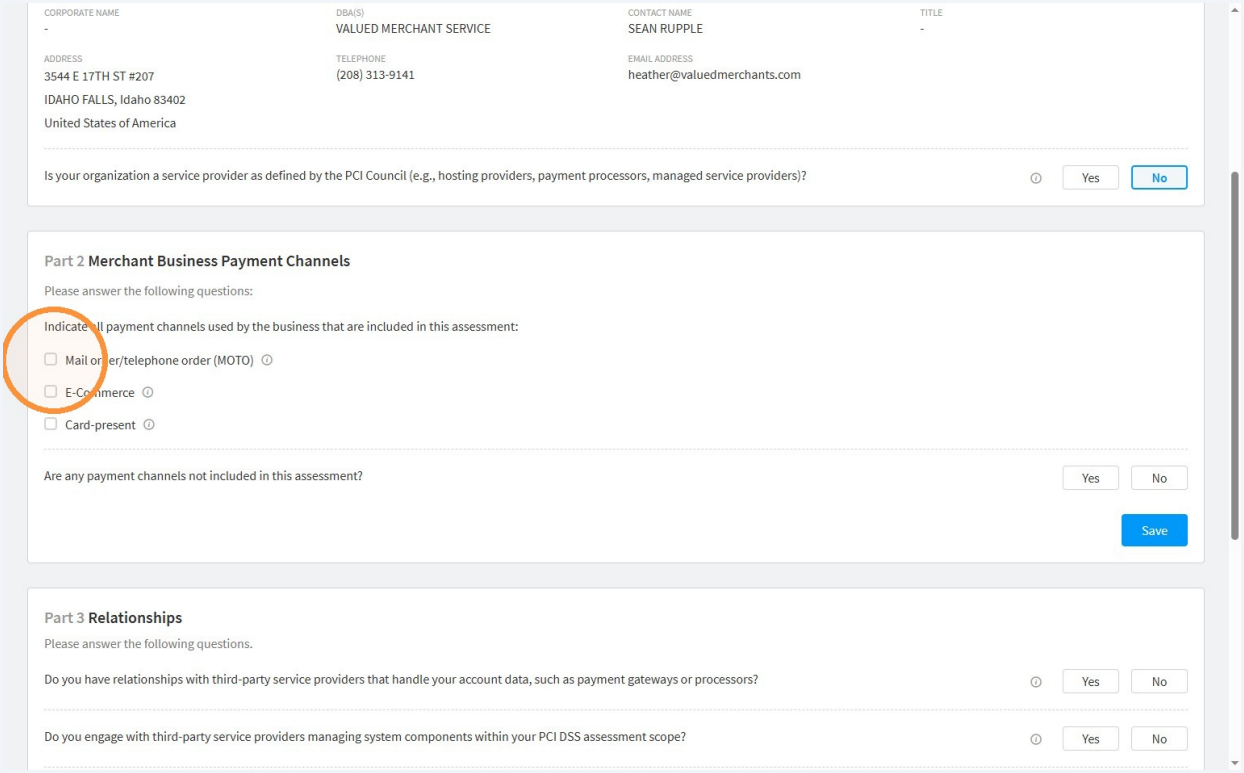
7 Click "Continue"



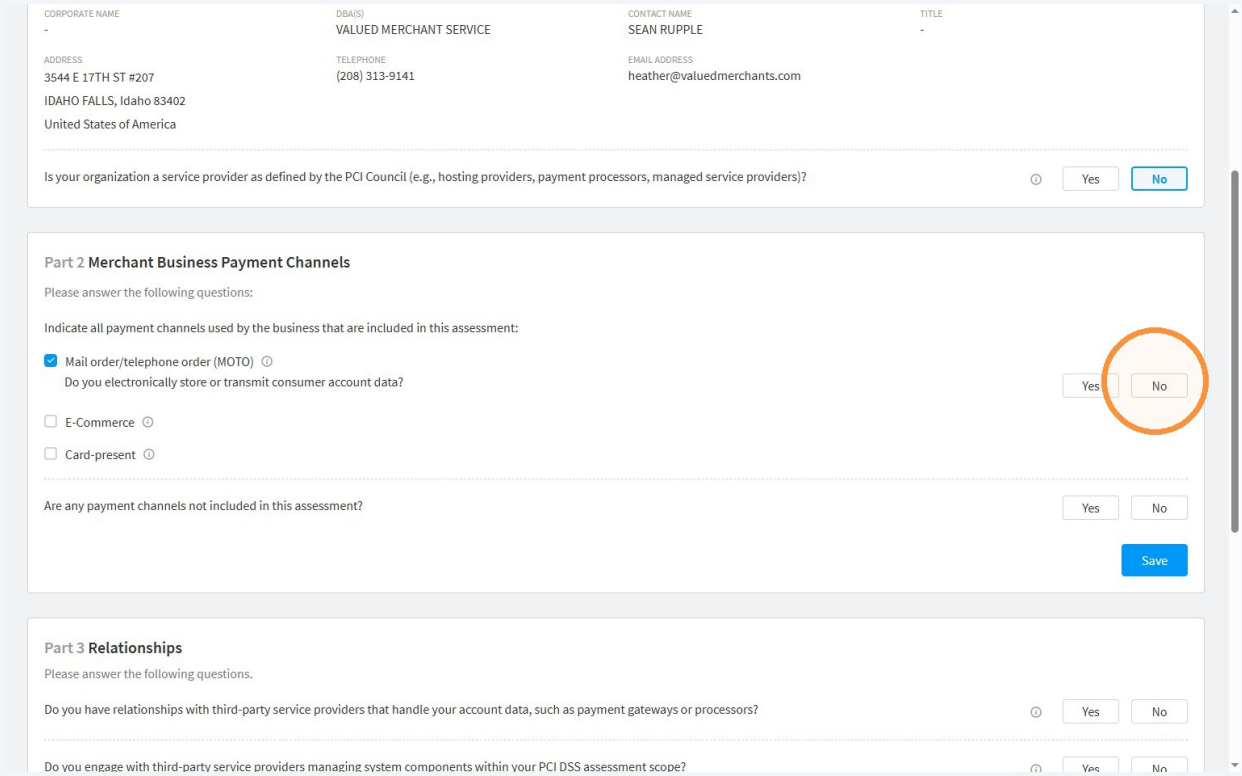
8 Click "No"



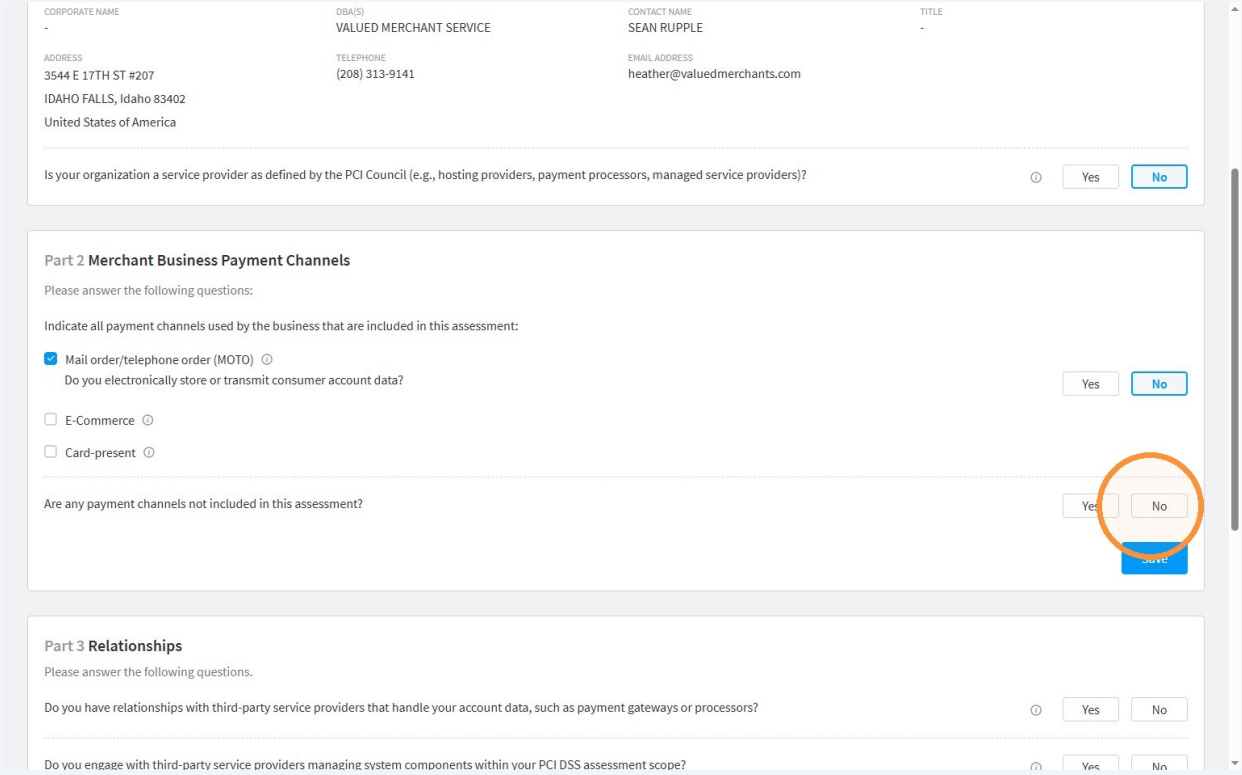
9 Click "Mail order/telephone order (MOTO)"



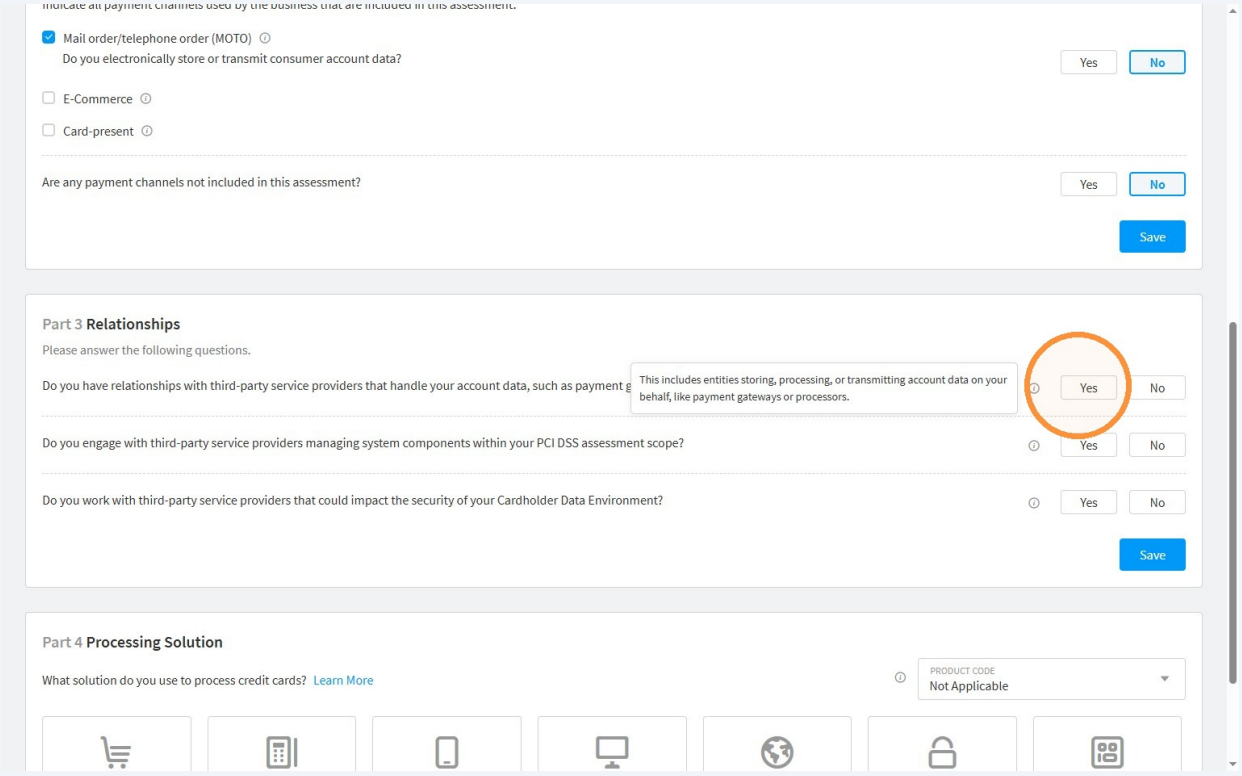
10 Click "No"



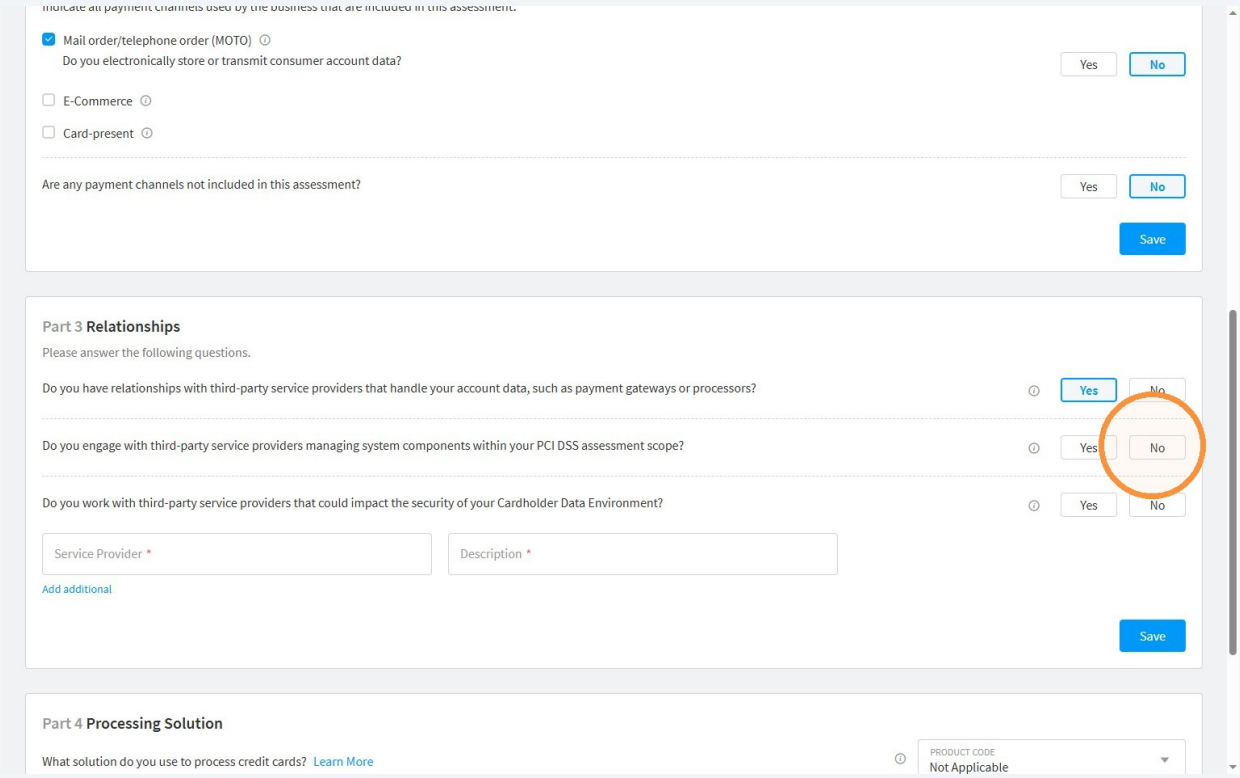
11 Click "No"



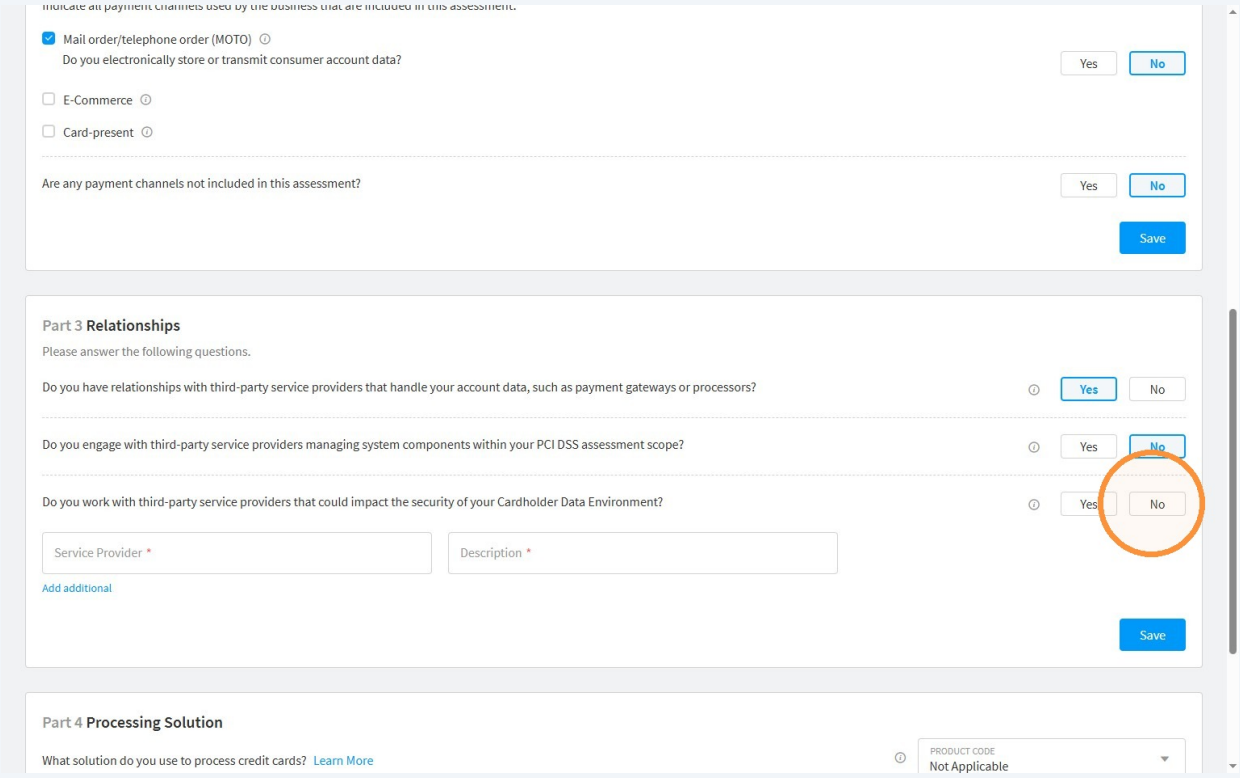
12 Click "Yes"


Mail order/telephone order (MOTO)
Do you electronically store or transmit consumer account data?
Yes
No
E-Commerce
Card-present
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

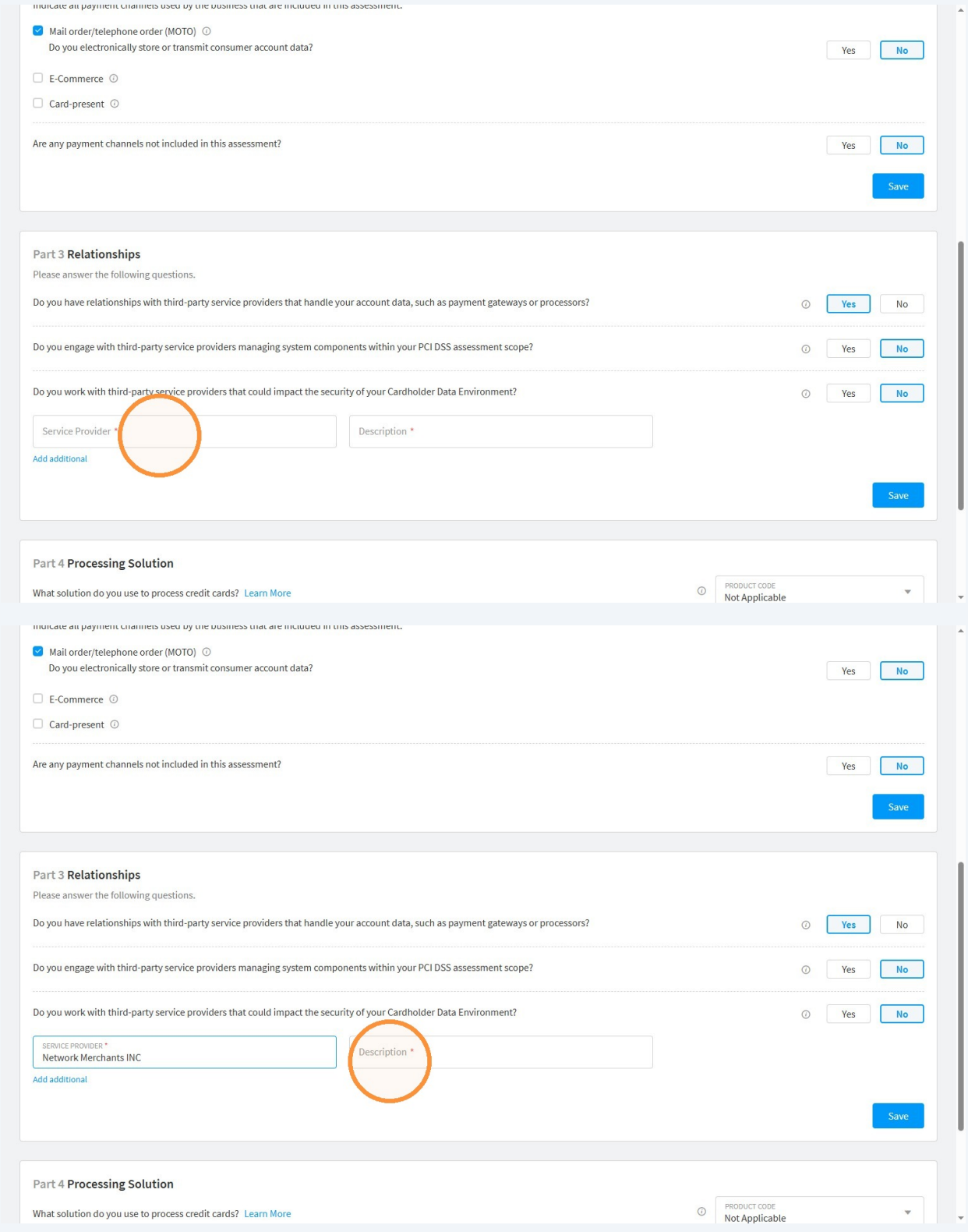
13 Click "No"



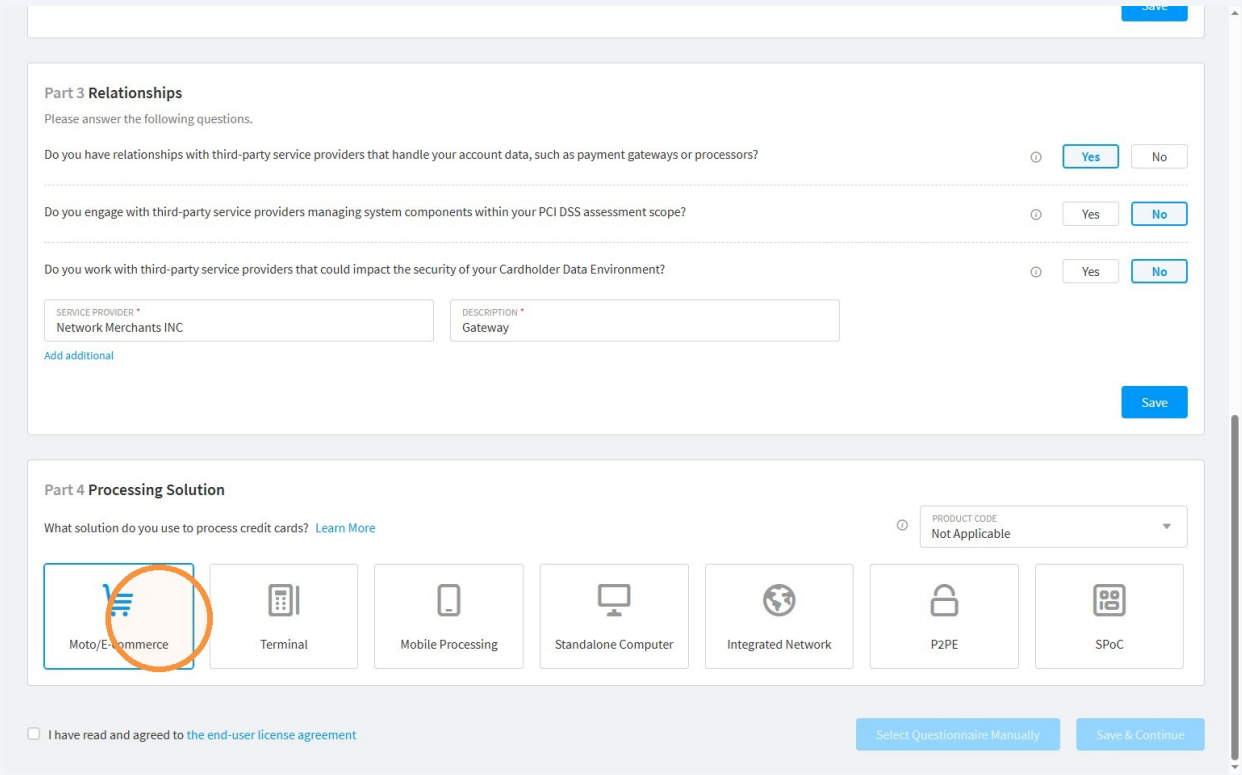
14 Click "No"



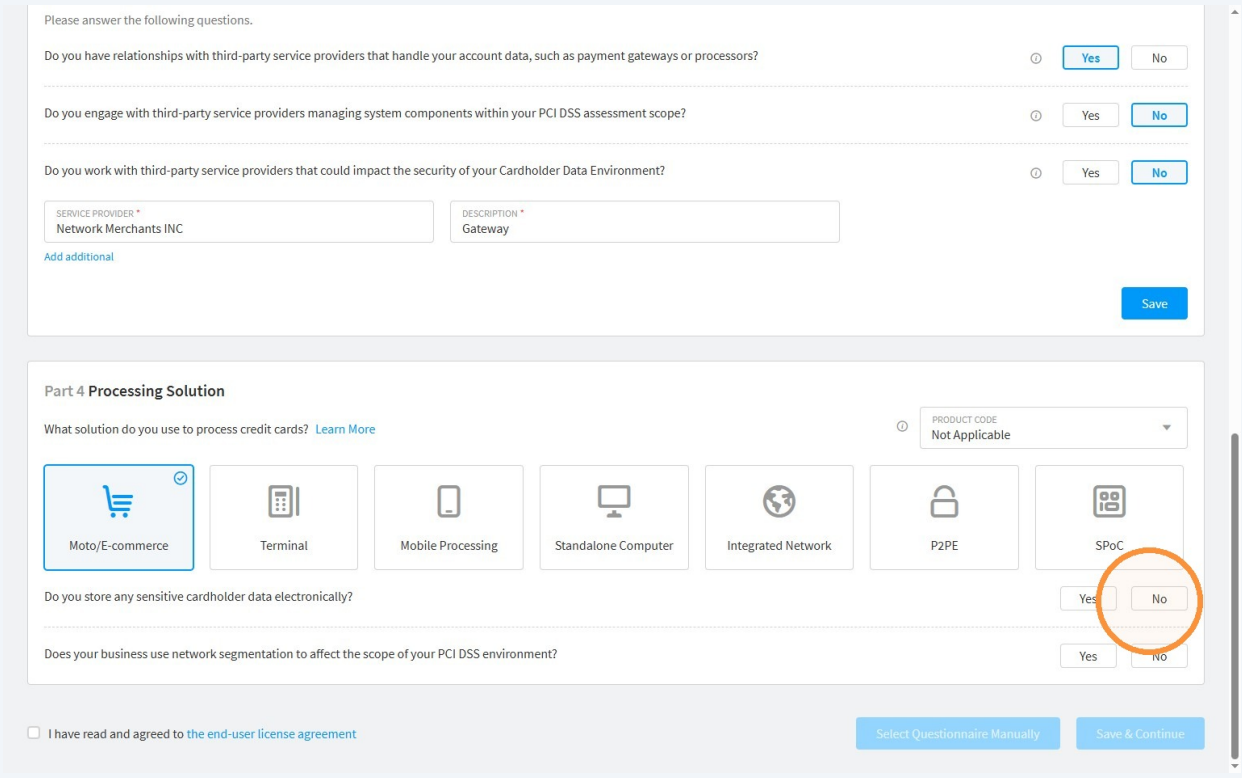
15 Enter the service provider and description. The Service Provider is the name of the Gateway and the Description will be "Gateway".



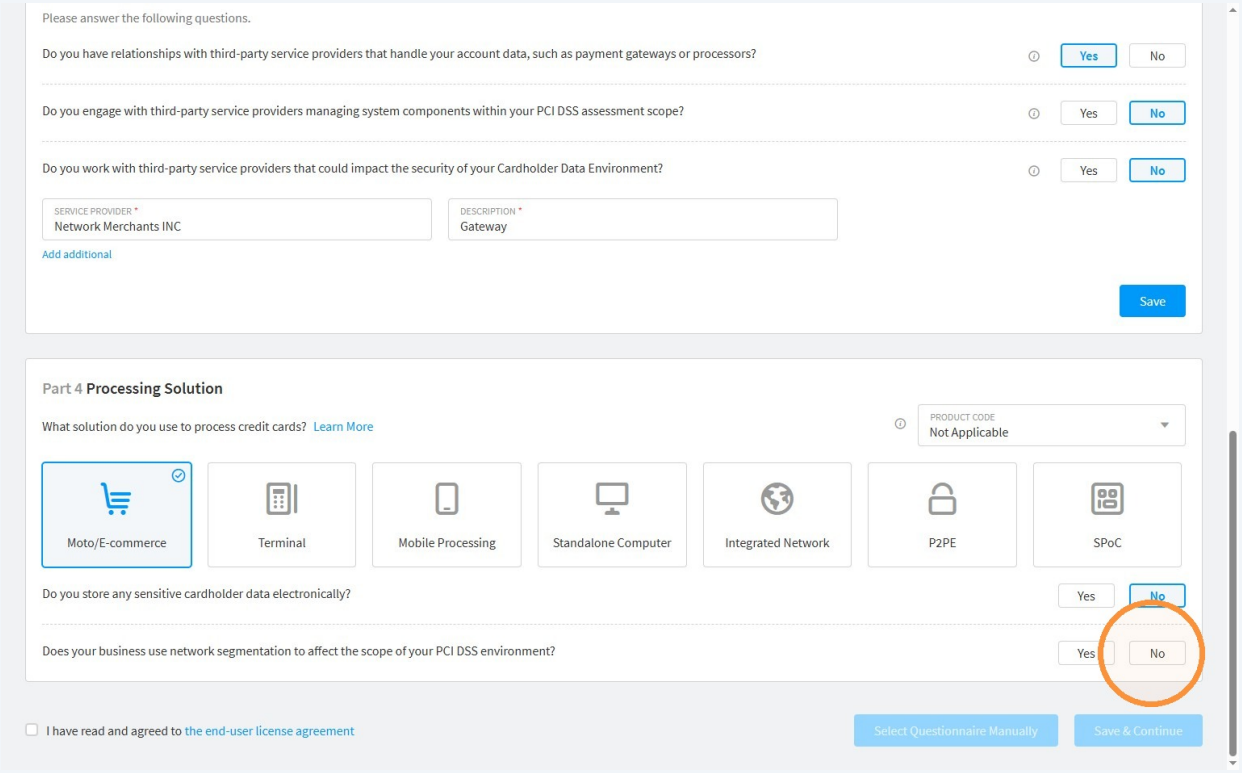
16 Click MOTO/Ecommerce.



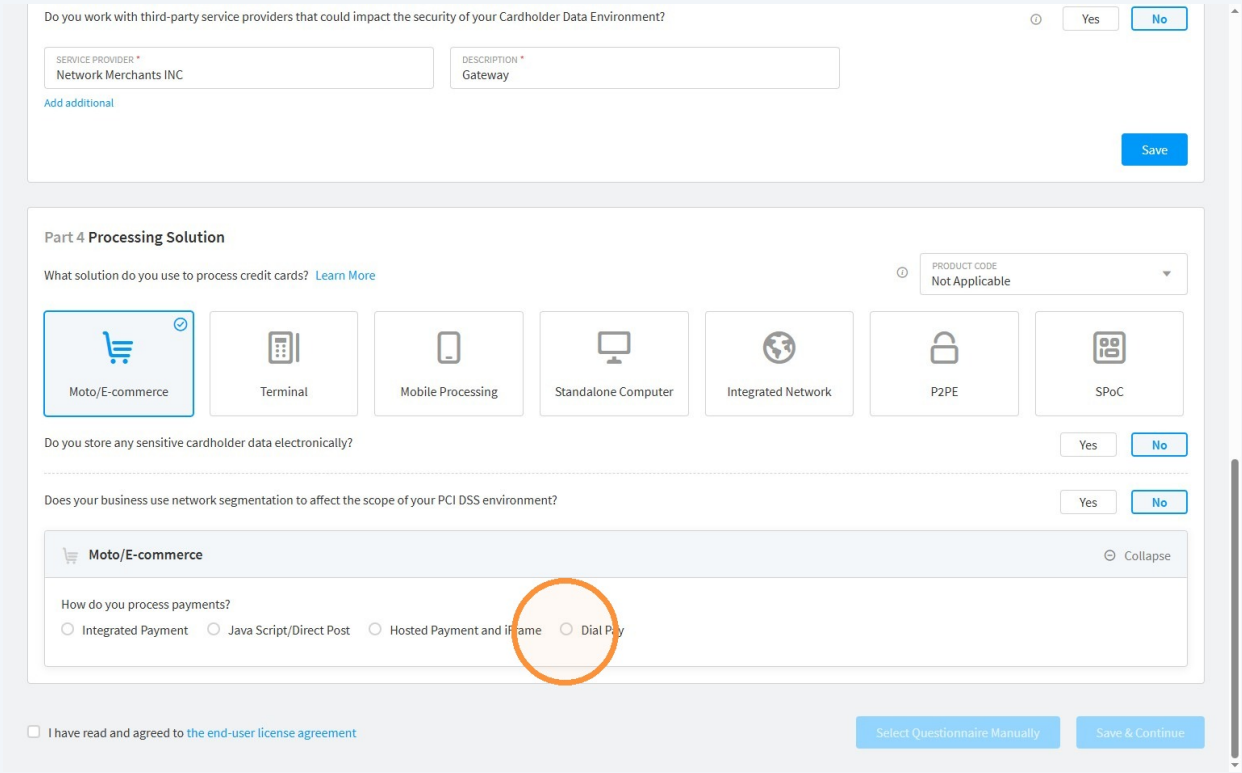
17 Click "No"



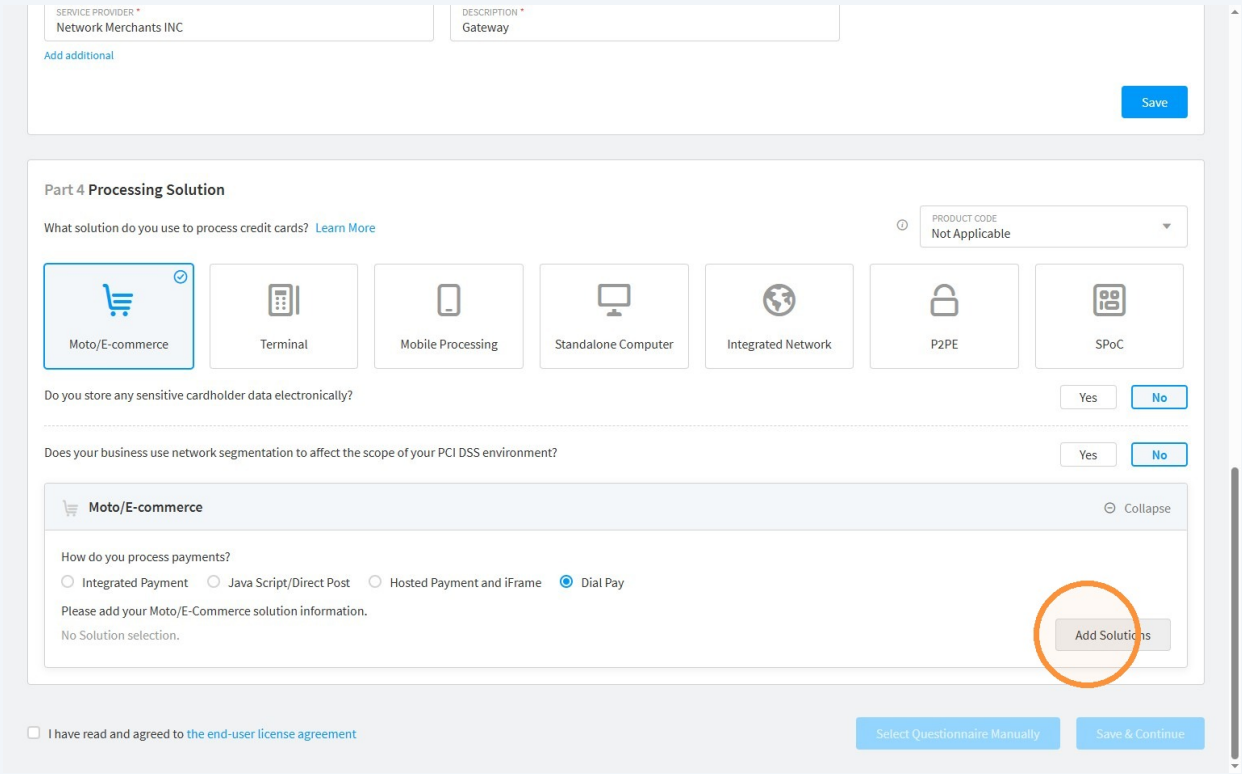
18 Click "No"


Please answer the following questions.
Do you have relationships with third-party service providers that handle your account data, such as 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
SERVICE PROVIDER *
Network Merchants INC
DESCRIPTION *
Gateway
Add additional
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
I have read and agreed to the end-user license agreement
Select Questionnaire Manually
Save & Continue

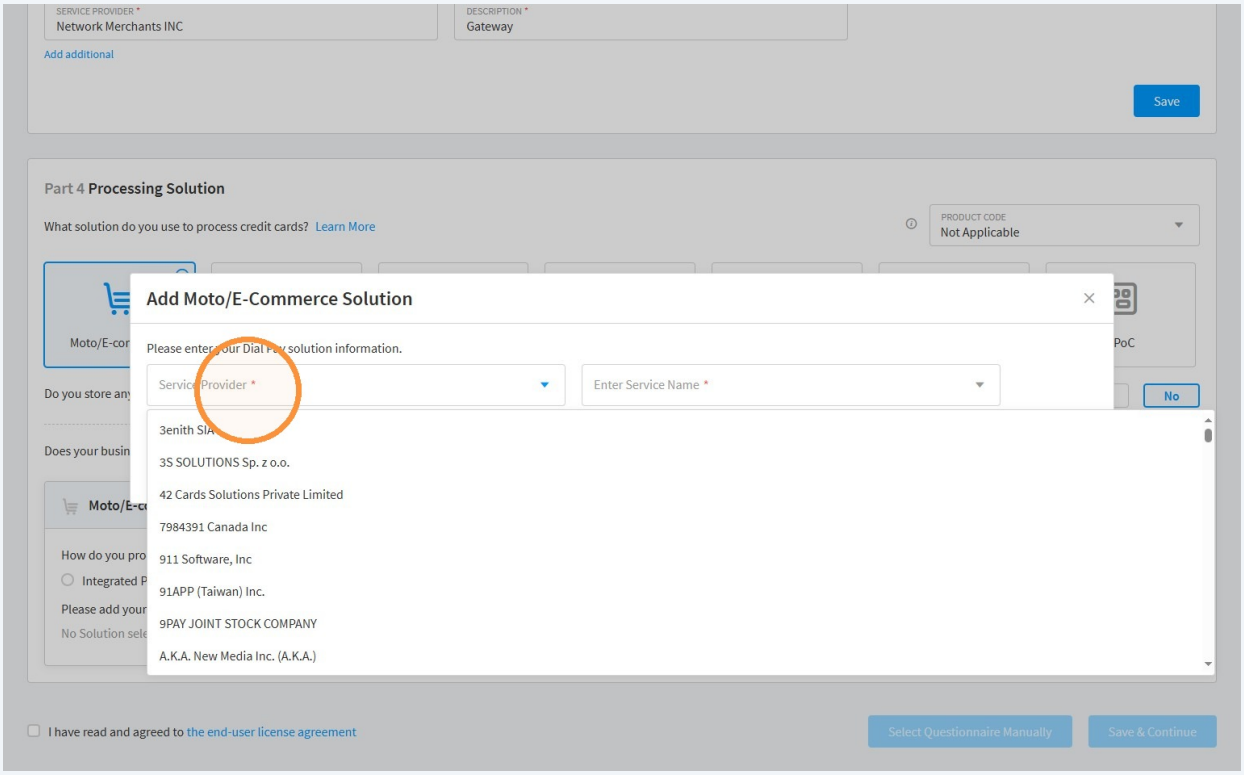
19 Click "Dial Pay"



20 Click "Add Solutions"

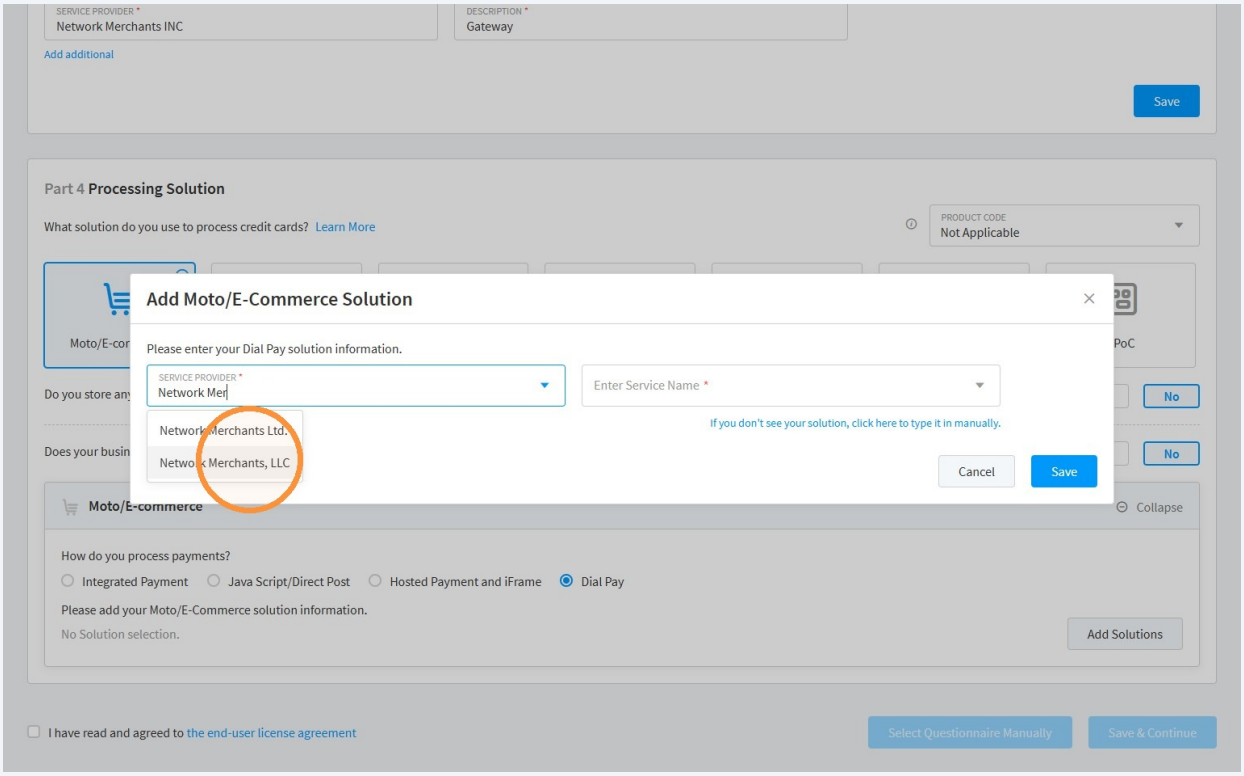


21 Click the "Service Provider" field.

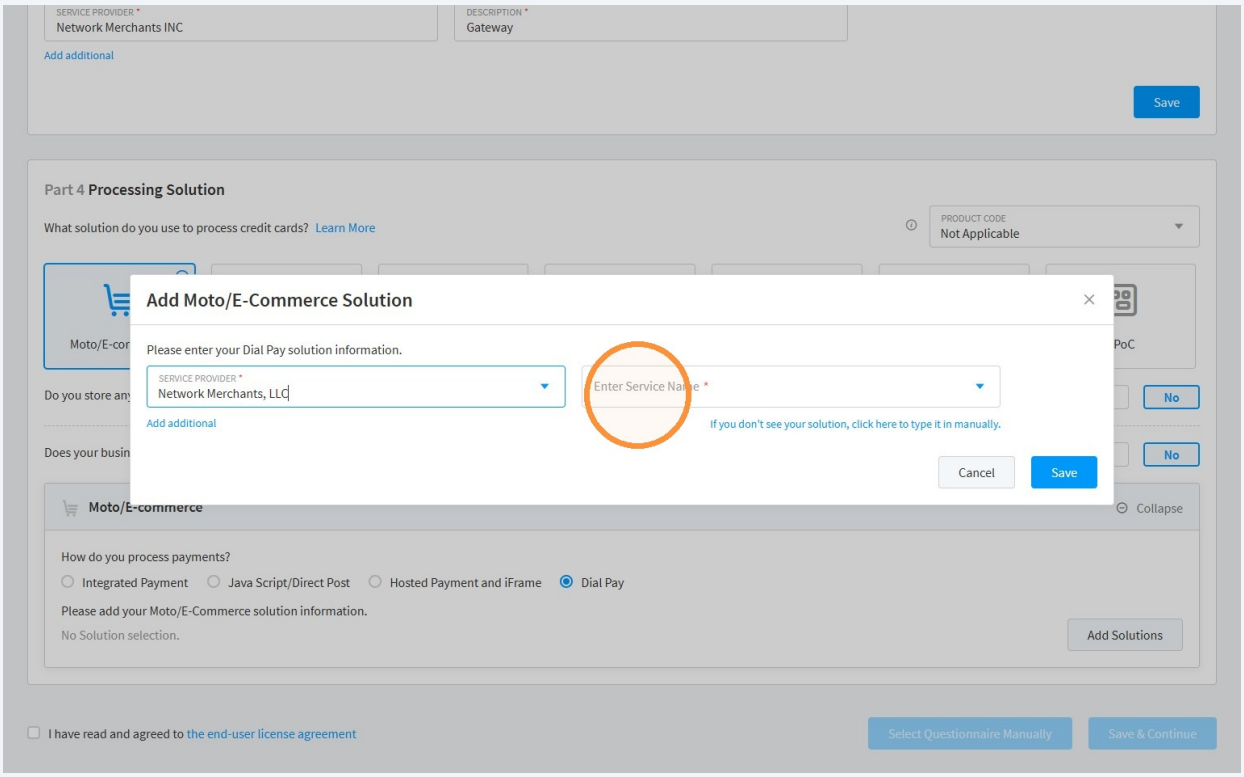


22 Type in the name of the Gateway, in this case we are doing this PCI Compliance for NMI or Network Merchants LLC

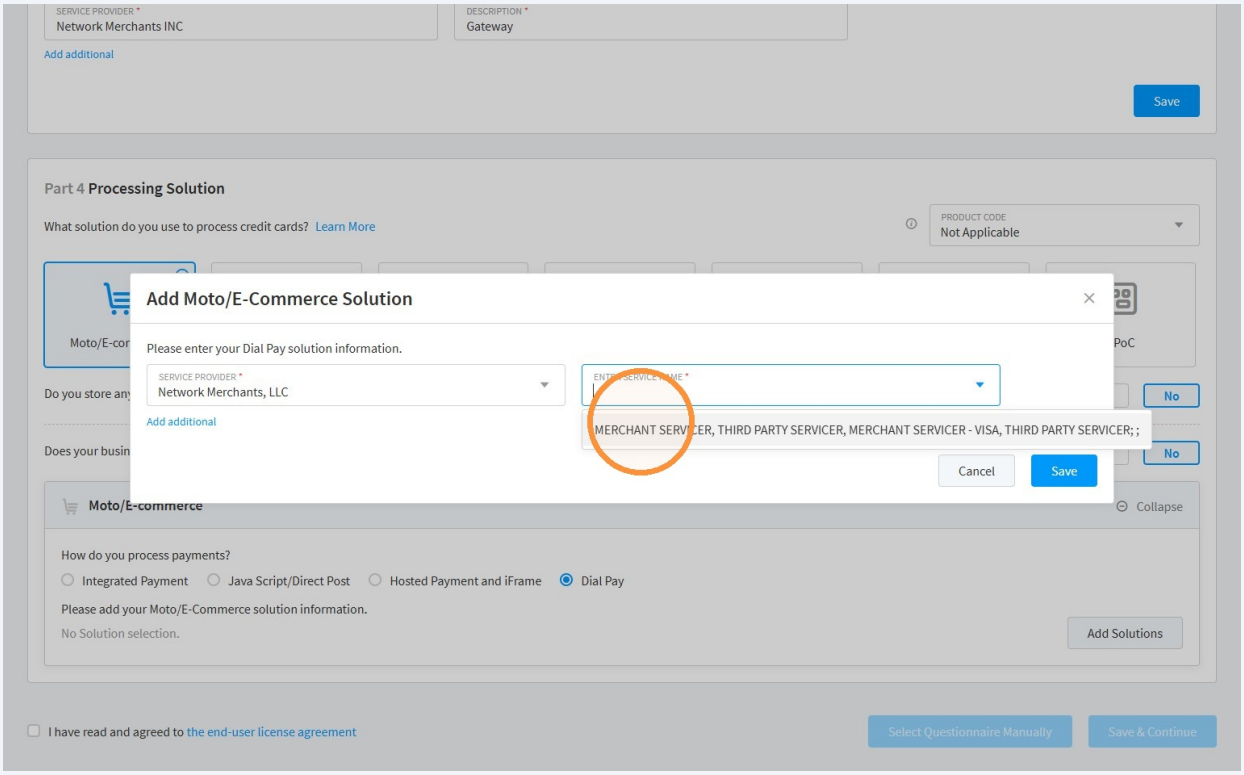
23 Click "Network Merchants, LLC" or the name of the Gateway you are using.



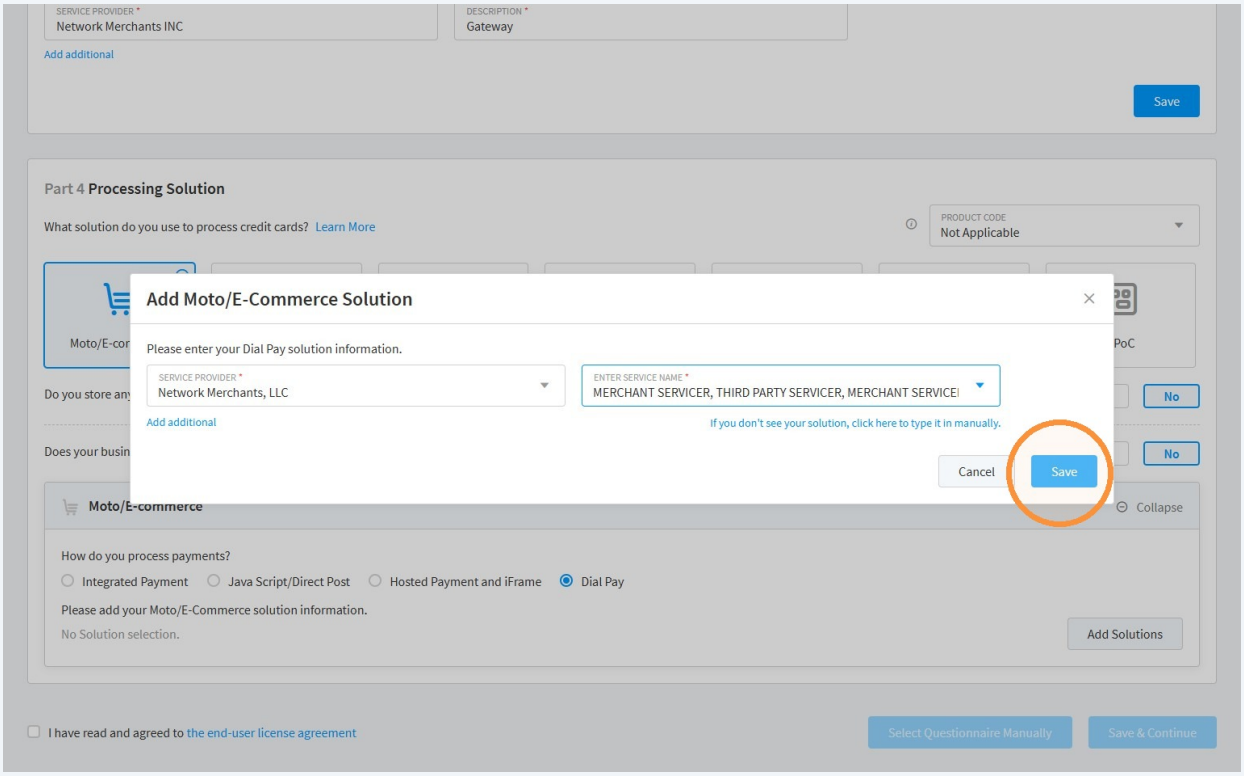
24 Click the "Enter Service Name" field.



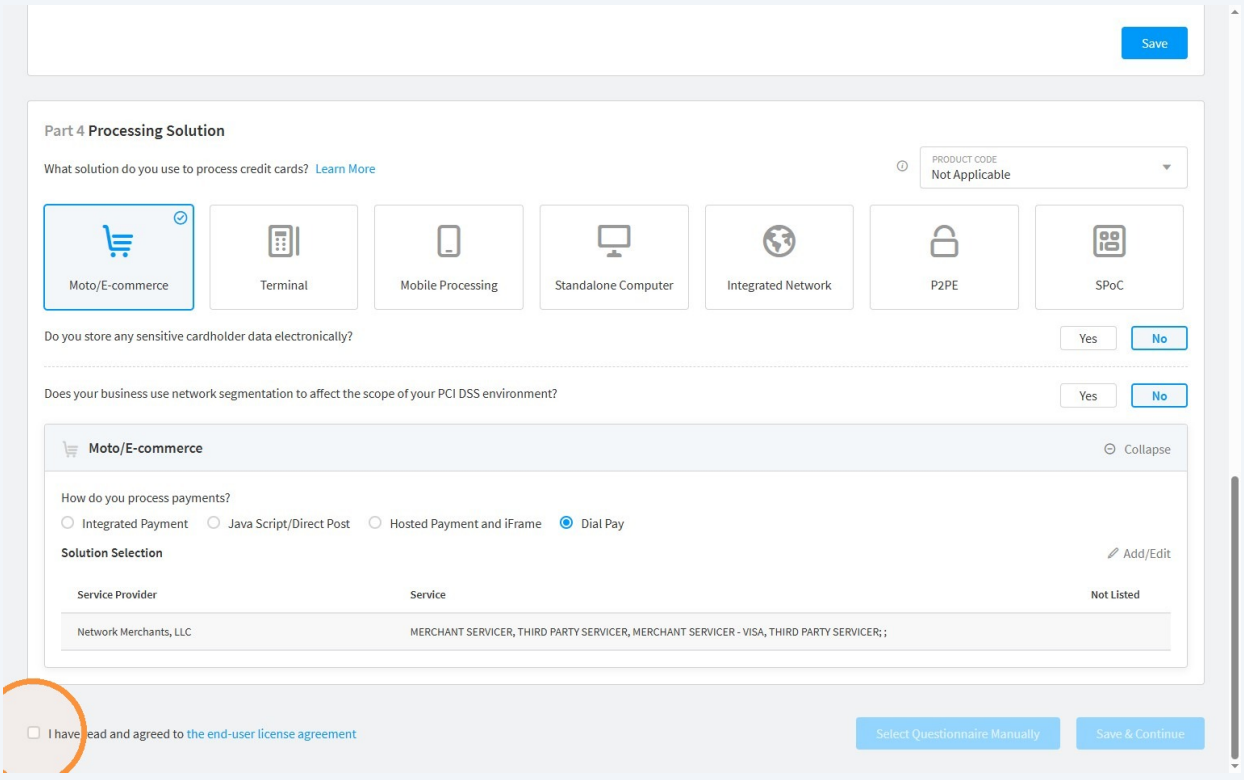
25 Click "MERCHANT SERVICER" or whatever options come up for your Gateway.



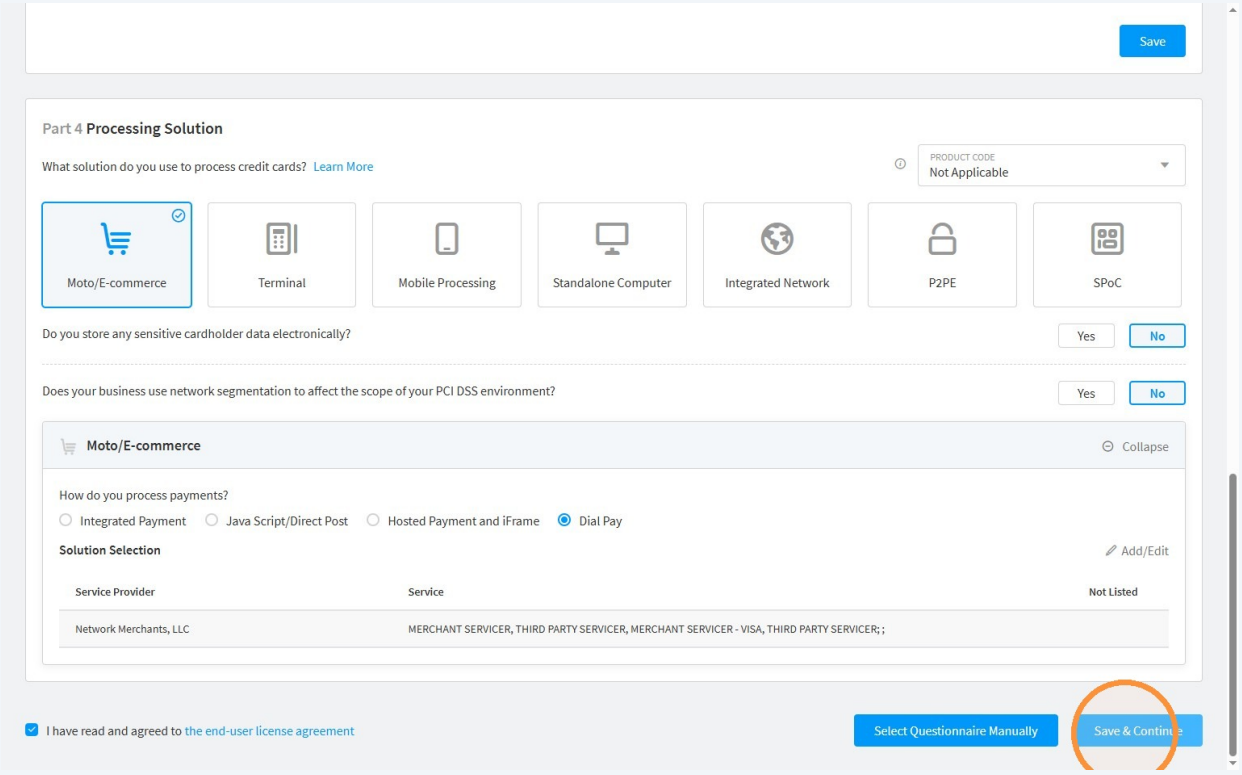
26 Click "Save".



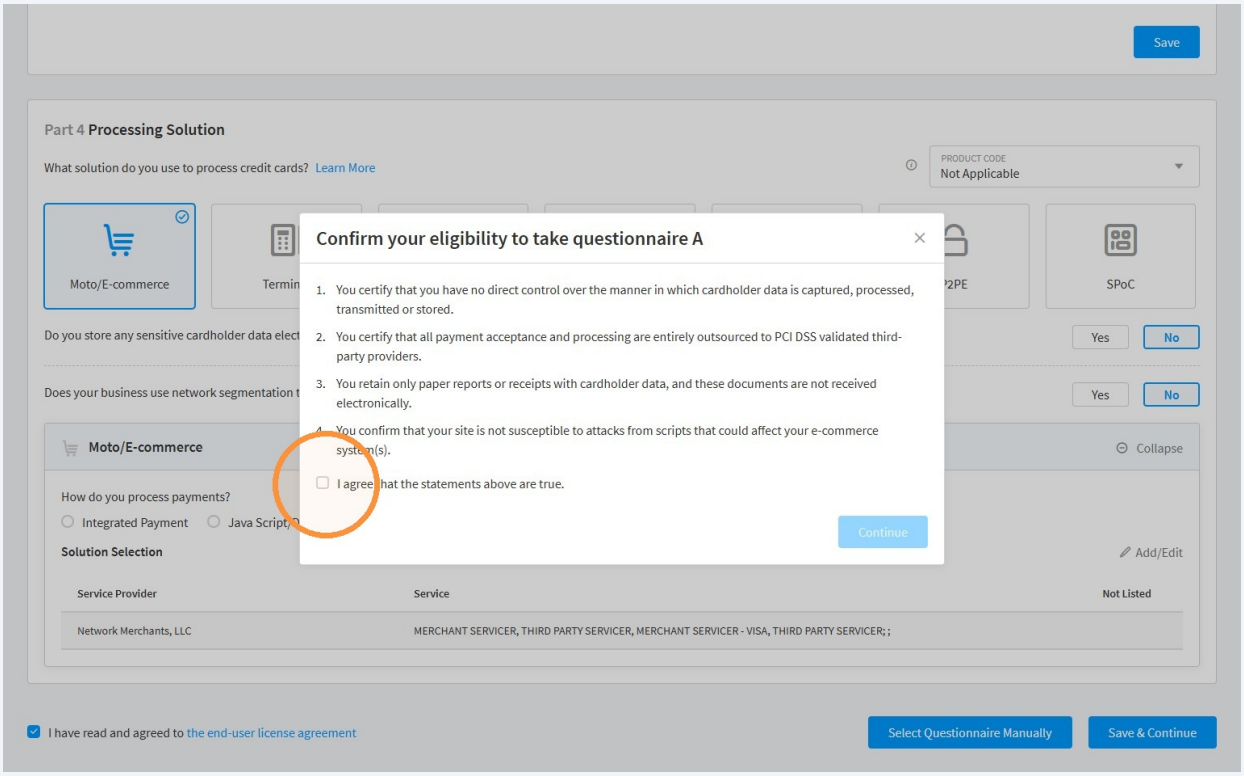
27 Click "I have read and agreed to"



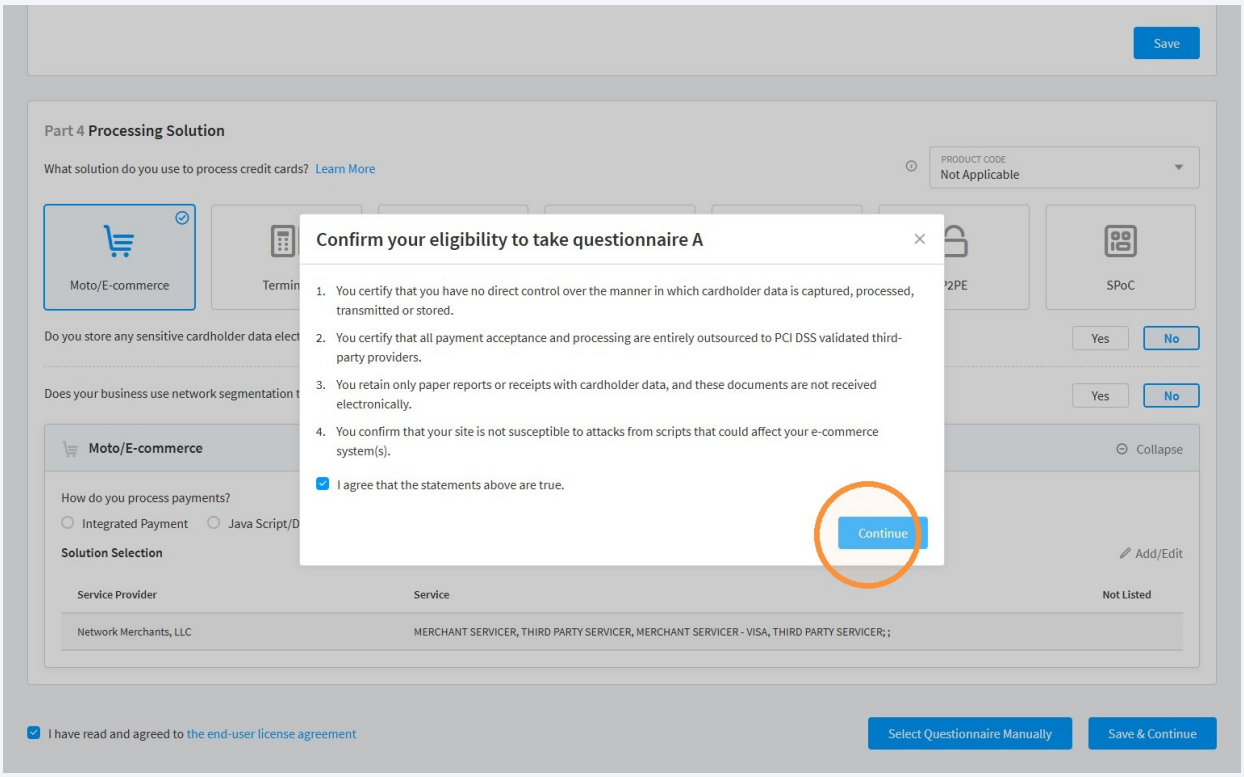
28 Click "Save and Continue".



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

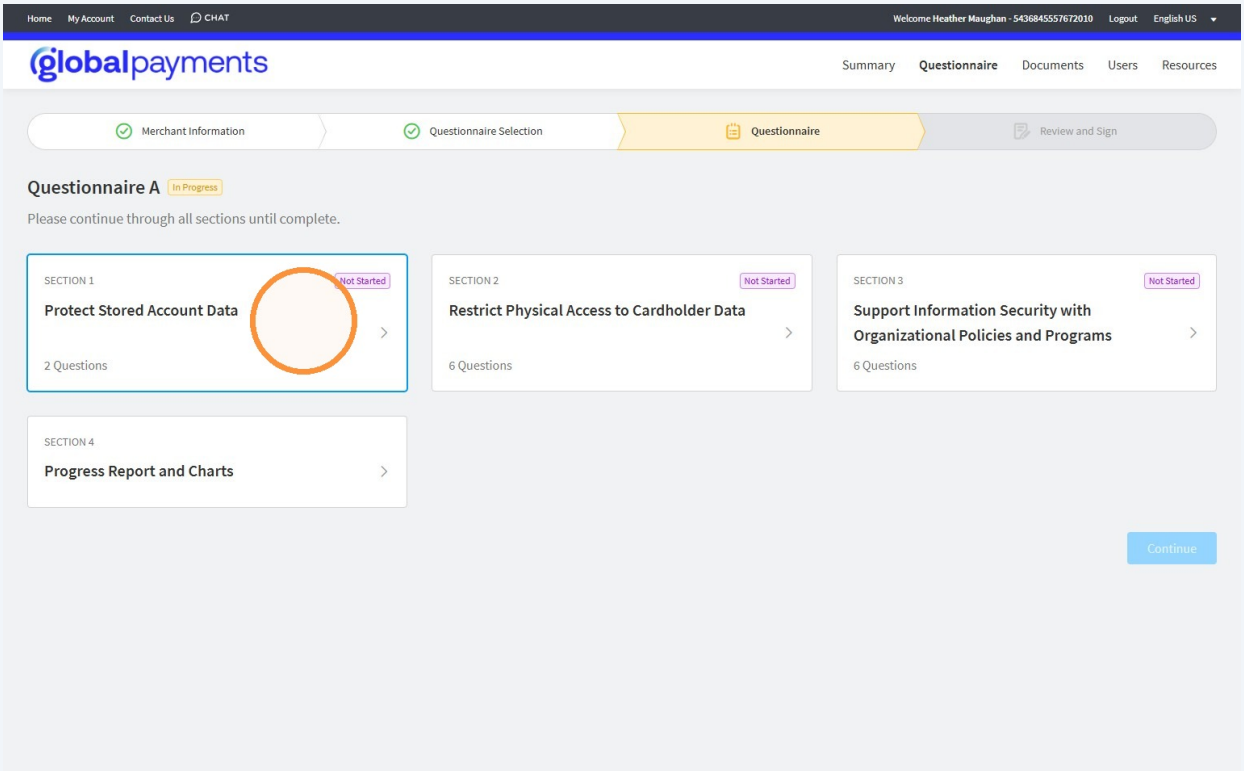


30 Click "Continue"

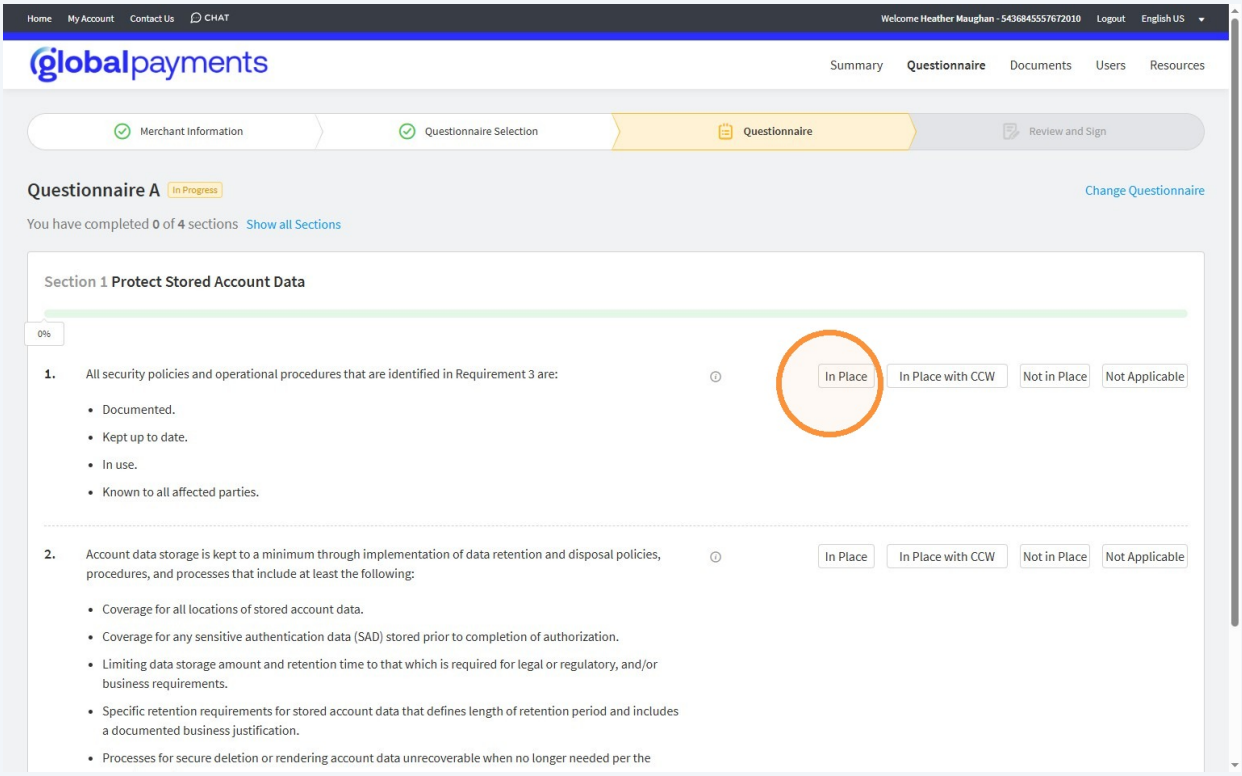


PCI Questionnaire

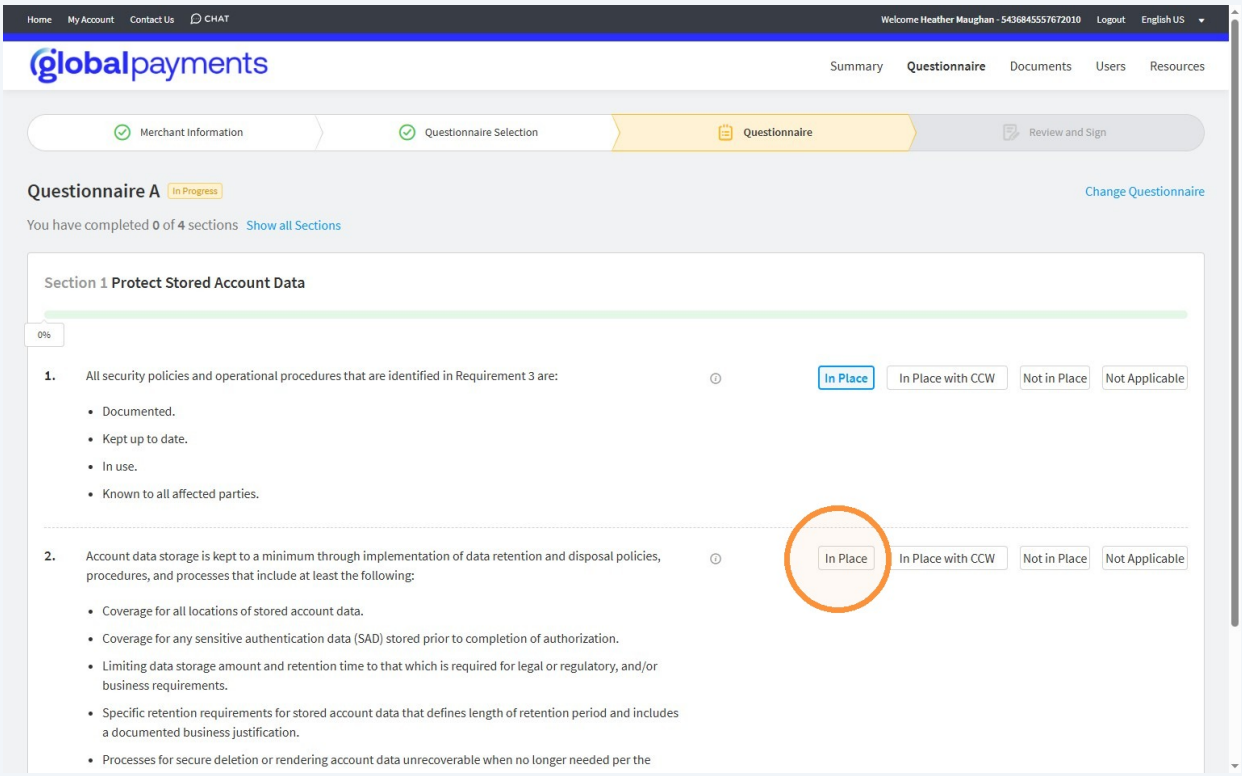
31 Click "Protect Stored Account Data"



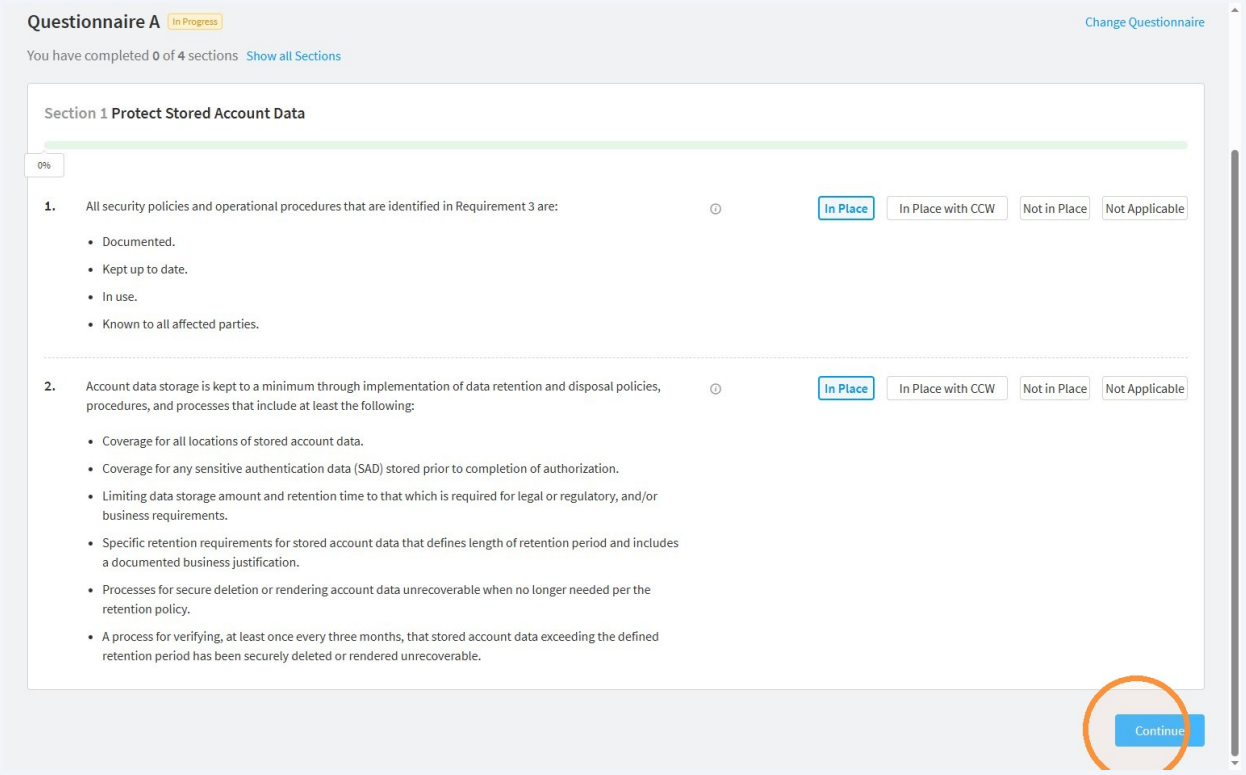
32 Click "In Place"



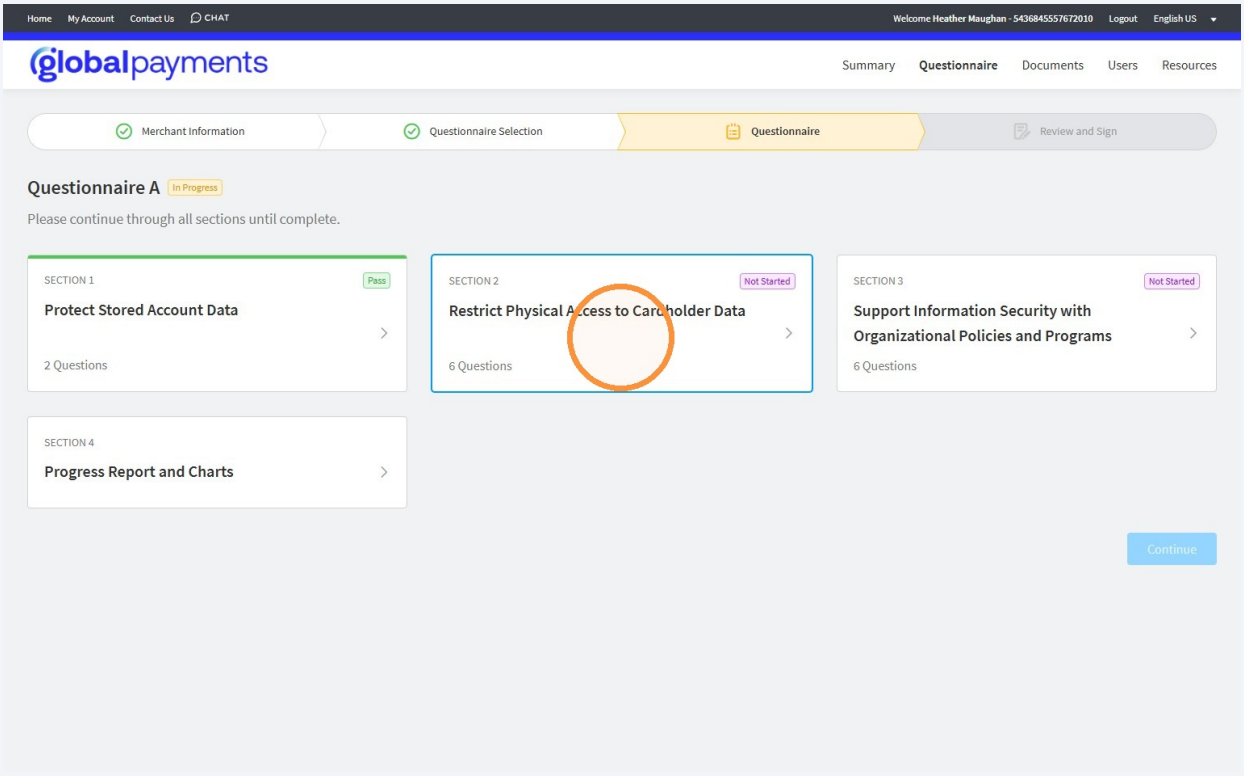
33 Click "In Place"



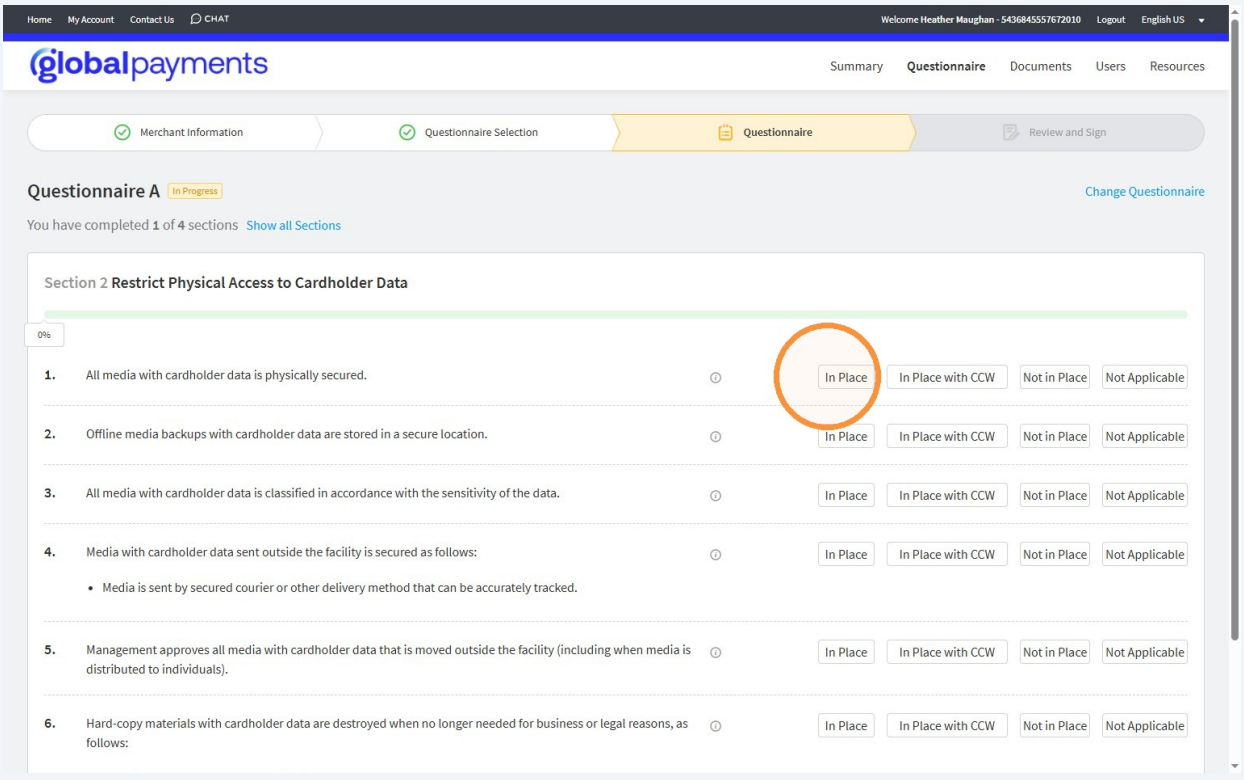
34 Click "Continue"



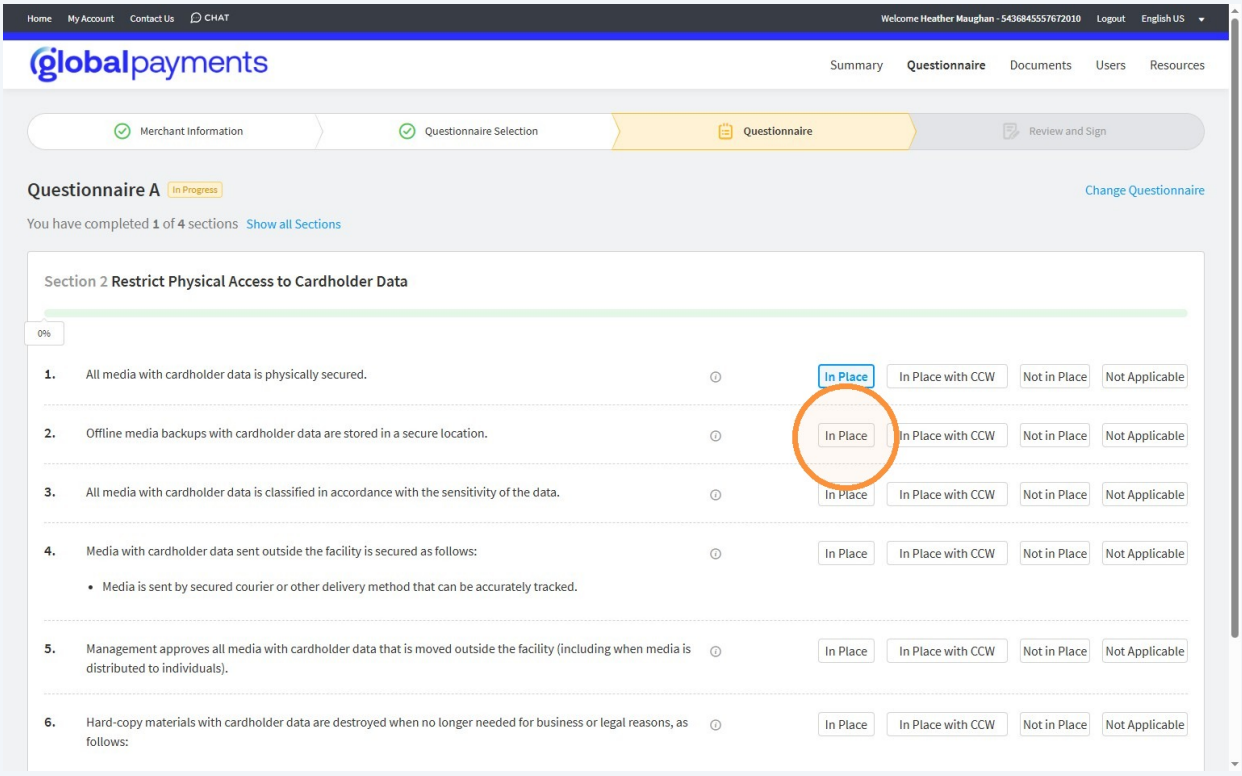
35 Click "Section 2"



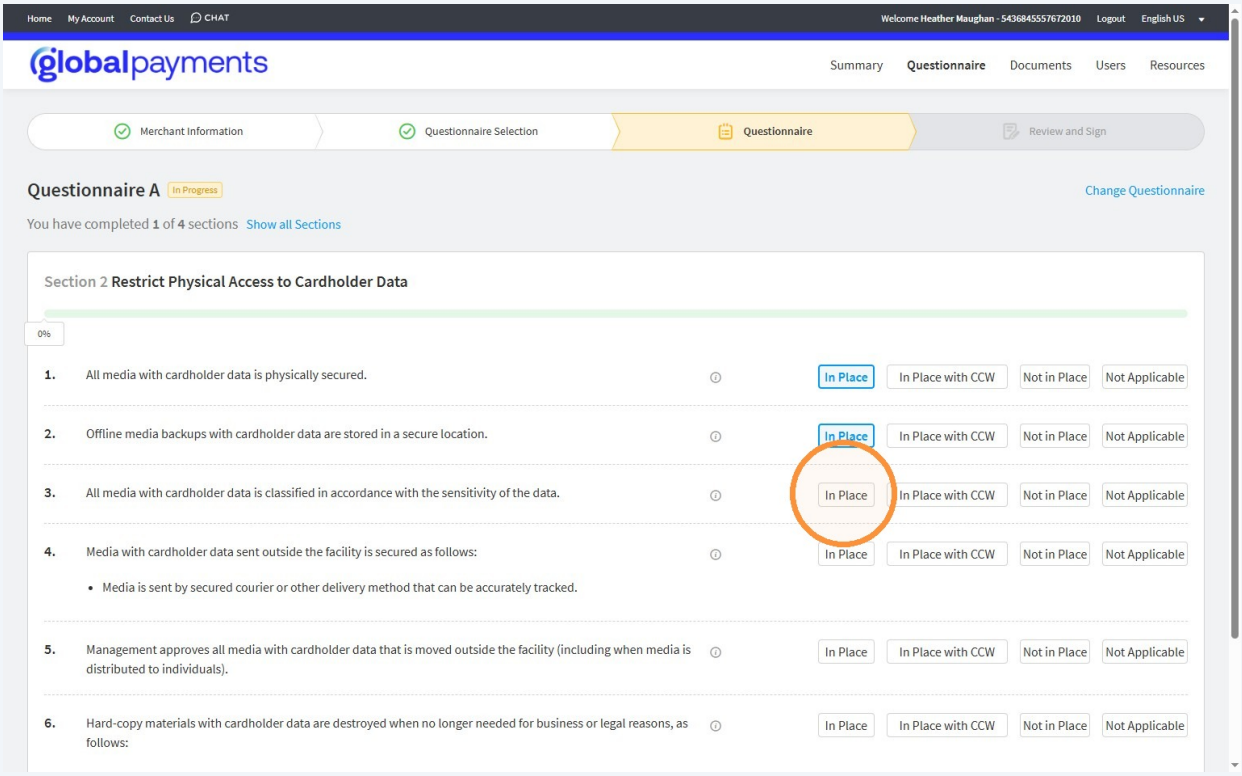
36 Click "In Place"



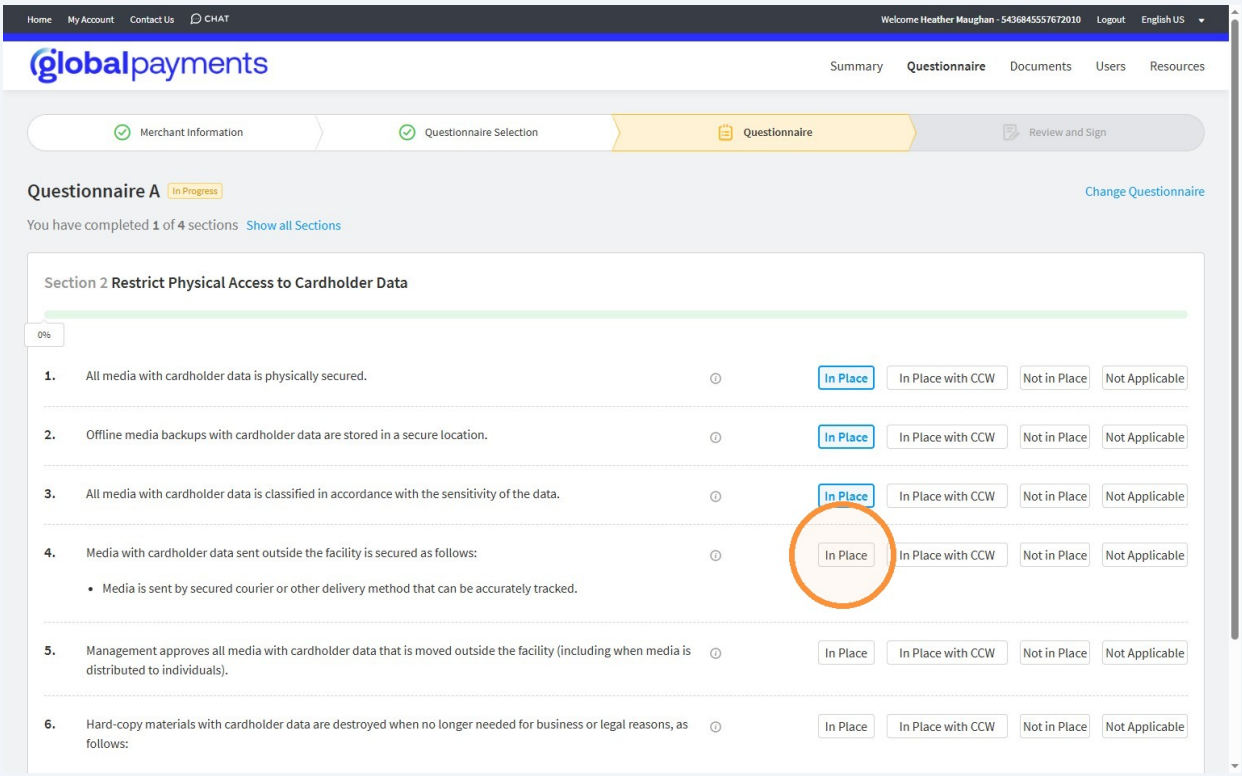
37 Click "In Place"



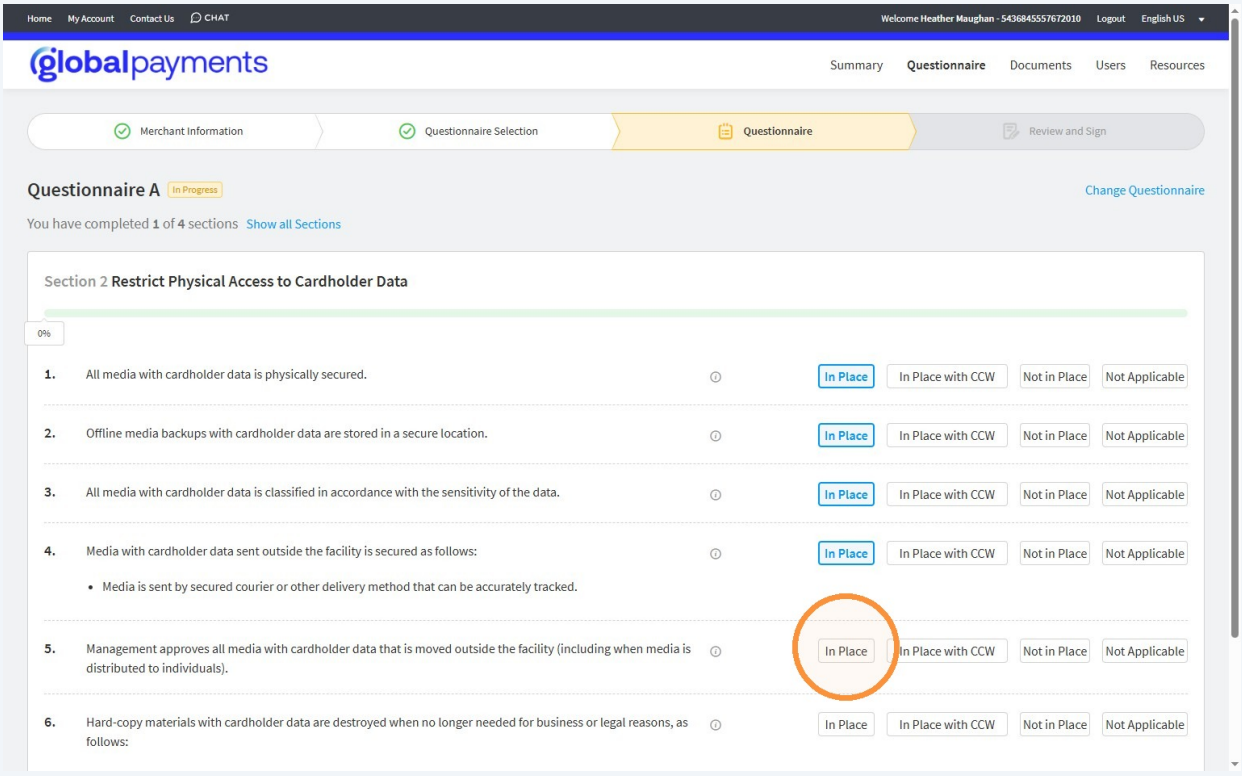
38 Click "In Place"



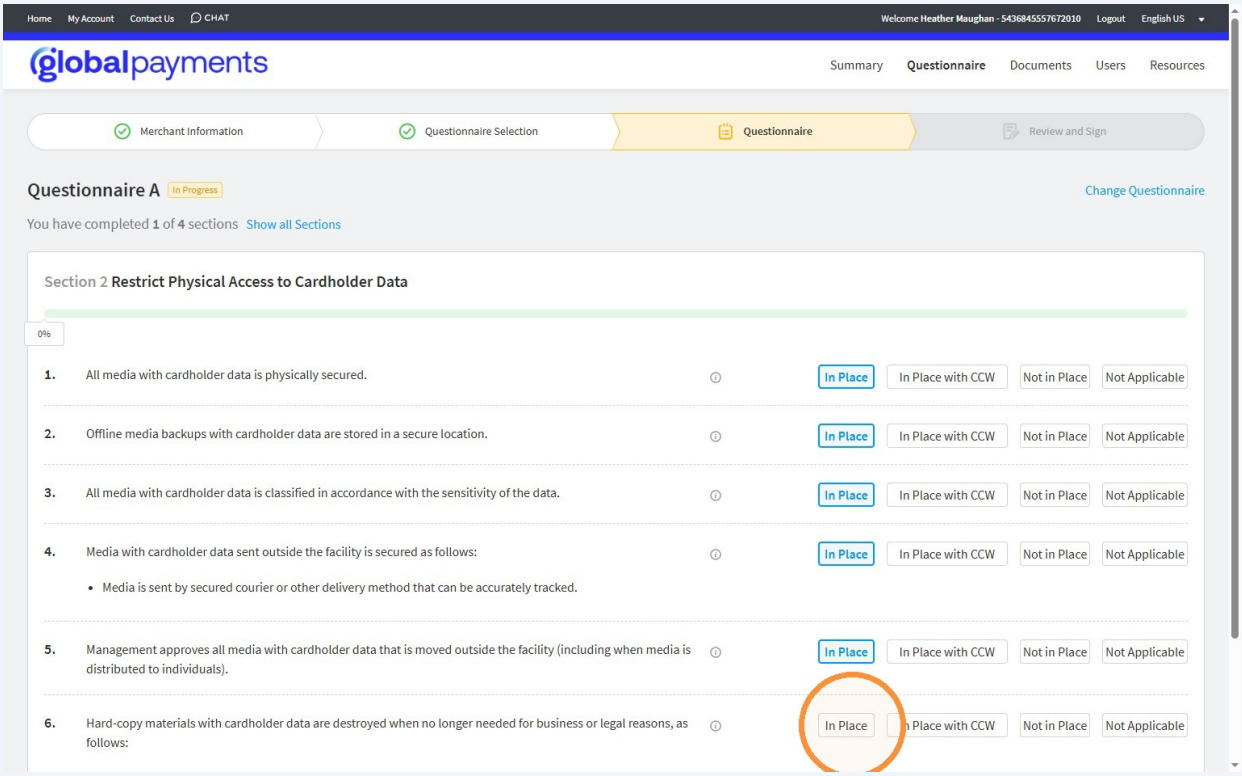
39 Click "In Place"



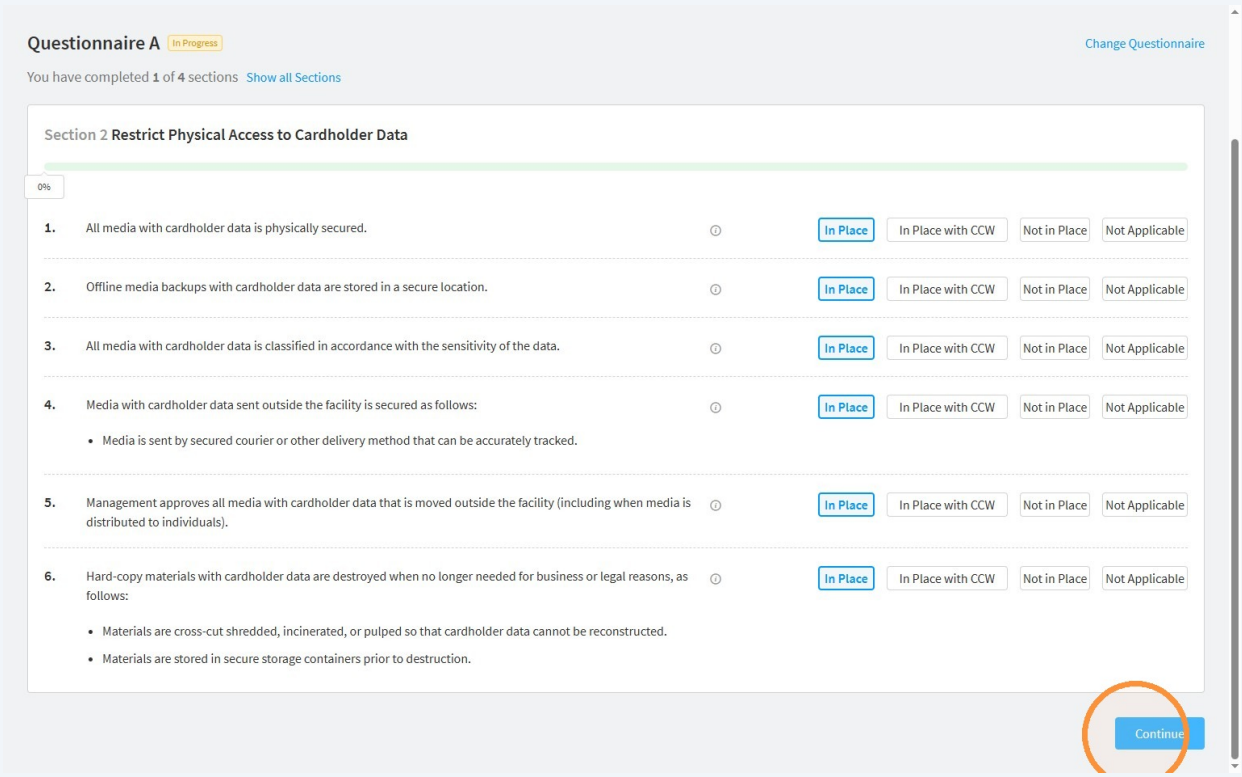
40 Click "In Place"



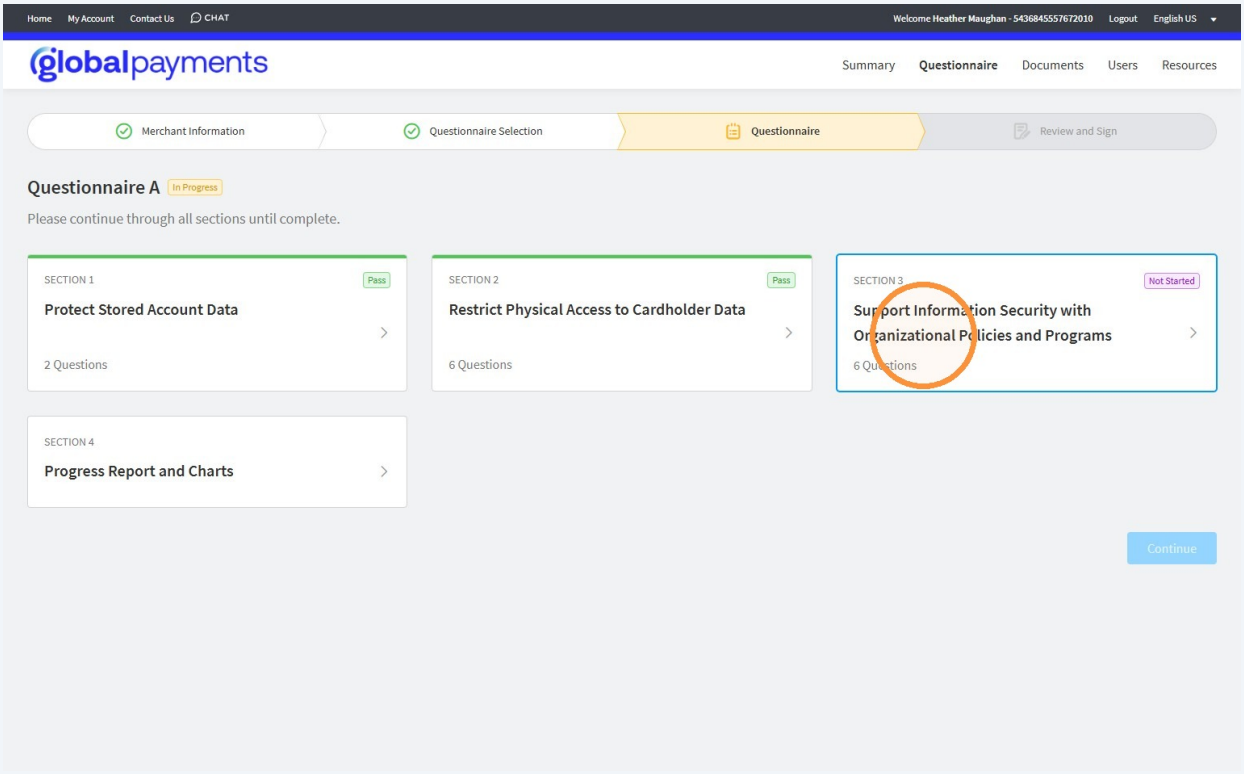
41 Click "In Place"



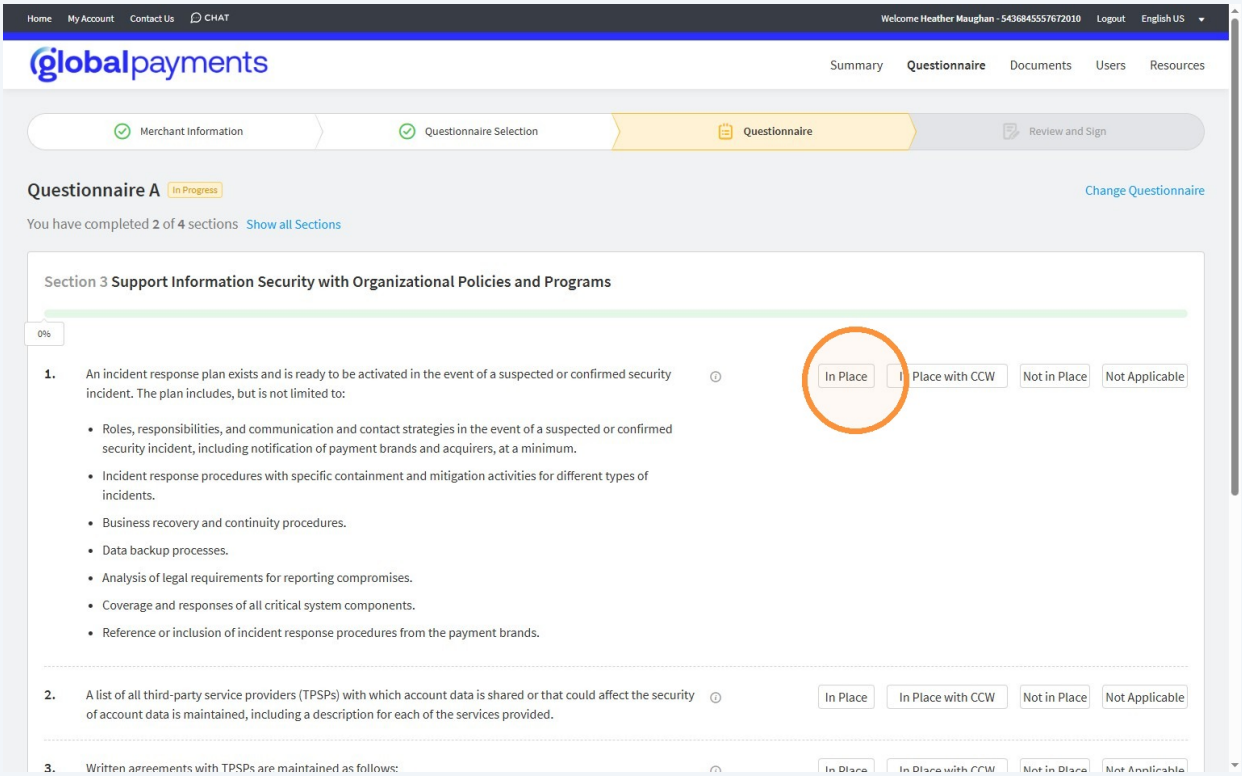
42 Click "Continue"



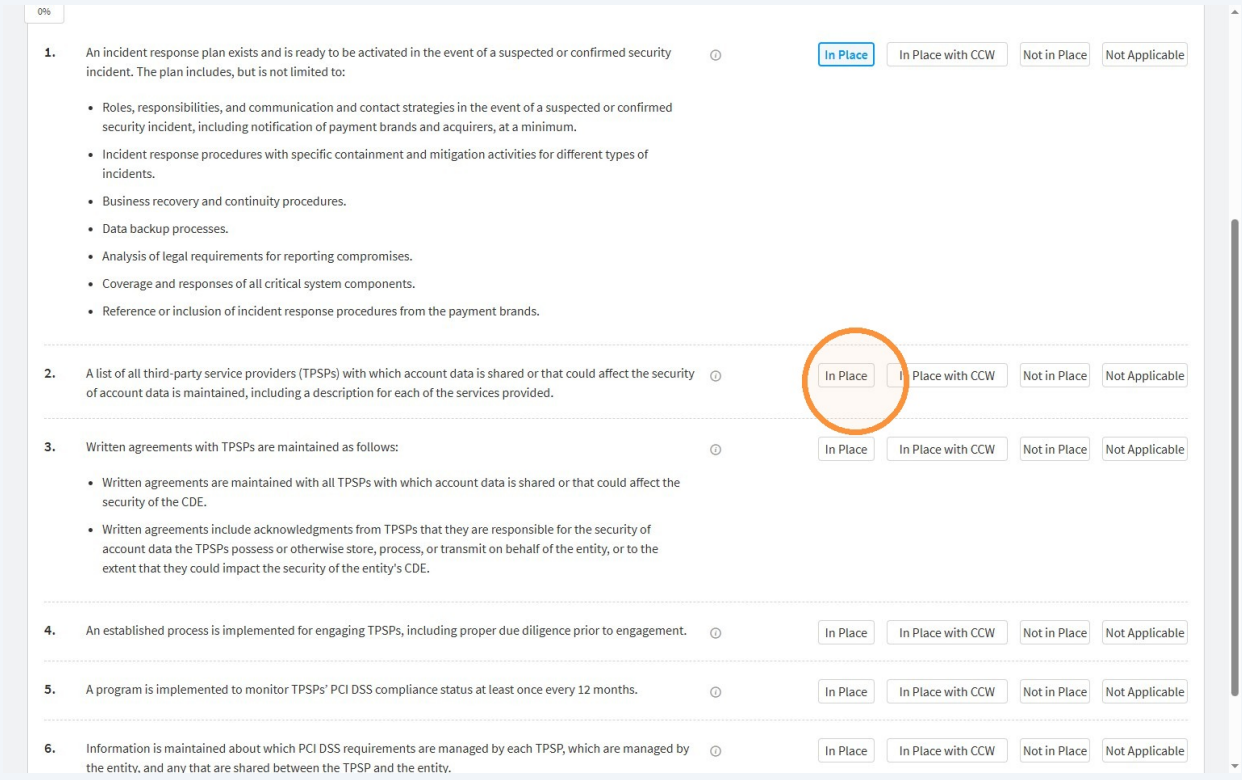
43 Click "Section 3"



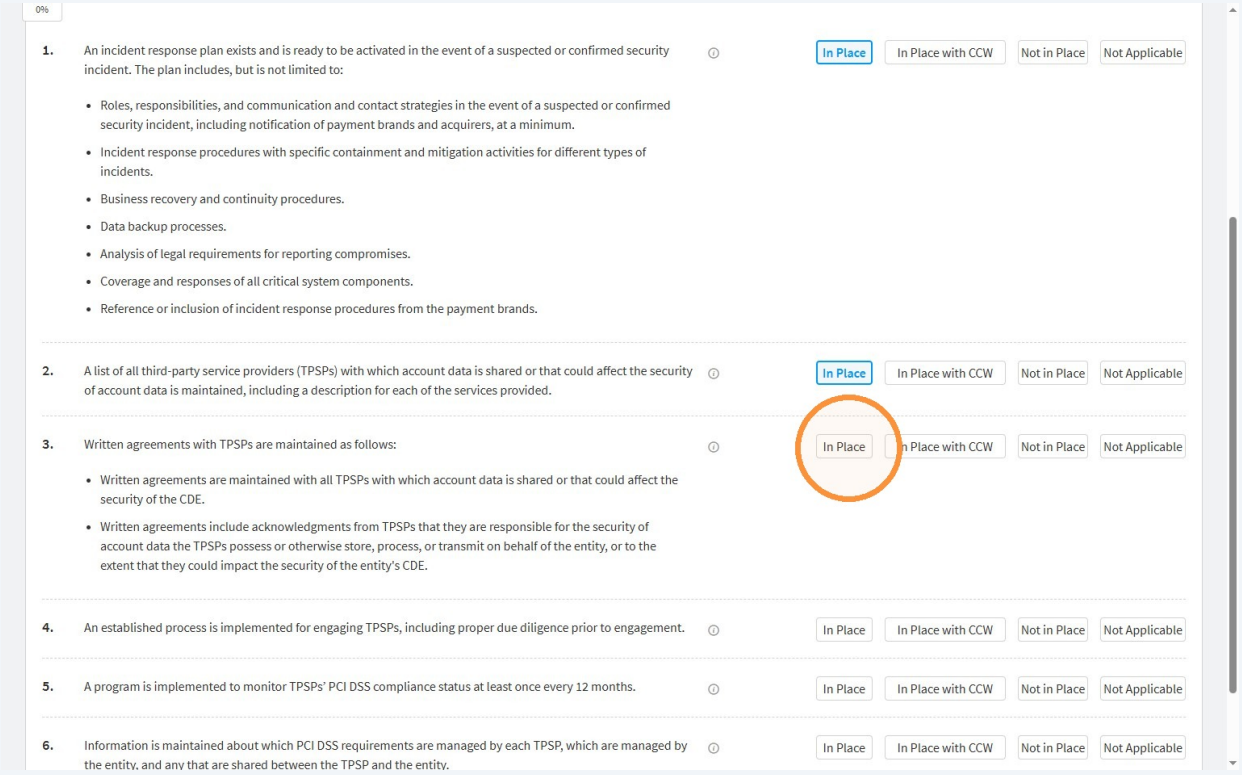
44 Click "In Place"



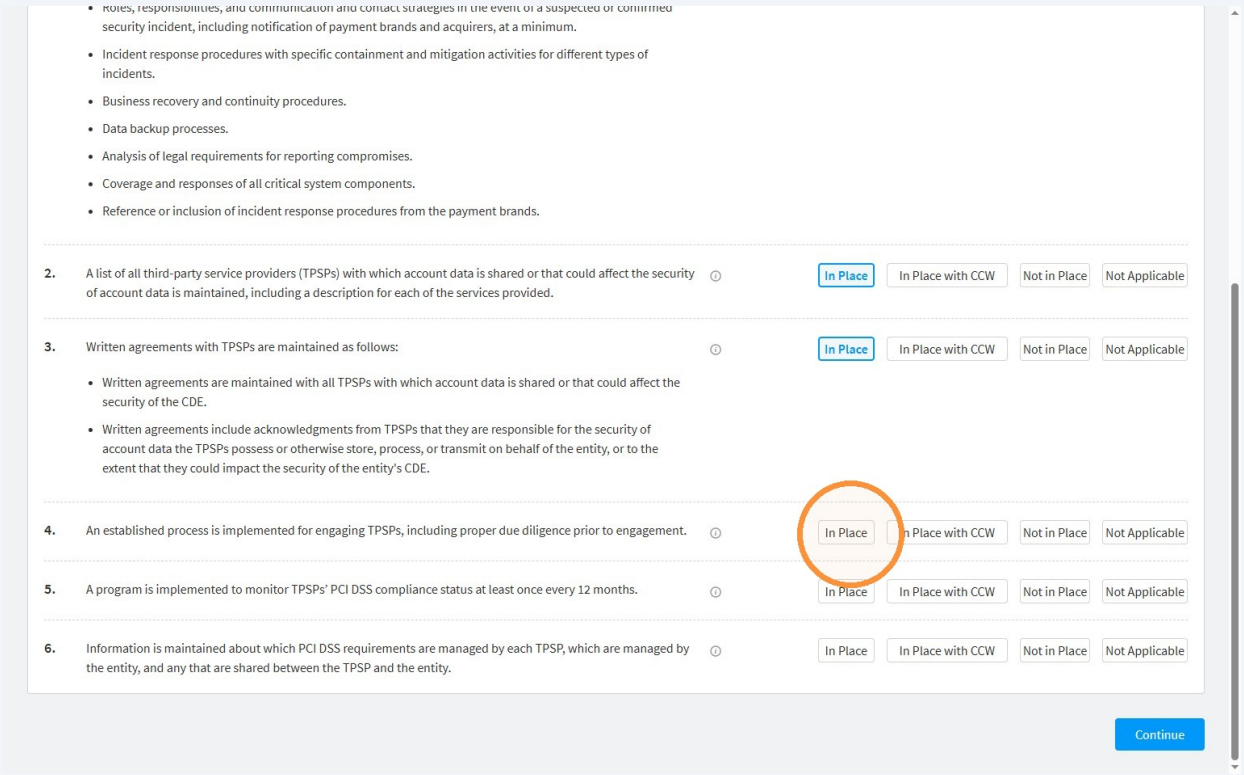
45 Click "In Place"



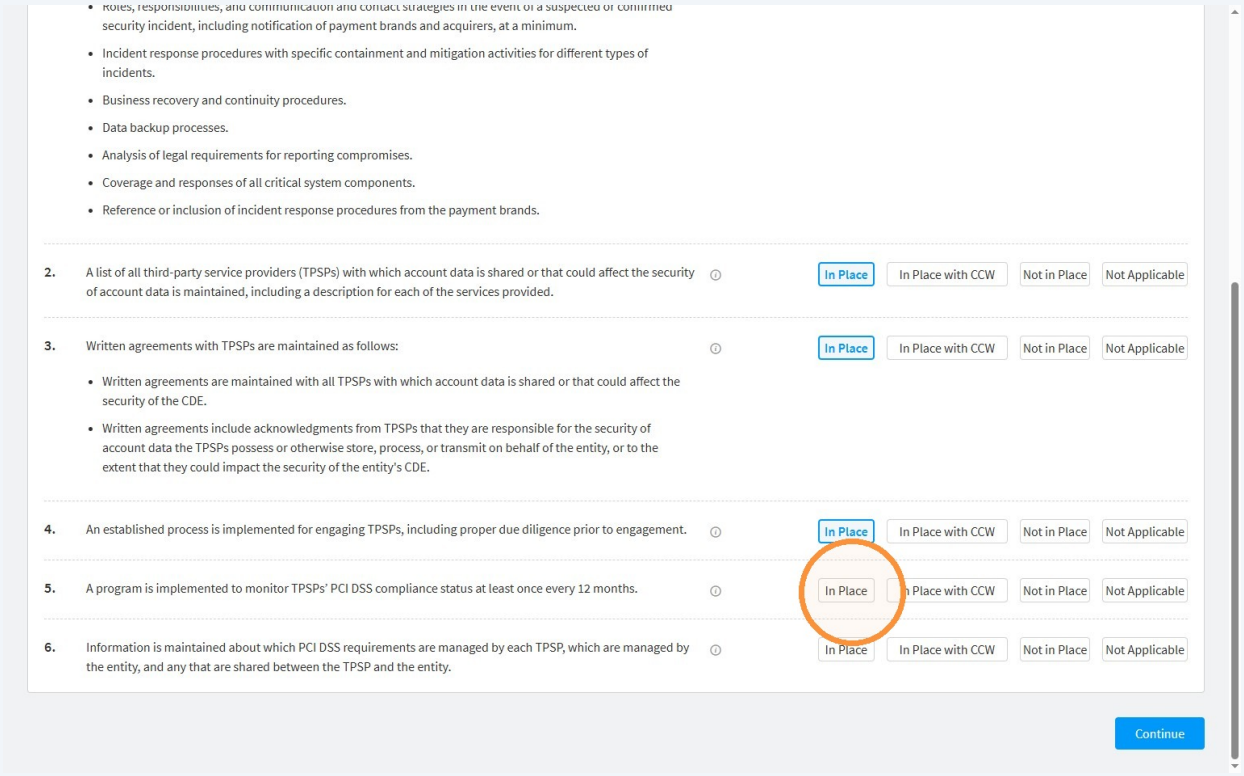
46 Click "In Place"



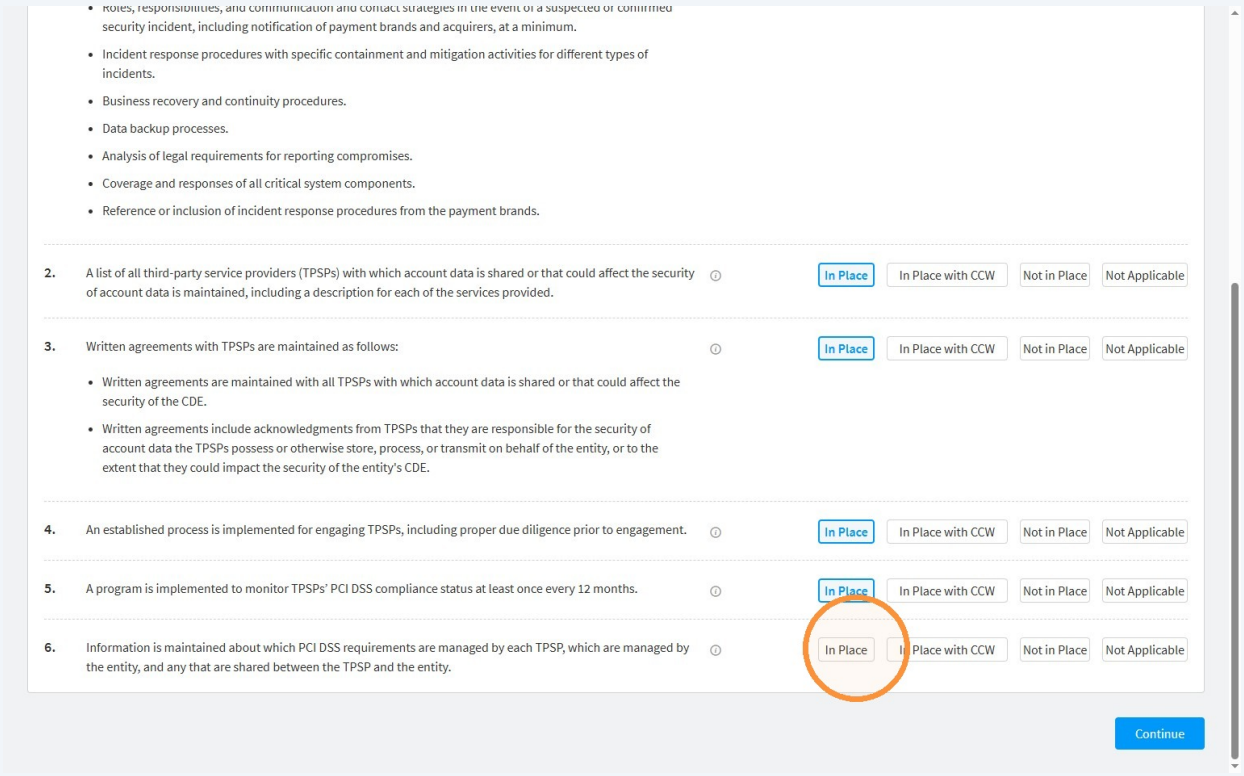
47 Click "In Place"



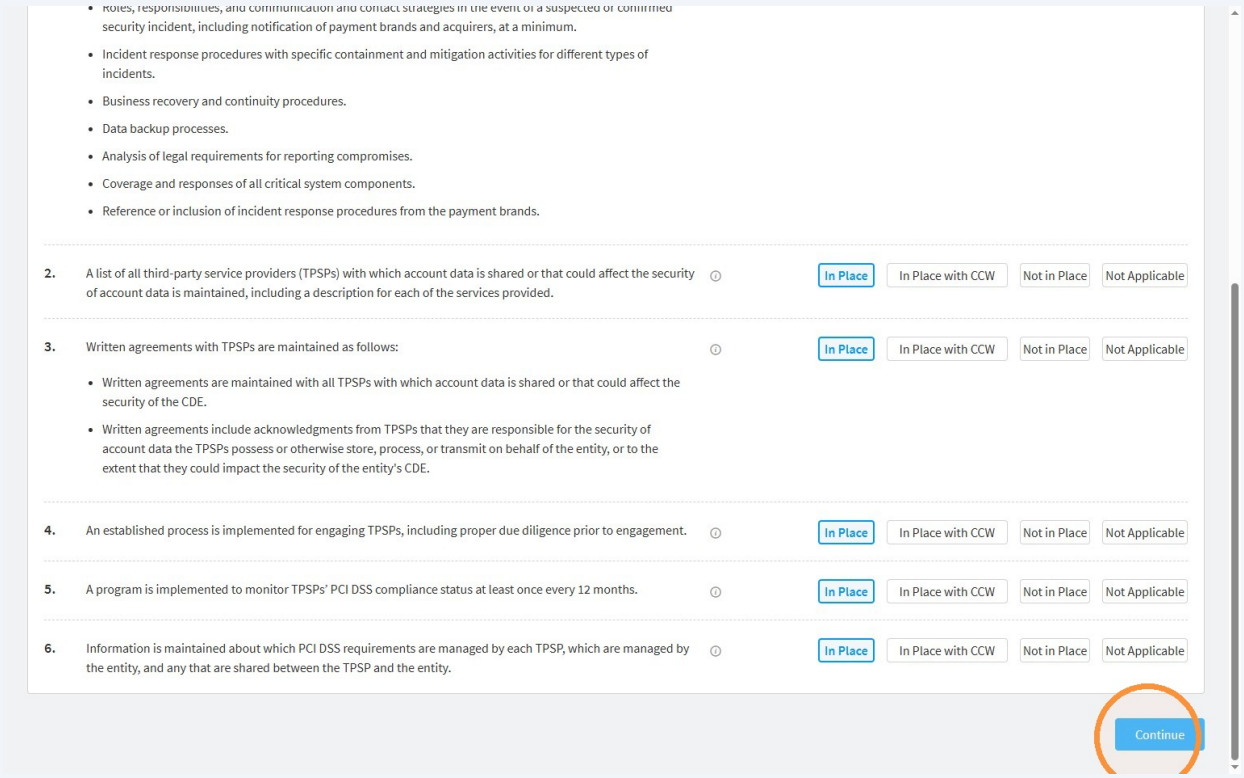
48 Click "In Place"



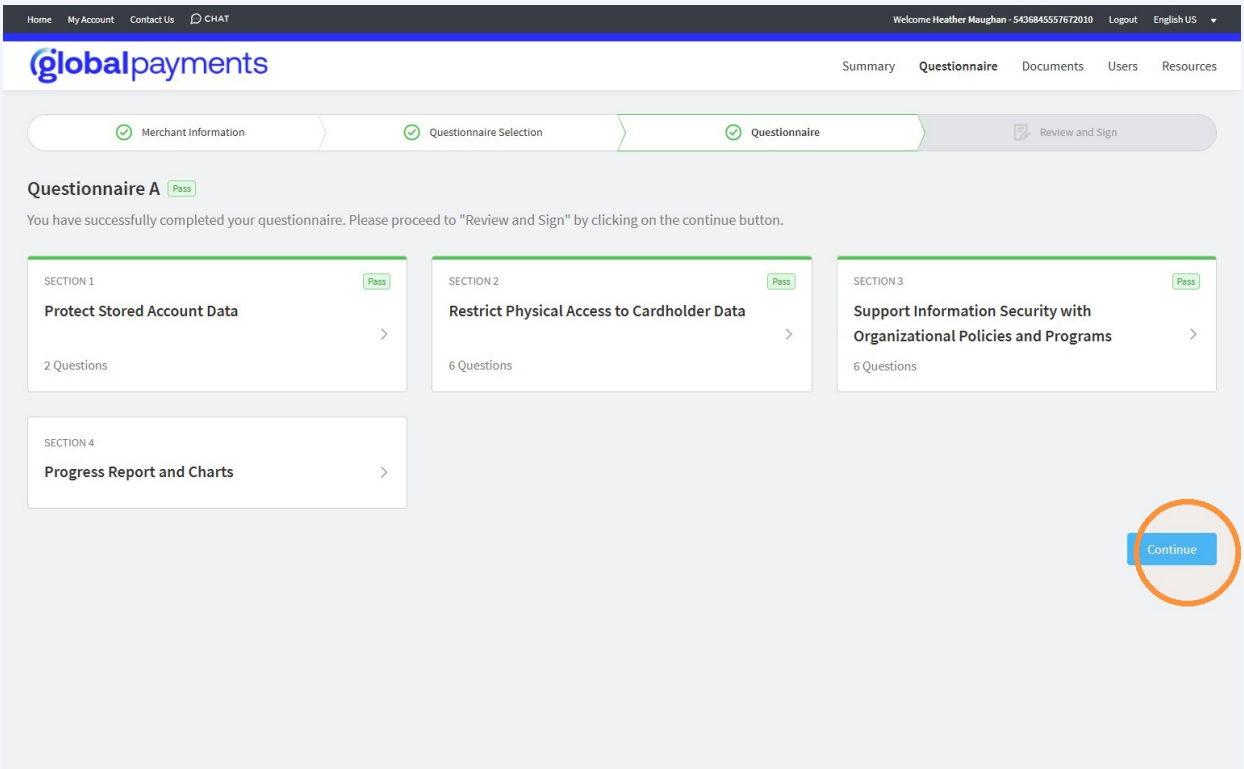
49 Click "In Place"



50 Click "Continue"

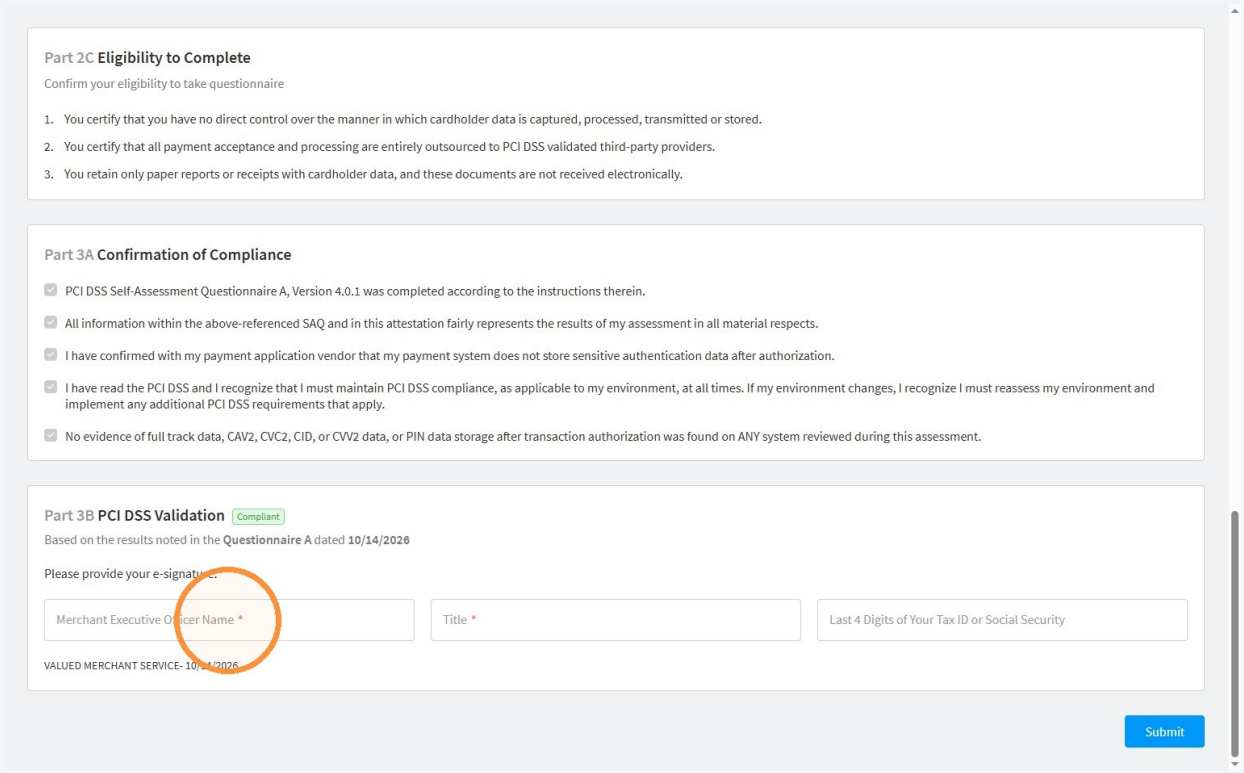


51 Click "Continue"



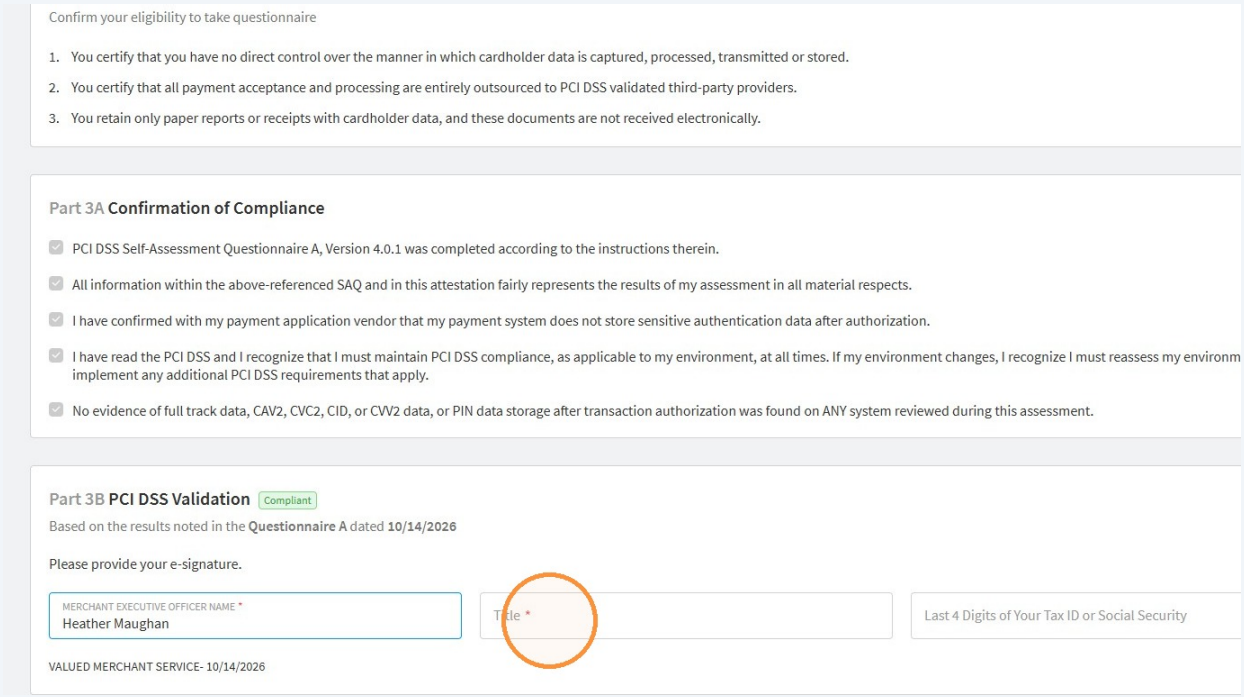
Review and Sign

52 Click "Merchant Name"



53 Type the Owner's Name

54 Click "Title"



55 Type the Owner's Title

56 Click "Submit"

