Getting Started with SecureTrust™ PCI Manager

Need help? Contact SecureTrust

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phone (877) 417-2186

What information do I need to get started?

- Merchant ID
- Company Name

Other Recommended Information:

Having the following information available will also help you speed the process:

- Address
- Make and model of payment processing device or software
- How does your payment processing device or software transmit payments (dial-up phone line or internet)?
- Has a third party company helped to set up, configure or manage your payment processing equipment? If so, you may need to know how that equipment was set up.
- Do you process payments via an e-commerce website? If so, you may need to know how the payment form is set up to process payments.

PCI Compliance Made Easy

SecureTrust™ PCI Manager with integrated security tools makes it simple for you to implement security best practices and validate your compliance with the Payment Card Industry Data Security Standard (PCI DSS).

You have been set up with an easy-to-use PCI DSS compliance program in SecureTrust PCI Manager that has been enhanced with a set of premier tools designed for small businesses like yours to bolster your security posture. This program will make it easier than ever for your business to both strengthen data security and maintain PCI DSS certification.

SecureTrust PCI Manager simplifies the process by guiding you through the entire assessment, from beginning to end, serving you only the relevant controls based on your business profile. This dynamic technology will help you meet the right requirements while hiding the ones that do not apply to you. When you certify through PCI Manager, we will make sure you complete the right PCI Self-Assessment Questionnaire (SAQ), help you set up vulnerability scanning (if applicable) and help you take additional steps to defend against hackers and malware by providing powerful and integrated security tools.

What is the PCI Self-Assessment Questionnaire (SAQ)?

The SAQ is a set of data security requirements (technical and non-technical) in the form of a questionnaire designed to ensure you are handling payment transactions in a secure manner relevant to your business profile.

What is Vulnerability Scanning?

A vulnerability scan is an automated, non-intrusive scan that assesses your network and web applications from the perspective of the public internet. The scan will identify any vulnerabilities in the target system that may allow an unauthorized or malicious user to gain access and compromise the security of your data. These external vulnerability scans are required for any merchant that uses an internet connection and/or has e-commerce operations (based on SAQ eligibility). (The external vulnerability scans provided by SecureTrust are certified by the PCI Security Standards Council and will not require you to install any software on your systems.)

How do the security tools help?

The security tools that are delivered to you with PCI Manager are designed to help you improve your overall security stance by adding additional layers to your defenses while also streamlining your PCI DSS compliance process by automatically meeting certain requirements.

It's Easy to Get Started

Before you begin you'll need your **Merchant ID (MID)** and **Company Name**, which can usually be found on your merchant statement. In addition, you may want to have information on your Point-of-Sale (POS) device, including vendor, brand and model number. (You should be able to locate this information on the device.)

First, visit the website your program sponsor has sent you, https://pci.securetrust.com/payroc. This unique URL will connect you to your program, and help you access your pre-registered account. On this custom page, you will find program information, frequently asked questions (FAQs) and customer support contact information.

If your account has not been pre-registered, you can visit your program sponsor's website to register for an account through a quick 2-step process. You will create a username and password, provide your contact details and add in security questions/answers for account security purposes. The Primary contact information provided should be for the person with overall responsibility for compliance and typically the one completing the certification.

**You are now registered in SecureTrust PCI Manager.**

Program Details[1]

- Intelligent PCI Wizard to make the process shorter, To Do List to easily track issues
- Security Policy Advisor to help create internal policies
- Online Security Awareness Training, to help train your team and meet PCI requirements
- Access to the SecureTrust Trusted Commerce Seal to show a "seal of approval"
- PCI-certified External Vulnerability Scanning with unlimited rescans
- SecureTrust Endpoint Protection software to deliver additional security services

PCI Wizard

You will be presented with the option to follow the PCI Wizard or to complete the PCI DSS certification forms. If you are new to the PCI DSS certification process, choose the guided method. This process will help you through to the right Self-Assessment Questionnaire (SAQ) that applies to your business. Because the PCI Wizard customizes your experience, your next steps will be unique to your environment and how you process payments.

Completing the questionnaire may take multiple attempts, especially as gaps are uncovered. If gaps are uncovered during the workflow, you are given the opportunity to address them so that you can successfully complete each section. Once you have successfully passed each section, sign off on the form and submit for evaluation.
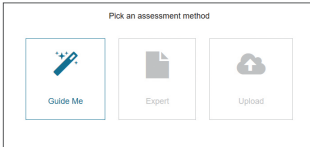
Scanning

If you have an e-commerce website or internet connection for your business that connects to any systems that store, process or transmit payment card data, vulnerability scanning is required[2]. Based on your business profile, the Wizard will help you determine if you need scanning. If scanning is required, PCI Manager will guide you through the entire process of setting up the scanner. It is important to scan the right location and/or website, so be sure to attest to your scan setup quarterly. The system will automatically scan once a month and send you email notifications along with the result. You also have the opportunity to rescan on demand as necessary. When scanning is required, your scan report must have a passing score for each calendar quarter in order for your business to be compliant.

Remember that you must also attest to the validity of your PCI scan setup at least once every quarter, usually when you set up the scanner initially, or when changes are made. Look for the "Acknowledge/Attest" scan link.

Please Note - scans run after the scan attestation expiry date will not be counted towards PCI compliance until you re-attest to the scan setup.

Activate Your Security Tools

While working through the assessment, you may be prompted to download, install and activate the SecureTrust Endpoint Protection software[3]. This software is integrated with the PCI scanner and also designed to provide additional security checks for your devices. This software should be installed on your computer(s) at the location(s) where you handle payment cards. Afterwards, you can manage the Endpoints from your account to see any security alerts as they come up. The SecureTrust Endpoint Protection software may also pre-fill relevant questionnaire requirements automatically for you, in certain cases.

PCI Status

Once you have a passing SAQ and a passing, attested vulnerability scan (if applicable) on file, your status will be updated to compliant. You can access and print copies of your Certificate of Compliance (CoC), PCI Attestation of Compliance (AoC) and completed SAQ and scan reports. For certain programs, we will also report your compliance to the program sponsor (e.g. merchant services bank) automatically on your behalf.
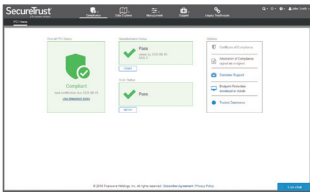
About SecureTrust

SecureTrust™, a Trustwave division, leads the industry in innovation and processes for achieving and maintaining compliance and security. SecureTrust delivers world-class consulting, compliance and risk assessment services and solutions for merchants of all sizes. For more information, visit securetrust.com.

1. Your merchant program may vary.
2. Vulnerability scanning is not required for businesses who do not have these characteristics, or otherwise not needed given your SAQ eligibility.
3. Where applicable for your program.