# PCI Compliance Guide

Already have a login with SecureTrust? Please select login and skip to step 5.

Simply need to renew? Please skip to the end of page 11 to follow the "express renewal" guide.

#### **Account Setup**

Step 1: Go to https://pci.securetrust.com/cardconnect

Next, click the 'Get Started' button

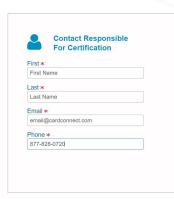
Welcome to the CardConnect PCI Program





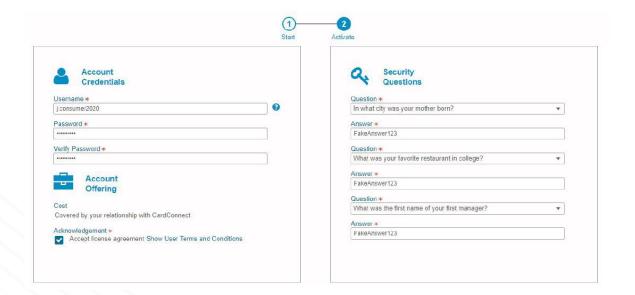
**Step 2:** Enter your company information and authorized contact details to begin the registration process. Click 'Next.'



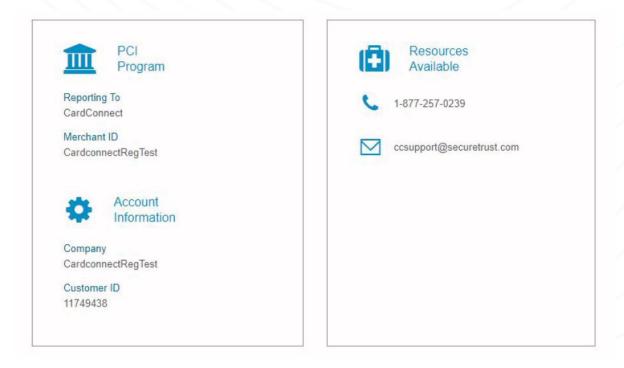




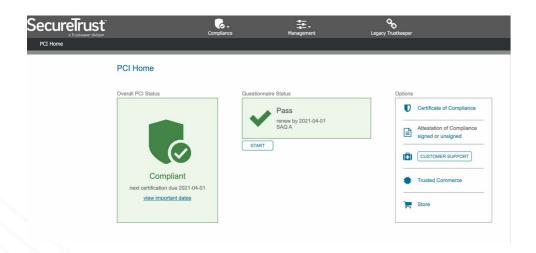
**Step 3:** Complete the creation of your account credentials and security questions. Check the box next to 'Accept License Agreement.' Click 'Register.'



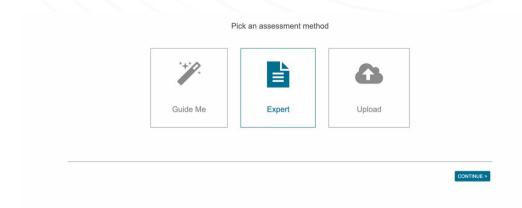
Step 4: Upon registering you will be taken to a summary page. Click 'Continue.'



**Step 5:** Now that you have registered and/or logged in, please select '**Start'** to begin. This will allow you to start your enrollment and/or renew it.



Step 6: Click 'Expert' and hit continue to move on to the next page

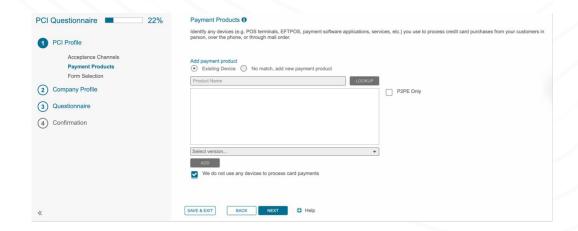


### **PCI** Profile

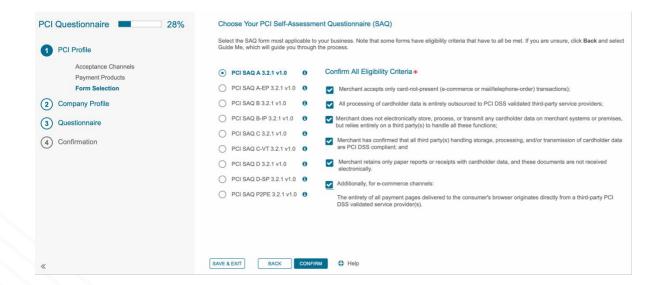
**Step 7:** Select the applicable way your organization accept credit cards. For most ZoomGive users, please select the third checkbox as shown below:



Step 8: Select the checkbox "We do not use any devices..." and hit 'Next' to continue to the next page

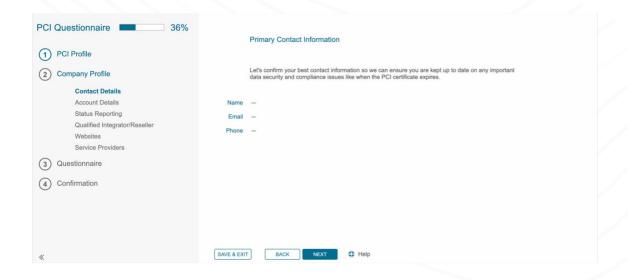


**Step 9:** Select the form **'SAQ A'** and check off each eligible criteria while making sure they each apply to your merchant account with ZoomGive

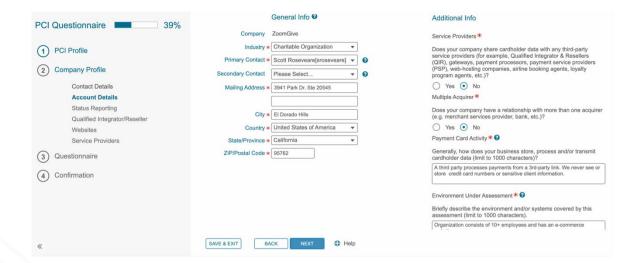


### **Company Profile**

#### Step 10: Fill out the Contact Details if they are blank or have since changed



## **Step 11:** Select '**Next'** to advance to the next page. Confirm the **Account Details** are accurate and make changes if necessary



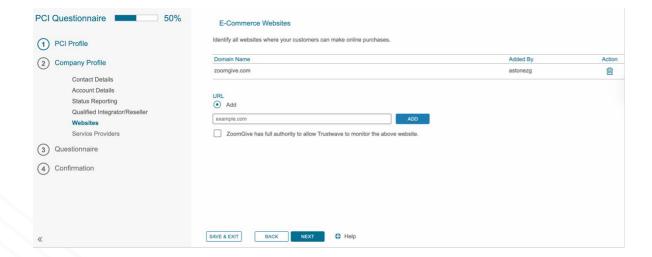
Step 12: Confirm the Merchant ID is accurate and select 'Next' to advance to the next page



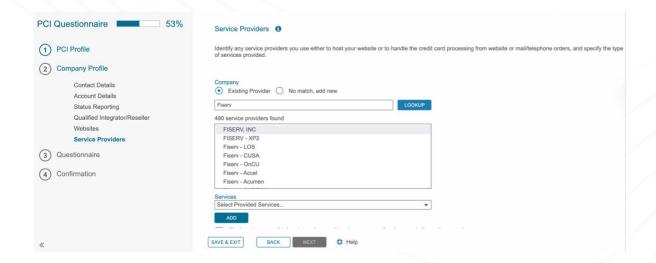
**Step 13:** Select the check box **"We do not use any third party companies for initiating or maintaining payment systems"** and continue to the next page



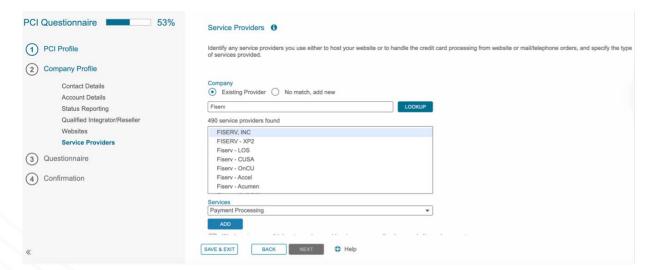
**Step 14:** Add your website URL and click "Add" if you are accepting payments on the website with your ZoomGive merchant account. Make sure to also check the box before advancing to the next page



**Step 15:** To add CardConnect/Fiserv (the merchant account processor ZoomGive partners with), type **"Fiserv"** in the search box and then click **'Lookup'** - a list will populate



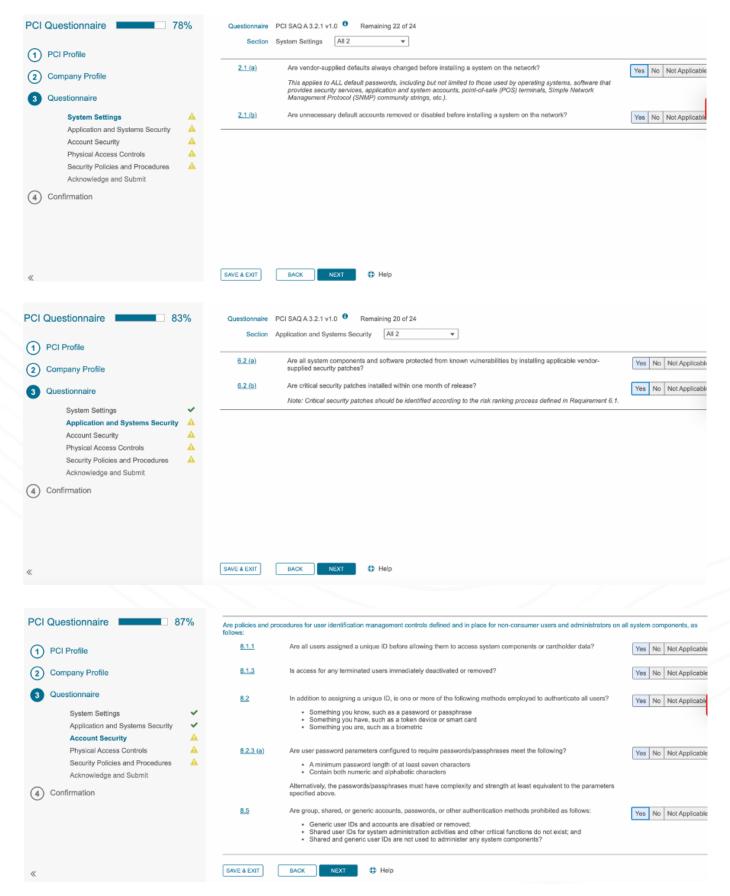
**Step 16:** Select **'FISERV INC'** so that the line is highlighted and then click **'Add.'** Then under the 'Services' drop down, select **'Payment Processing.'** You can now move on to the next page

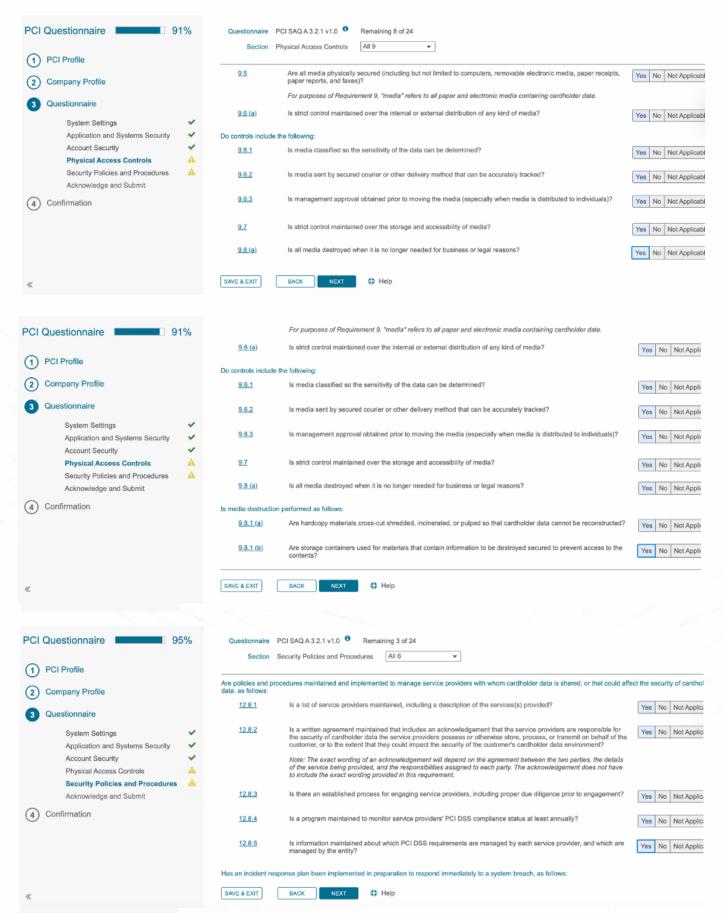


### Questionnaire

**Step 17:** For the following pages, please go through the questionnaire and select the answers as they apply to your business. Examples are below:





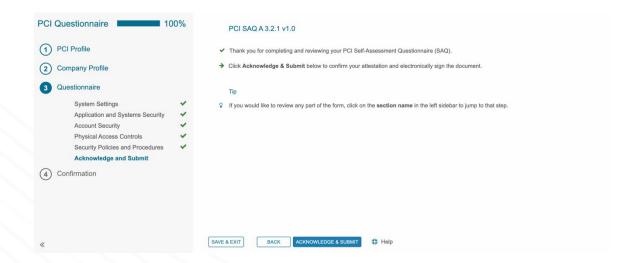


### Confirmation

### Congratulations!

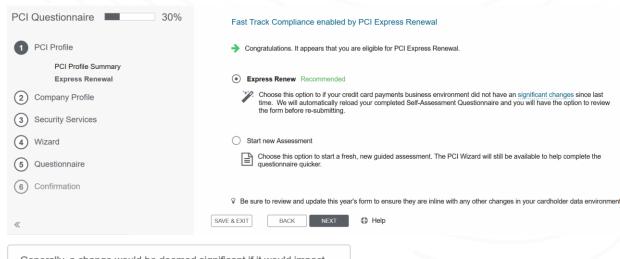
You have completed the renewal process.

Make sure to 'Acknowledge & Submit' to move onto the 'Confirmation' page before exiting.



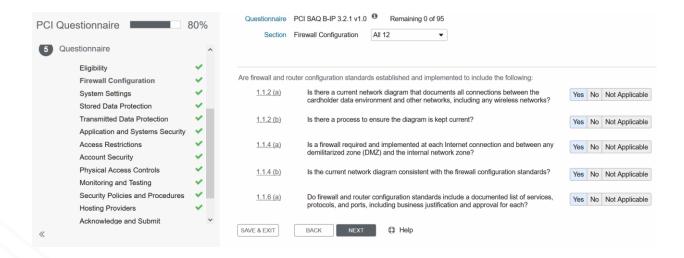
#### **Express Renewal**

If there has been no significant changes (see below) to your processing, you may be eligible for Express Renewal.



Generally, a change would be deemed significant if it would impact the security of cardholder data. This change may include storing, transmitting or processing credit card data. For example, if you start accepting credit card payments on a new e-commerce website in addition to your store front OR changed your POS equipment to a different system or configuration.

If you select Express Renewal, you will be taken to a completed questionnaire based on your previous year's questionnaire.



After reviewing the completed questionnaire, you may verify the statements below, sign and submit the questionnaire to complete your SAQ for the year.

