

COMPLIANCE FORM INSTRUCTIONS

The simplest way to complete your PCI DSS compliance is:

1. Go to www.NPC.net
2. Select **PCI** under the **Other Payment Processing Services** tab
3. Select **NPCData.net** under **PCI Compliance Steps**
4. If you do not have a username and password click on **Registration**
 - Fill in **MID, Tax ID/SSN, and Billing Zip** fields, and click "**Click Here to Register for NPC**"
 - Fill in **Tax ID/SSN** and create a **Password**, repeat the **Password**, and store in a safe place
 - Click on the **NPC Logo** to continue, then repeat steps a-c
5. In the yellow box "**Click here to complete the questionnaire online**"
6. In the new pop up menu it will say "**NON-COMPLIANT**" click **Re-Assess** to begin the compliance form
7. A **Re-Assessing Warning**" will pop up, click **Continue**
8. Proceed to fill out Questionnaire
9. **Please provide the hardware your company uses below:**
 - Select the type of terminal used
 - Select the Model/Application type used
 - **CLICK SAVE BEFORE CONTINUING, AS IT WILL NOT SAVE IF YOU DO NOT.**
 - Click **Continue**
10. Confirm the questionnaire that applies to how you process credit cards. Questionnaire A for card-not-present (e-commerce or mail/telephone orders), Questionnaire B if you process using an analog phone line, or Questionnaire C if you process via the internet,
 - * **Agree that the statement above is true, continue**
11. Click **Start Questionnaire** in the upper right hand corner in green, **Continue, Start Section**
12. In the upper right hand corner in blue click on **View All Section "#" Questions**
13. All of the questions will need to be answered "yes" in order to be compliant
14. Complete all five sections
15. Once you have completed all five sections, it will show you have **Passed** click **Continue**
16. Review and complete the e-signature.
17. Print out the reports for your records, as they will be stored and you can access them at any time.

If at any time you are logged out, simply re-login and continue where you left off.

Compliance with PCI DSS is not optional. All merchants are required to be in compliance. Accordingly you are now enrolled in NPC's Platinum Security Protection Program.

Upon successful completion of your Self-Assessment Questionnaire (SAQ) resulting in validation and issuance of your certificate, you will be eligible to receive a waiver of up to \$50,000 for fines and costs associated with a card data breach, including:

- a. Fines that are assessed as a result of Card Brand audit findings from a compromise
- b. Costs associated with mandatory audits if a breach occurs
- c. Costs associated with credit card replacement for compromised card numbers.

NPC is here to help you protect your customer's cardholder information. **If at any time you need assistance completing your PCI Questionnaire please contact our dedicated PCI Specialty Team by email at pcicompliance@npc.net or by phone at (877) 479-6649.**