



## **Quick Start Guide**

### **Office of the Treasurer – Pre-approved Online Payment Processing**

#### **Revised September 2018**

UT departments that would like to accept payment cards online will need to select an approved third party vendor/service provider. The service provider, the product selected, and the implementation must meet the following requirements:

- **Service Provider is PCI, Payment Card Industry, compliant** - see link to list of compliant service providers.  
[https://www.pcisecuritystandards.org/assessors\\_and\\_solutions/payment\\_applications?agree=true](https://www.pcisecuritystandards.org/assessors_and_solutions/payment_applications?agree=true)
- **Contract** – service provider must sign a contract accepting responsibility for our customers’ payment card data per PCI regulation 12.8.2. A copy is available on the Office of Institutional Compliance’s website.
- **Use Secure Acceptance Web Mobile Pay configured for an I Frame implementation** – this product redirects our customers from UT’s web page to the service provider’s site. UT’s customers “transmit, process and store” all cardholder data on the service provider’s site. This limits the PCI data security requirements that must be met by UT merchants as no cardholder data is handled by UT personnel and no cardholder data is on the UT network.
- **Customers only are permitted to enter the cardholder data** – UT personnel are not permitted to enter a customer’s cardholder data online. The cardholder data must be entered online by customers on their computer. UT personnel should not have access to the cardholder data and not enter it on a UT network or device on behalf of the customer.

#### **First Data Information**

First Data is a service provider that meets the requirements listed above. First Data provides a Web Mobile Pay product and has signed UT’s “PCI Agreement with Third Party Vendors”. If you would like more information about their pricing, please call 800-735-3362.

#### **Policy**

Refer to Credit Card Policy for complete details.

#### **Contact Information**

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