*IMPORTANT: Remember that this PCI assessment relates only to how you use the merchant account which Goodin provided you for use on Judici.com, so your answers should not reflect how you use merchant accounts from other vendors. **If your answers indicate that you accept face to face transactions, First Data will require a more complicated PCI assessment.** This will likely require that you have I.T. staff willing to certify that your computers and network are protected in numerous ways. You may also be required to let your network undergo quarterly "network scans", in which it is probed from outside, in order to confirm what your I.T. staff says. Goodin cannot offer any guidance on such an assessment, and has always warned against using Judici on premises because Visa's rules do not allow you to charge a convenience fee for "face-to-face" transactions.*

Log in
- Go to www.pcirapidcomply.com
- Sign in using your merchant number. This is a 15-digit number found near the top of the Merchant Statement you receive every month. If you can't find it, send an e-mail to jaime@goodinassociates.com and we'll get it for you.
- You may be asked to set a password.
- The site will ask you a series of "Pre-SAQ Questions", as follows.

Pre-SAQ Questions
- "Other" is the appropriate answer if you only use the account for transactions run on judici.com, outside your office.
- "No" is the appropriate answer if you're not accepting payments locally on your Judici merchant account, using a payment application, imprint machine etc.
- "No" is the appropriate answer if you don't use your Judici merchant account to accept face-to-face payments at the court
- Your Judici merchant was set up so you can rely solely on a service provider (Goodin) accepting payments over the internet and not at the court.

If you are able to answer the pre-questions as indicated, the site should next take you the simplest self-assessment questionnaire (SAQ A). If you wind up facing a different SAQ (e.g. SAQ CV-T), Goodin cannot offer any guidance on it.

SAQ A Questions
Q Is it your policy or practice to use physical security measures to protect your facilities and any sensitive data or equipment that you have there?

> **Yes.** *As silly as it sounds for courts which don't accept credit cards at the court or store the sensitive cardholder data at the court, you sill have to promise that you keep things locked up.*

Q Do you (even occasionally or temporarily) create, receive, or otherwise come to possess any paper records or receipts that contain cardholder data?

> **No.** *JIMS doesn't **save** the account number for these payments, so you couldn't print such records if you tried. So as long as you direct all those enquiring about credit card transactions to e-mail support@judici.com, you'll have no cause whatsoever to have a card number on paper.*

As for the remaining questions (below): You only have one service provide on your Judici merchant account, and that is Goodin. In our contract, we acknowledge that we are responsible for the security of cardholder data we possess. And we are required to re-certify our PCI compliance every year

Q Do you have and enforce policies and procedures to manage service providers with whom you share cardholder data? *Feel free to develop a policy which requires Goodin to be PCI compliant.*

Q Do you maintain a list of service providers? *We're the **only** service provider associated with your Judici merchant account. Feel free to make a list.*

Q Do you maintain a written agreement that includes an acknowledgement that the service providers are responsible for the security of cardholder data the service providers possess? *Yes. It's in our e-pay contract.*

Q Have you established a process for engaging service providers, including proper due diligence prior to engagement?
If you were to stop participating in Judici E-Pay, you'd want to have some policies to ensure that your new service provider is PCI-compliant.

Q Do you maintain a program to monitor service providers' PCI DSS compliance status? *You can certainly answer "Yes" if you have a policy of asking us once a year whether we are PCI-compliant.*