

IMPORTANT:

- *Note 1: 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.*
- *Note 2: If your assessment process indicates that people use Judici E-Pay “in-person” on a PC/network you control (such as in your office), First Data will require a more complicated PCI assessment (probably SAQ CV-T) which requires you or your I.T. staff certify that your computers and network are protected in numerous ways. Goodin cannot offer any guidance on this assessment. Using Judici on-premises may also require that you set up quarterly “network scans”, in which your network is probed from outside in order to confirm that it is safe. Goodin warns against using Judici on premises because of these complications, and because Visa's rules do not allow you to charge a convenience fee for “face-to-face” transactions.*

Getting started

- You will get an e-mail notifying you that you need to do a PCI self-assessment, and giving you instructions on how to get started.
- Once you are registered and logged in, you'll see the following screen:

The screenshot shows the First Data PCI Rapid Comply dashboard. The top navigation bar includes 'First Data', 'PCI', 'messages', and 'store'. The main navigation menu includes 'TransArmor-PCI Rapid Comply', 'PCI Home', 'Merchant Profile', 'Scanning', 'Security Policy', 'Training', and 'Document'. The dashboard displays 'no system notifications' and the 'PCI Certification Status' section. This section lists three items:

Item	Status	Action
PCI Self-Assessment	incomplete	Start
PCI Network Vulnerability Scan	incomplete	Setup
PCI Status	incomplete	incomplete

Below the PCI Certification Status section, there is a message: 'Your account currently does not include the services shown below. Please call us today at 866-359-0978 to add these services and more fully protect your business from the risks and potentially significant costs of a data breach.' This is followed by the 'TransArmor® Solution' section, which includes a table:

Description	Status	Action
POS Software Monitor	Not Available	Setup

The PCI Self-Assessment is all you need to do. You don't need to set up or do a PCI Network Vulnerability Scan, since the card transactions aren't processed on your network. And Judici doesn't operate as a POS (point of sale) system.

Pre-SAQ Questions

Q Tell us about your business

In Person- indicate this if you use Judici E-Pay on a PC/network you control, such as in your office. If your answers indicate that you do this, Judici can't help with the remainder of the assessment process, since it involves various issues regarding your network and hardware. See Note 2 above.

Website- this should **always** be indicated, since most Clerks link to Judici from their website. Later questions will let you make it clear that the actual transaction isn't actually run on your website.

If your use is website-only, with no in-person use on premises, you will be taken to the simplest self-assessment questionnaire (SAQ A).

Q: Where are credit card numbers collected?

Third-Party. All Judici merchant account transactions are on Judici, not your website.

You will then see this screen:

First Data PCI messages store

TransArmor-PCI Rapid Comply PCI Home Merchant Profile Scanning Security Policy Training Documents Trusted Commerce

no system notifications

Start Over 1 Overview 2 Merchant Profile 3 Business Environment 4 Questionnaire

Account Details > Status Reporting

General Info

Company: PUTNAM COUNTY CIRCUIT CLERK

Industry: * Government

Primary Contact: * Cathy Oliveri

Secondary Contact: Please Select...

Mailing Address: * 120 North 4th Street

City: * Hennepin

Country: * United States of America

State: * Illinois

ZIP/Postal Code: * 61327

Additional Info

Service Providers: *
Does your company have a relationship with one or more third-party service providers (e.g. gateways, web-hosting companies, airline booking agents, loyalty program agents, etc.)?
 Yes No

Multiple Acquirers *
Does your company have a relationship with more than one acquirer (e.g. merchant services provider, bank, etc.)?
 Yes No

Previous Next

Provide the General Info requested, using your name and address. Then, under Additional Info, you should indicate that you work with a service provider. If you accept card payments using a service other than Judici, you should indicate that you have Multiple Acquirers.

On the next screen, just click Next to start.

The next screen asks which account you are assessing. You should have only one. Select it and click Next.

The next screen just asks you to verify info you entered previously. If it's ok, click Next.

The next screen asks for **your** website. Click the Add Web Site button to add it. When you're done, it should look something like this:

First Data PCI messages store

TransArmor-PCI Rapid Comply PCI Home Merchant Profile Scanning Security Policy Training Documents Trusted Commerce

notification history available

Start Over 1 Overview 2 Merchant Profile 3 Business Environment 4 Questionnaire

Card Acceptance > Web Sites > Service Providers

Web Sites

List all web sites where customers can make purchases from your business.

Domain Name	Added By
putnamcountycircuitclerk.com	550594010401149

Add Web Site

Previous Next

Click Next.

The next screen asks you to indicate your service provider. Add Judici as your Service Provider:

Click Submit.

On the next screen, choose Step-By-Step and click Next. This will start the actual assessment.

Guidance on PCI SAQ A questions

Q: Does your business have administrative control over your website?

Yes. *You don't control Judici, but you probably control your own site.*

Q: Does your business store any sensitive credit card data electronically?

None of the above. *Judici doesn't store any sensitive data at your court*

Q: When customers make purchases on your website, where is the credit card number submitted?

Directly to a third-party. *This data is submitted to Judici.com, not your website.*

Q: Do the web servers you administer have control over the payment page presented to your customers:

No. *Judici controls the entire payment process.*

Q: Does your business have or receive any paper documents containing full credit card numbers?

No. *Judici transactions are online, with no paper generated at or for the court. And 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 anyone enquiring about credit card transactions to e-mail support@judici.com, you'll have no cause whatsoever to have a card number on paper.*

Q: Are there any third-party companies with who you share any credit card data, or who could affect the security of the credit card data?

Yes. *Judici*

Q: Do you maintain a list of these third-parties and track their compliance with the PCI DSS, including which parts of PCI DSS they manage for you?

*We're the **only** service provider associated with your Judici merchant account. Feel free to make a list. Judici handles **all** of the PCI compliance for your Judici merchant account. And lastly, First Data requires us to prove our PCI compliance every year, so tracking our compliance could be as simple as asking us if we have provided them that proof each year.*

A screen then appears which indicates that you have completed the assessment. It also recaps why you were eligible for the short assessment. Click the Acknowledge & Submit button.

A final confirmation screen appears. Check everything off as appropriate, then sign off below.

You're done!