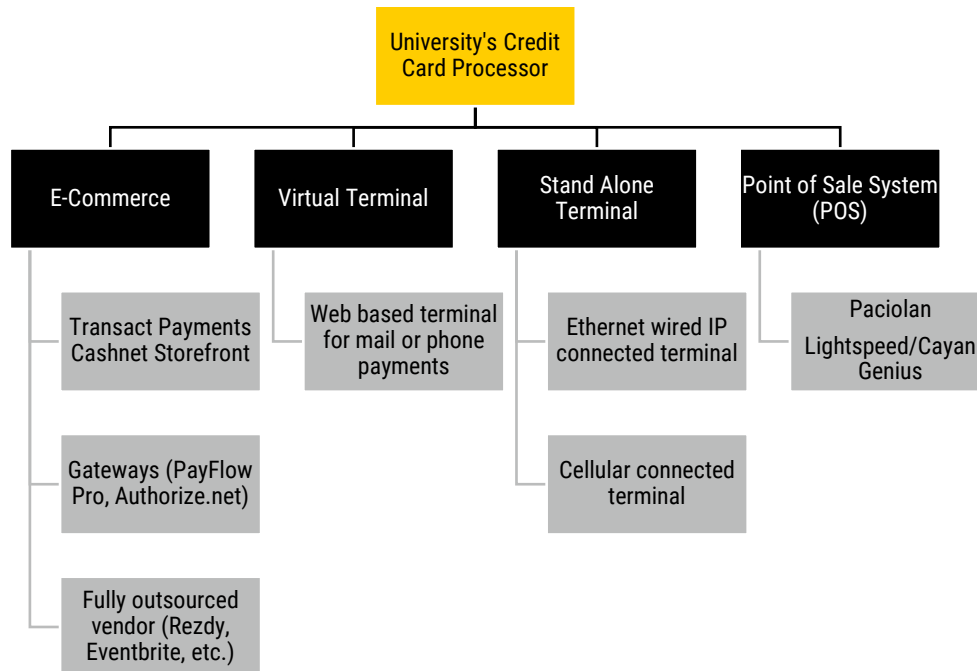


CREDIT CARD REFERENCE GUIDE

Payment Processing Method Examples



E-Commerce

Accepting credit card payments through a website requires the use of a Gateway for payment authorization as well as specific website requirements.

Transact Payments Cashnet Storefront

The University has centrally contracted to provide this preferred method of E-Commerce payment acceptance that drastically reduces the University PCI scope and the administrative responsibilities of the departments. Departments must strongly consider this option first, when implementing E-Commerce payments. Those departments that desire to use an alternative E-Commerce method must present a strong business justification and also use a fully outsourced solution.

Website Requirements

E-Commerce sites must meet all requirements defined by the University's processor in order to complete merchant account onboarding. Treasury Operations will provide the list of current requirements to the unit upon approval of the Merchant Account Application. The requirements must be met to ensure receipt of revenue.

Approved Gateways

These are credit card processing services that can be integrated with web sites to collect payments, see [Visa Service Provider List](#) for additional validation information.

1. **Authorize.net** is a payment gateway by Cybersource that is validated with the Payment Card Industry Data Security Standard (PCI DSS) as a third-party service provider. It is a supported integration with the UI's credit card processor. Monthly gateway and per transaction fees apply, see <https://www.authorize.net/sign-up/pricing/>.
2. **Payflow Pro** is a payment gateway by PayPal that is validated with PCI DSS. It is a supported integration with the UI's credit card processor.

Credit Card Terminal

This is a standalone device, commonly associated with small to medium size merchant accounts, where a card is present and is inserted or swiped to transmit data for authorization of the transaction, as well as an occasional manual entry of Mail Order/Telephone Order (MOTO) transactions. This method requires an ethernet connection to the university's segregated PCI network for the transmission of data to the University's credit card processor. Cellular options are available for mobile needs.

Virtual Terminal

This is a web portal which functions similarly to a credit card terminal but is accessible from any authorized university computer with a secure connection. This method is primarily used for payments received through the mail or via phone.

Point of Sale System (POS)

This is a system that combines cash register and credit card acceptance functions to facilitate a check out process for in person transactions. Software solutions must be validated as compliant with Payment Card Industry Software Security Framework (PCI SSF). Systems must be approved during the University Purchasing/Contracting process in addition to the Technology Review and Security Review process to ensure integration with the University's credit card processor and are PCI DSS Compliant.

Best Practices

To qualify for the best possible rate:

1. Ensure the settlement process is performed at the end of business each day (aka "Batching Out"). Note that some terminals and most software can be configured to perform this task automatically at a predetermined time of day. Settlement outside of the required time period may cause the transaction to be "downgraded" (meaning it does not qualify for a preferred rate because it is perceived as an increased risk).
2. Perform/require address verification for each transaction (aka "AVS"). AVS verifies the numeric portions of a cardholder's billing address. For example, if your customer provides an address of 1847 Hawkeye Drive, Iowa City, IA 52242, AVS will confirm with the credit card company the numbers 1847 and 52242. If the information does not match, it may cause the transaction to be downgraded or even declined.
3. Whenever possible, process card present transactions by inserting or tapping the actual credit card rather than keying manually.