

FAPS PCI Compliance

All merchants should process credit cards in accordance with PCI standards. Please follow the instructions below to begin the compliance process. Please complete your PCI compliance within the first three months of processing. After the three month grace period, you will be charged \$19.95 a month for non-compliance standing.

- Upon receiving your welcome email, please navigate to www.complywithpci.com
- If you do not know your username or password, please select the “forgot username” or “forgot password” hyperlinks to receive an email with the specified information
- Once logged in select the far left tab “Business Profile”:
 - This sections refers to how your business is accepting and processing transactions.
 - Some questions may require assistance from your IT department or network specialists. Any questions regarding the devices or platforms used for processing, Sync will be able to assist you.
- The next tab will be, “Scan”:
 - If processing over IP you will require an outbound network scan. If you do not know your outbound IP address, you can navigate to www.ipchicken.com and it will display your public outbound IP address.
 - Under the scan section, select “schedule scan”. Under domain add the outbound IP address, select a future date and time for the scan to run.
 - The scan will take a few hours to complete. You will receive an email once the scan results are ready.
- Once you receive the email, log in to attest the results under the scan section:
 - If you pass the scan, all you will need to do is attest the results.
 - If you fail the scan, the results will explain why you failed and you will need to reach out to your IT department or network specialists.
 - Scans need to be run every 90 days. Notifications are sent 30 days out from expiration.

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- Based on your answers in the “Business Profile”, you will qualify for a SAQ questionnaire:
 - These questions will be about your network configuration, your internal processes, your security protocols, etc. You may need to consult your IT department or network specialists.
 - Once you complete the questionnaire, your SAQ is valid for 12 months. Every 12 months you will need to log in and update your answers or attest that everything is still the same as the previous 12 months.