

Welcome to the PCI Site Manager WiscList!

Your Divisional Business Representative (Dean or Director's Office) has designated you to be the PCI Site Manager for credit card sales in your revenue producing activity. Please see the enclosed list of merchants and corresponding Site Managers and Divisional Business Representatives to determine which credit card merchant ID's you are responsible for.

UW Madison has 239 Merchant ID's under which we collect revenue from customers paying by credit card for products and services. It is mandatory that those merchants be in compliance with the Payment Card Industry (PCI) standards in the way they handle personal cardholder data by processing, transmitting or storing this information.

As PCI Site Manager you are responsible for maintaining compliance of your site with Payment Card Industry standards and University policies related to accepting credit cards for payment. Please see <http://www.bussvc.wisc.edu/acct/policy/rpa/rpapol404.html> for complete information and links to the PCI Standards. This short animated video provides an overview of the PCI Data Security Standard <http://www.youtube.com/watch?v=xpfCr4By71U>.

In the event of a compromise, the credit card companies evaluate your compliance and levy fines until such time that you are compliant. Visa fines are \$50,000 for the first compromise and go up. MasterCard fines are \$25,000 per day for each day of non-compliance, American Express fines are \$50,000 for the first occurrence of non-compliance, and Discover fines are \$100,000 maximum per violation. Each PCI Site Manager has the responsibility to avoid the fines and your Divisional Business Representative will be held accountable should a breach occur.

This e-mail is being sent to you by the UW-Madison Payment Card Industry Compliance Assistance Team (PCI-CAT). This team has membership from the CIO's Office of Campus Information Security and the Controller's Office's Cash Management unit and is designed to assist you with any concerns/questions you have about PCI compliance at any time. We have already met with a number of you and we appreciate your time.

Many of UW-Madison's merchants selling goods and services over the web are now using CashNet to collect payment from customers. CashNet's processing is PCI compliant for customers that pay over the web. CashNet can simplify your PCI compliance efforts and even save money. The only concern we have is if you are entering card information into CashNet on behalf of your customers, you will need to take additional steps to become PCI compliant. **If you are using CashNet and you enter information for customers, please respond to this e-mail to let me know that and we will get back to you with recommendations about how to manage that situation.**

Good news for all current and new CashNet users! As of July 1, 2010, you will not be billed the \$.75 transaction fee. During fiscal year 2009-10 CashNet users paid \$.75 per transaction to support the cost of the UW-Madison contract with CashNet. These costs will now be handled centrally.

We will be using this list serve to update you on all PCI related news bulletins and upcoming training sessions. Please notify PCI-Help@bussvc.wisc.edu if your employment changes or an alternate PCI Site Manager is appointed so we can update this PCI Site Manager WiscList. If you have any questions, please email PCI-Help@bussvc.wisc.edu and your questions will be forwarded to the PCI-CAT.