When you accept card payments in the Amilia SmartRec e-commerce store as well as with a PAX A920 integrated terminal

-This guide is adapted to merchants using Amilia SmartRec-

SAQ D Composite User Guide

PCI v4.0

January 2024 – PCI v3.2.1

Paysafe

SAQ D Composite User Guide

Once your account has been boarded, you will receive log in details to your PCI Account via email.

- Your username is your Merchant ID number.
- Please use the link within the email to select a password of your own choosing, ensuring to follow the on-screen instructions.
- Upon your first initial log in, you will need to review your contact information to ensure this is accurate.

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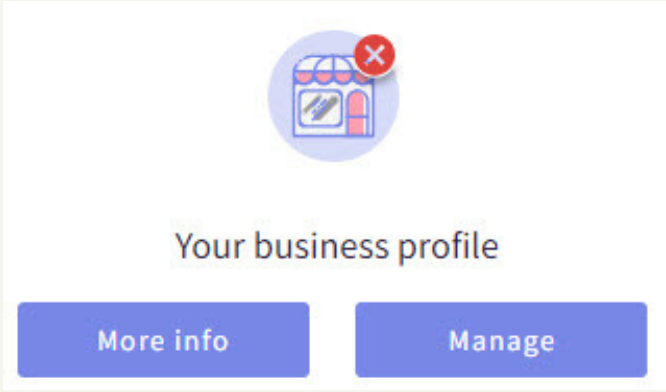
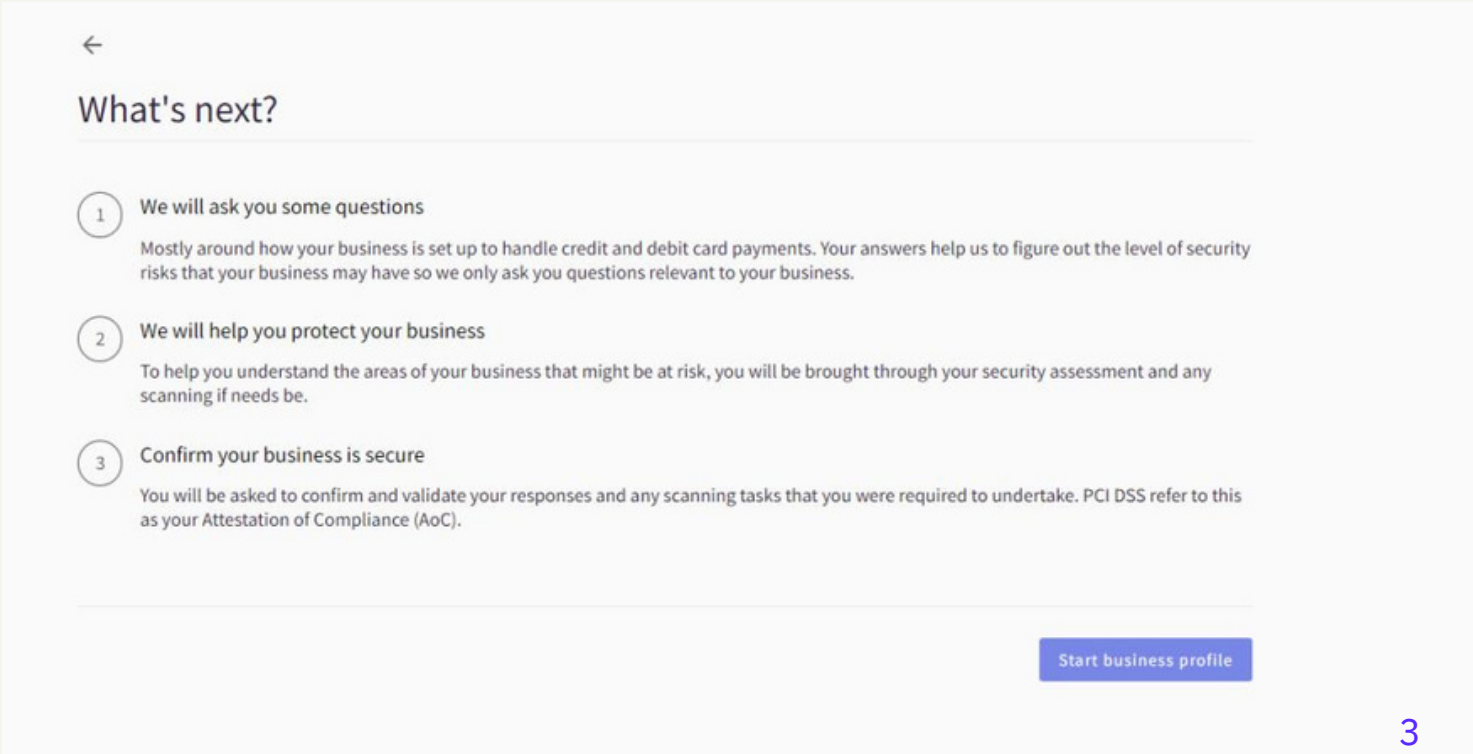
- To start, click ‘Manage’ on your **business profile**.

  The profile paints a picture of your business environment & how you accept card payments.



- Follow this (SAQ type D Composite) guide if your organization accepts card payments in the Amilia SmartRec store as well as a PAX A920 integrated terminal .



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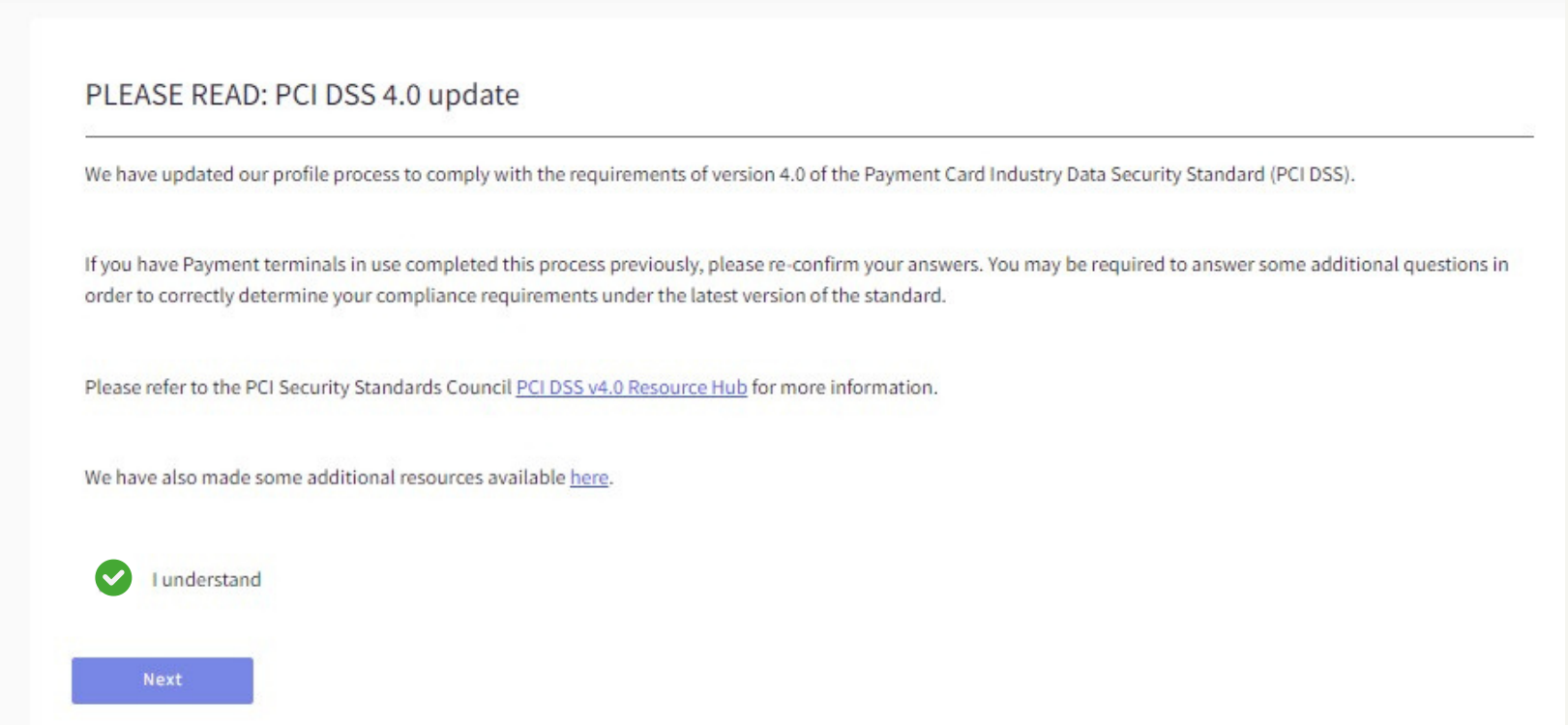

- The PCI standard has now changed from v3.2.1 to v.4.0. The PCI Portal has been upgraded to ensure you are validating against the latest compliance standards.
- Please read the above messaging and select '**I understand**' to proceed.

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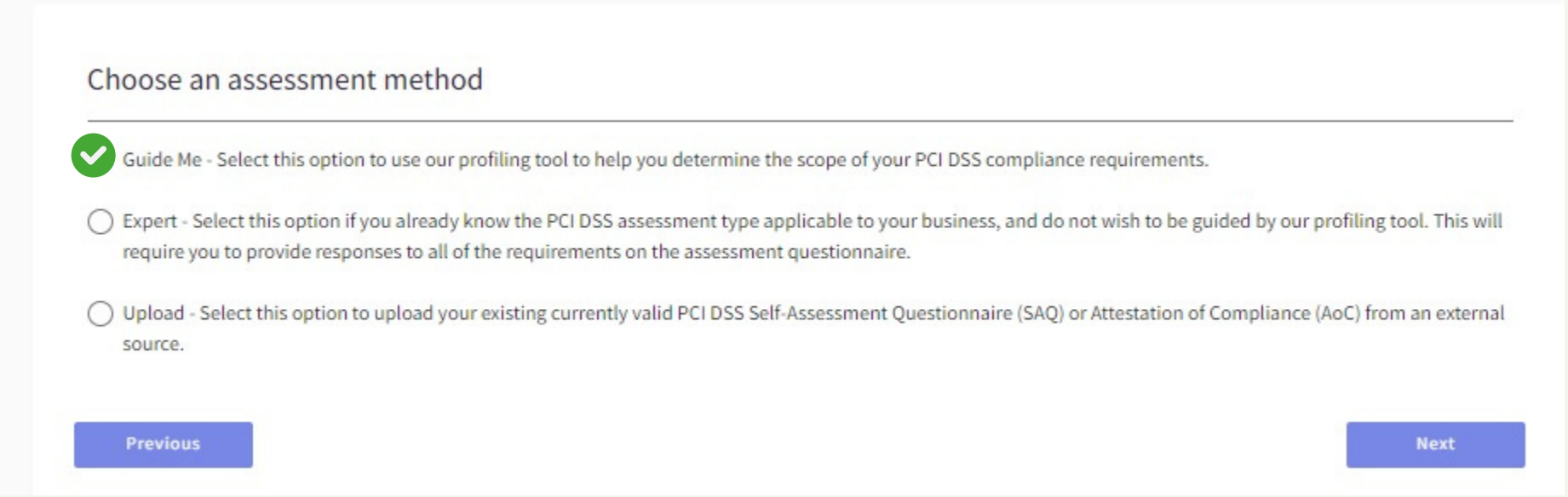

- Select '**Guide me**' to complete your compliance using the PCI Portal. (Recommended)
- Select 'Expert' if you don't wish to use the profiling tool to pre-populate some of your PCI requirements. (Not Recommended)
- Select 'Upload' if you've already completed your compliance for the forthcoming year and wish to upload the required documentation.

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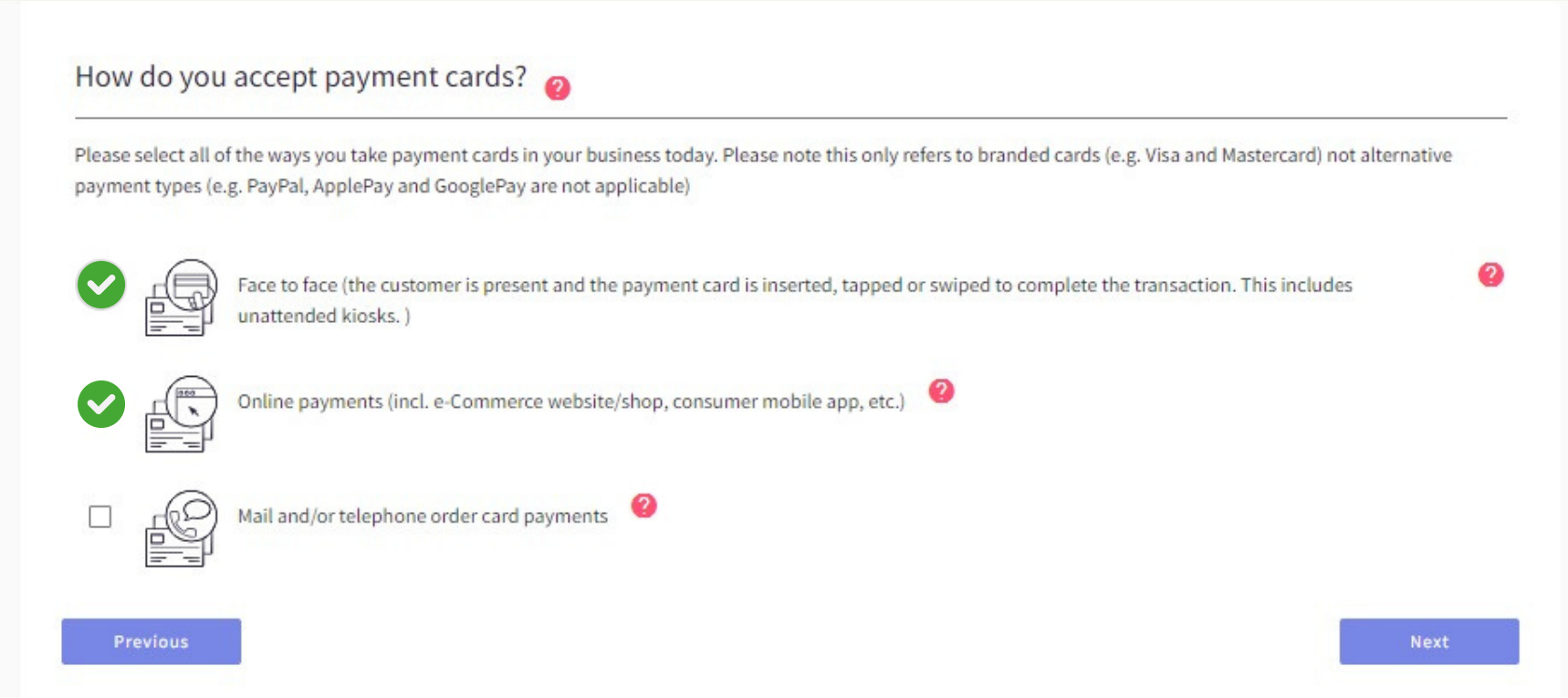
* These instructions are for the ‘Guide me’ option as shown in the previous slide *



Since you accept card payments in the Amilia SmartRec e-commerce store (through Paysafe’s API), as well as Face to Face with a PAX A920 integrated terminal, **please select both the 1rst (Face to face) and the 2nd (Online payments) options**.

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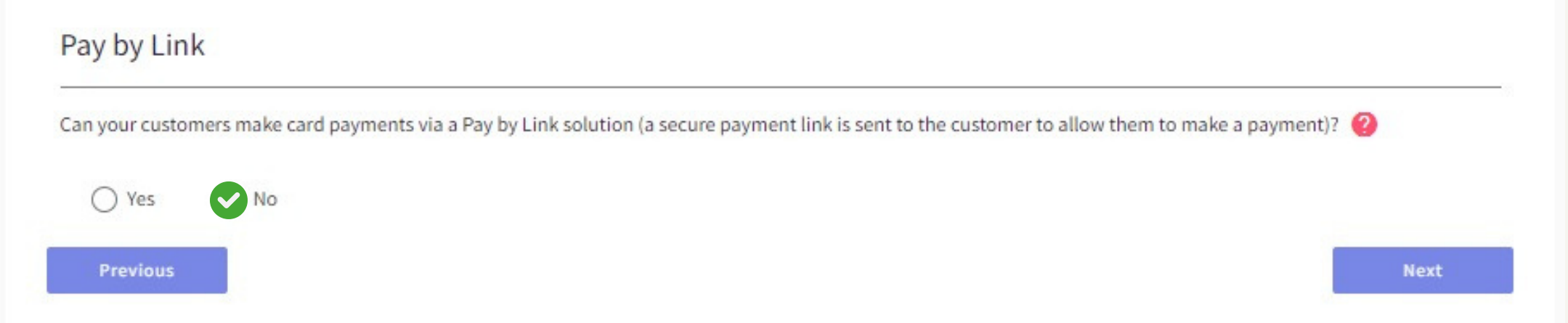

This question is asking if you provide your customers with a secure payment link to process their payment. Since you accept card payments in the Amilia SmartRec e-commerce store (through Paysafe's API) and with a PAX A920 integrated terminal, **please answer this question with 'No'.**

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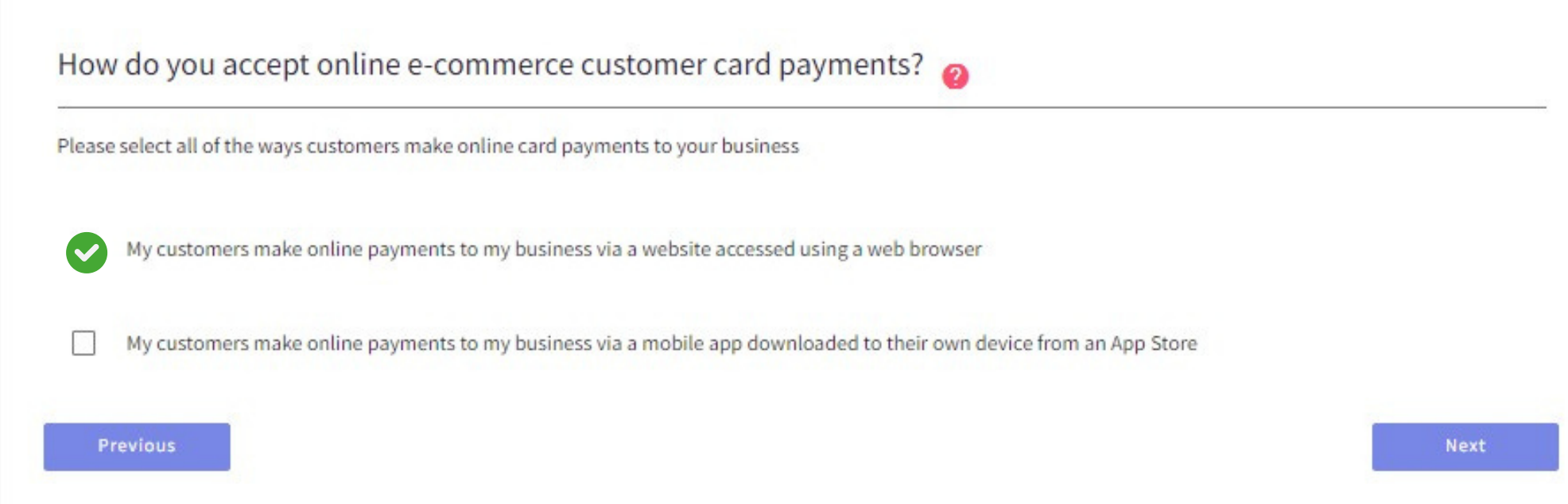

- Since you're using the Amilia SmartRec e-commerce store (through Paysafe's API) to accept card payments, **please select the first option**.

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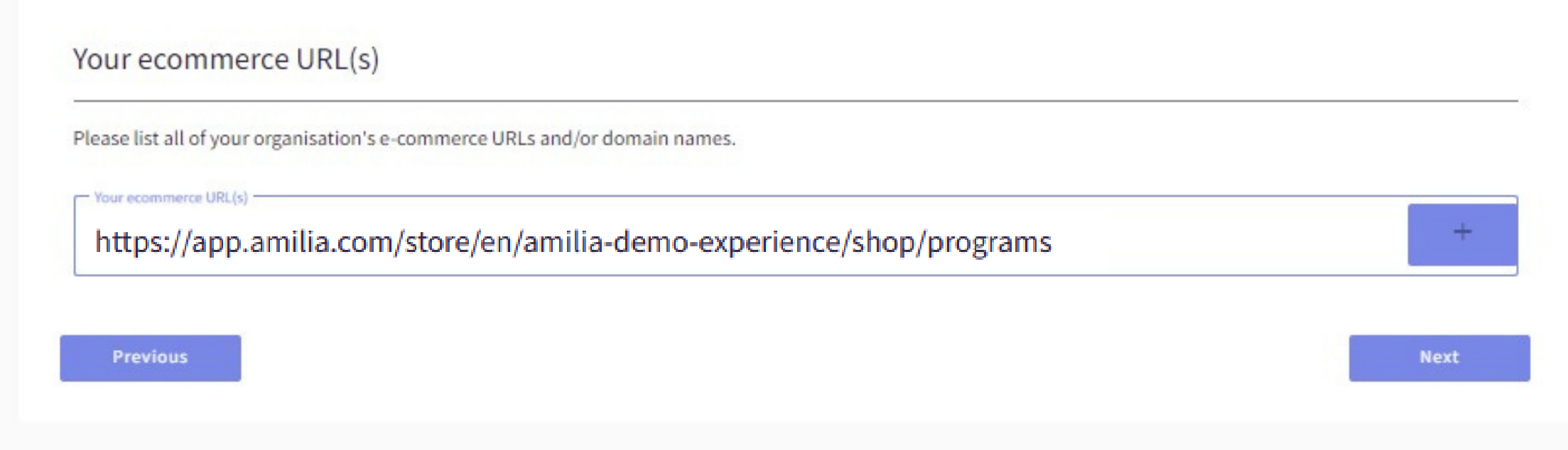

- Please enter the URL of your Amilia SmartRec e-commerce store.
- Then select the '+' icon to add it. You can add more than one URL if you have more than one e-commerce store. Select 'Next' when ready to proceed.

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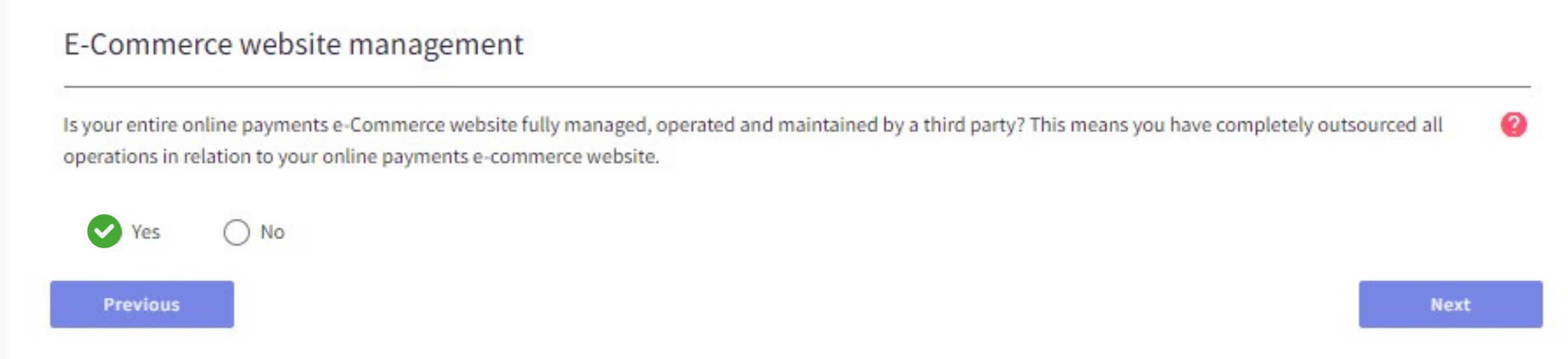

- Since you're using your Amilia SmartRec e-commerce store (through Paysafe's API) to accept card payments – **please answer 'Yes' to this question**.

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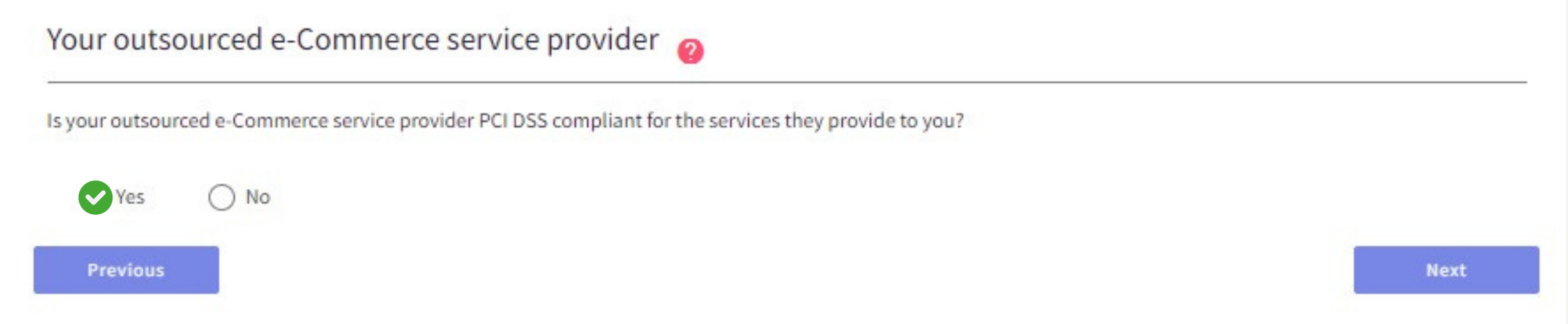

- Amilia SmartRec is Level 1 PCI compliant e-commerce service provider. Please visit trust.amilia.com for a copy of our attestation of compliance in the '*Resources*' section.
- **Please answer 'Yes' to this question**.

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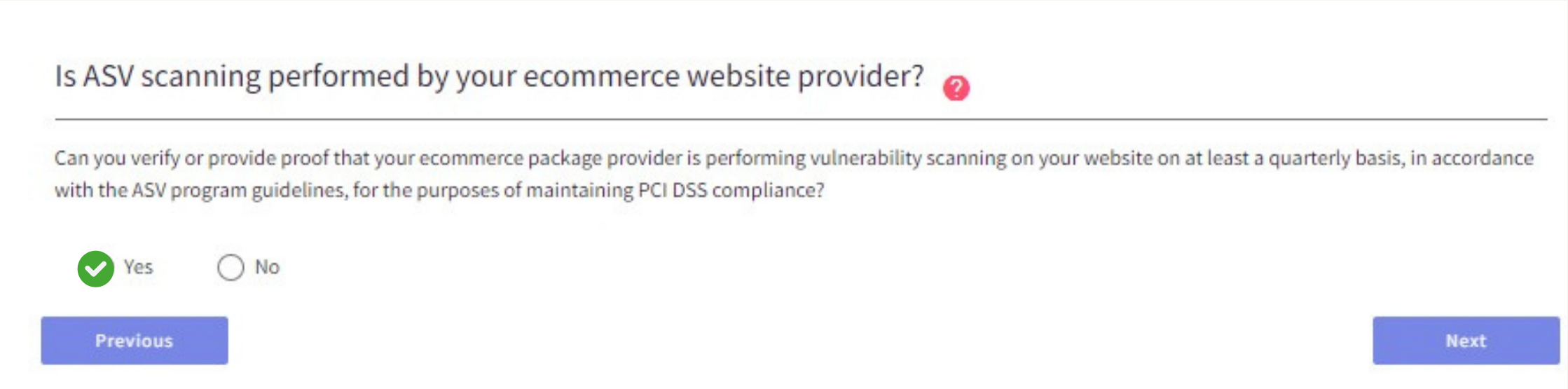

- Amilia SmartRec is Level 1 PCI compliant e-commerce service provider that performs quarterly external scans of your Amilia SmartRec e-commerce store.
- **Please answer ‘Yes’ to this question.**

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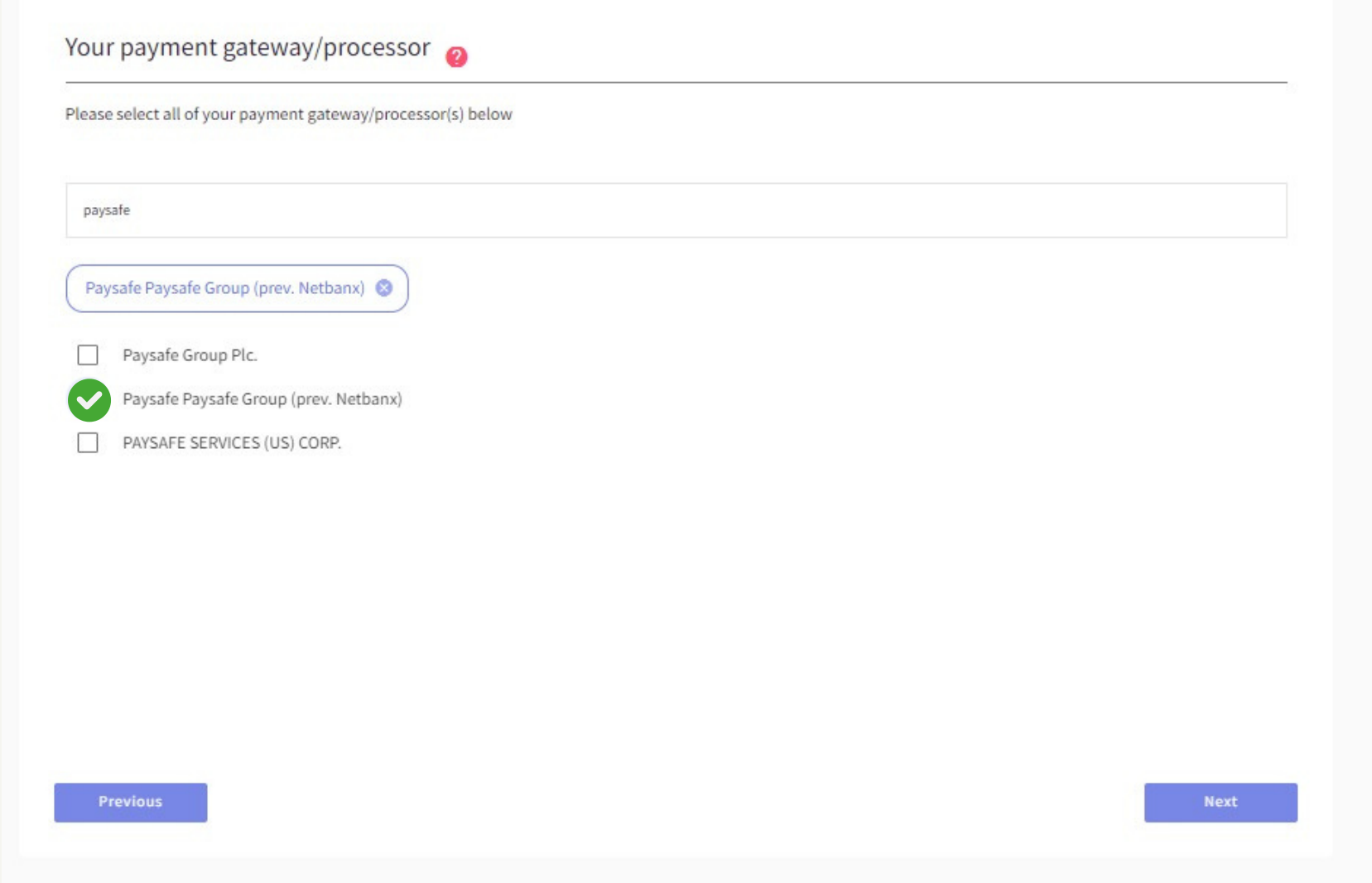
- To select your payment gateway, please type '**Paysafe**' in the field.

- **Please choose the 2nd option that appears - Paysafe Paysafe Group (prev.Netbanx)**



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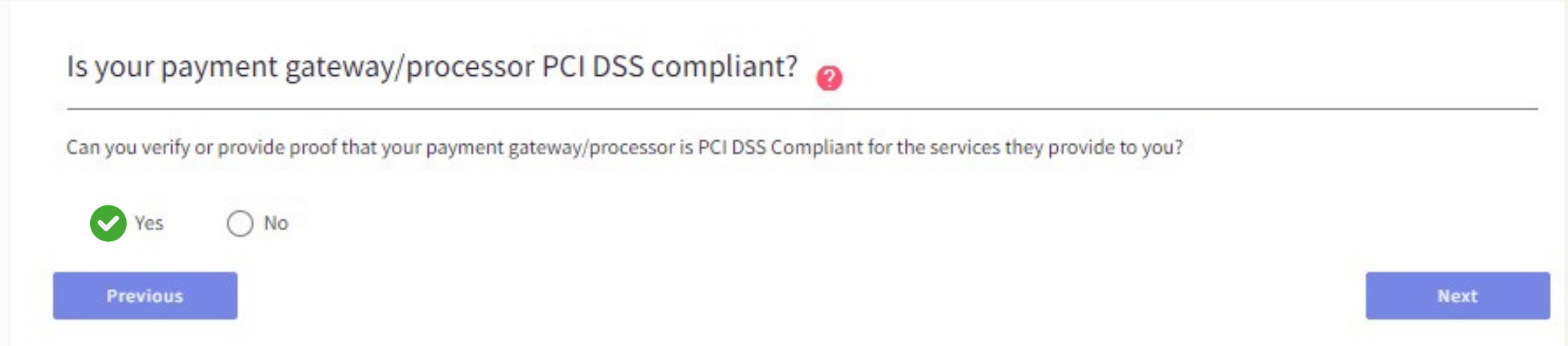

- Paysafe is a Level 1 Service Provider – **please answer 'Yes' to this question.** You can obtain a copy of Paysafe's attestation of compliance from our trust center at trust.amilia.com in the '*Resources*' section.

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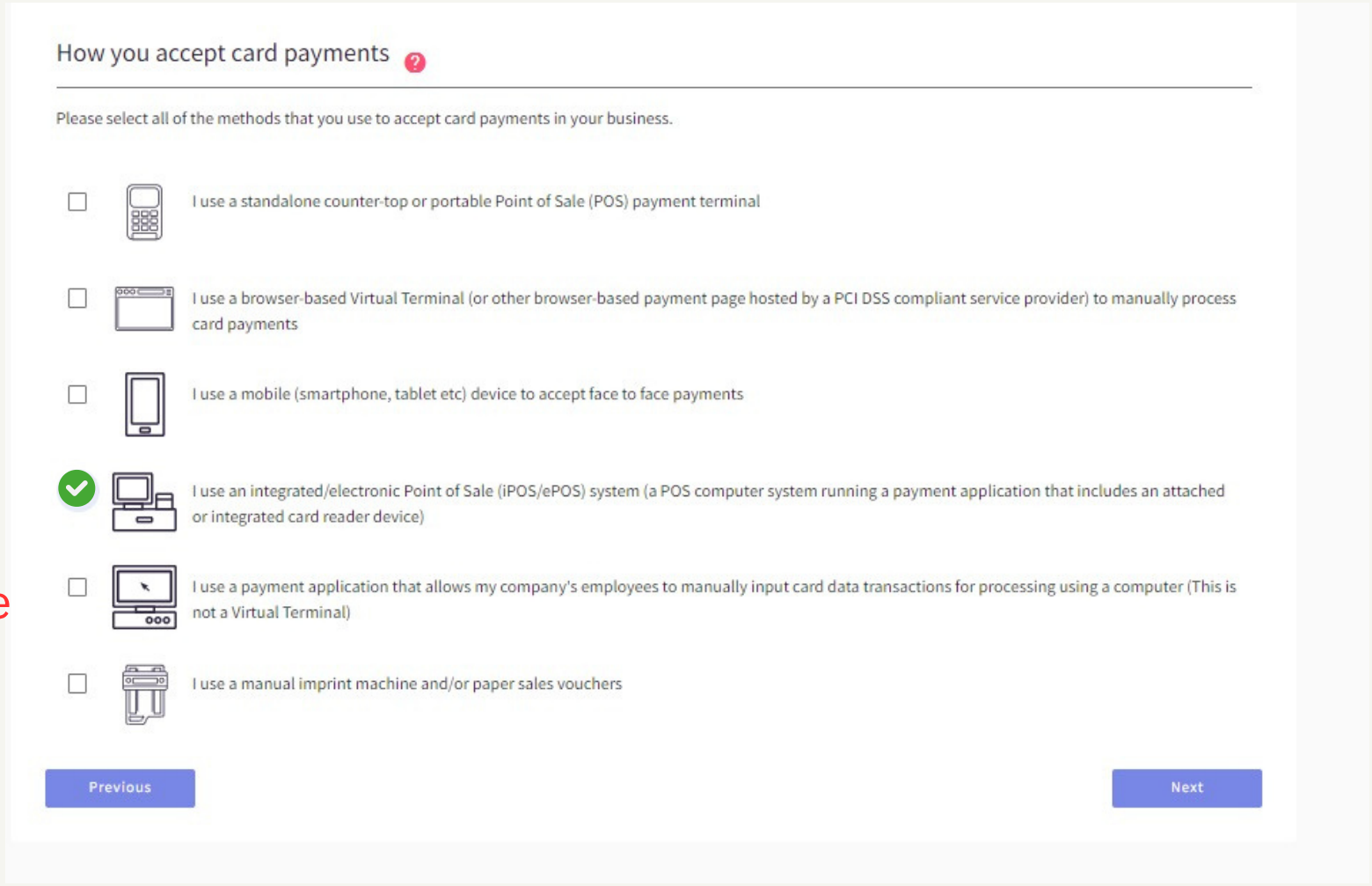
As you also use the PAX A920 integrated terminal to accept card payments in the Amilia SmartRec store -

- **Please select the 4th option 'I use an integrated Point of Sale (iPOS/ePOS system that includes an integrated card reader device'.**

Note: In the past, merchants selected the first option (standalone or portable POS terminal). However, this option leads to an SAQ B-IP with a scan (to be avoided). **Do not select the first option. You must select the 4th option.**



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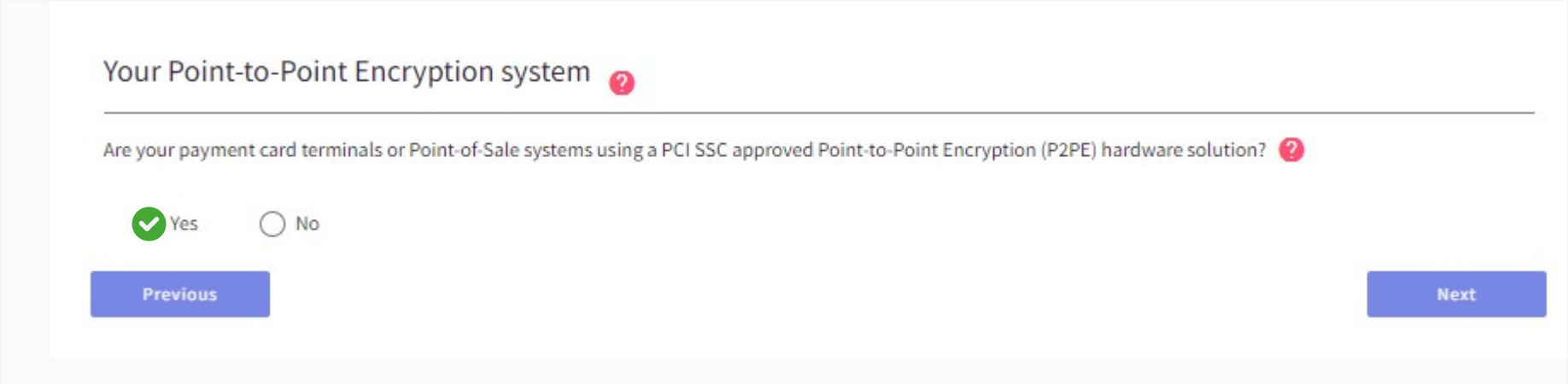

- The PAX A920 integrated terminal is a Point-to-Point encrypted terminal.
  Please answer 'Yes' to this question.

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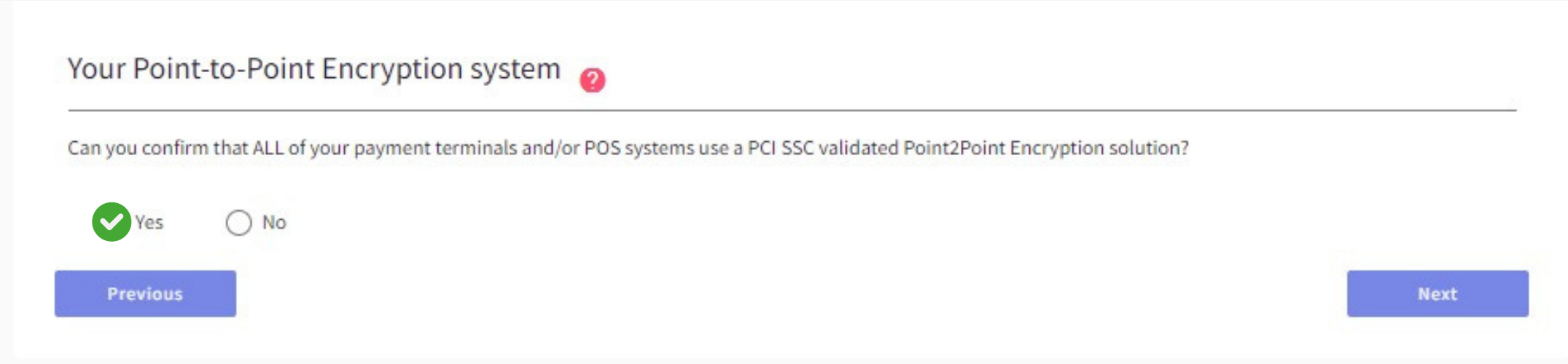

- Since you're using the PAX A920 integrated terminal, **please answer 'Yes' to this question**.

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- **Please answer ‘Yes’ to this question.**

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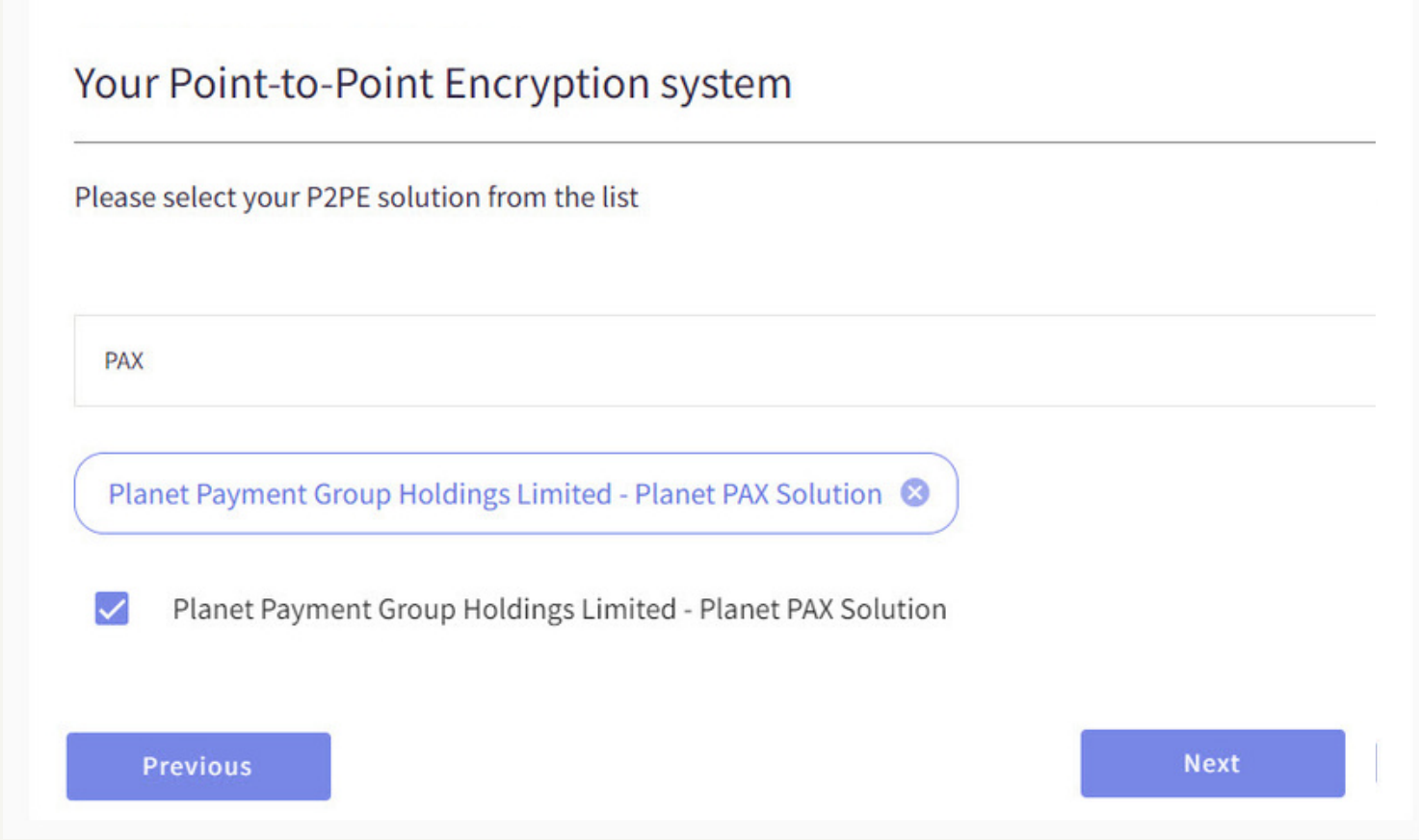

- To input your P2PE solution, please type ‘PAX’ in the search bar and then scroll down.
- **Please select ‘Planet Payment Group Holdings Limited - Planet PAX Solution’.**

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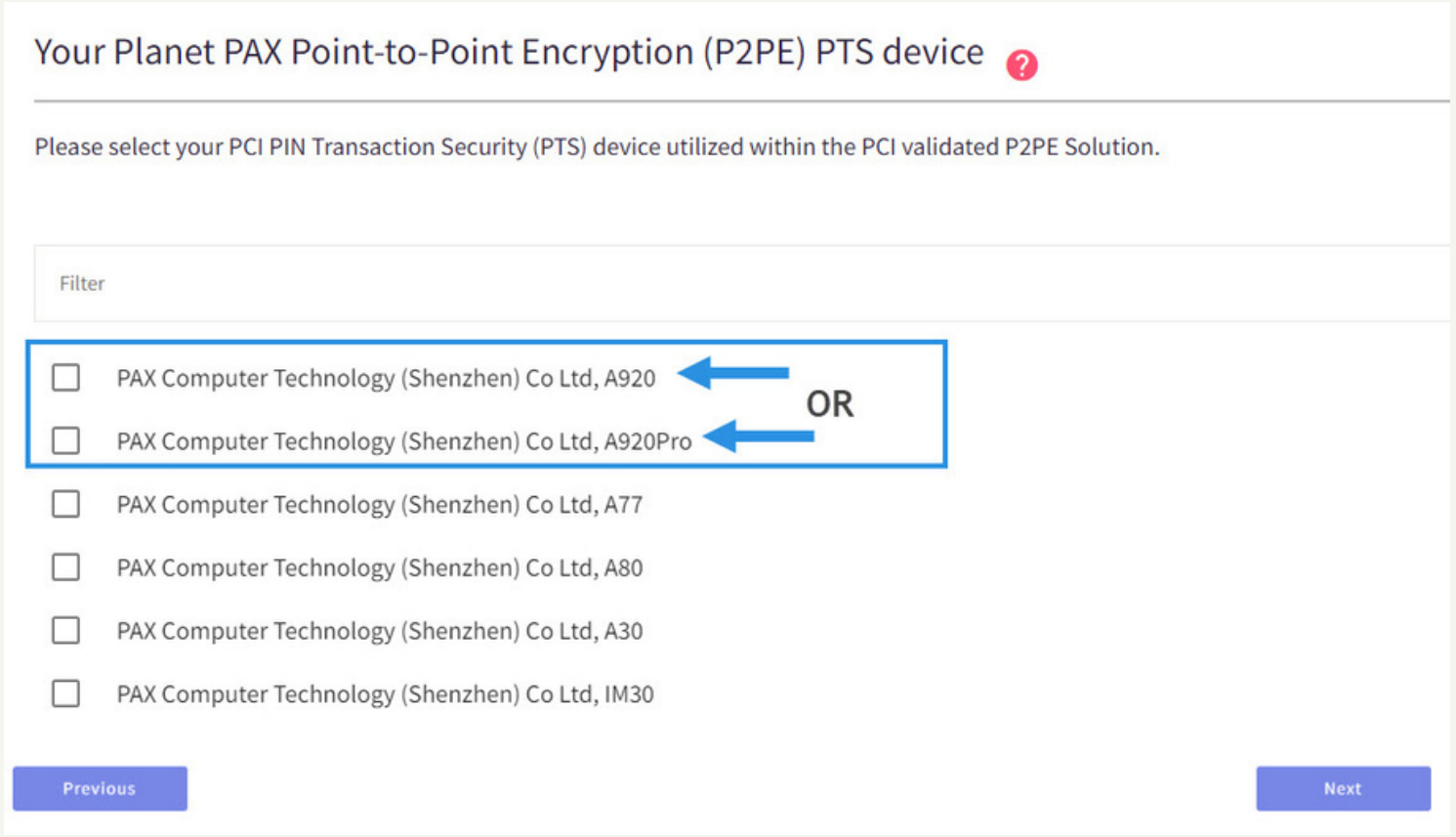

- Please select the **A920 or A920 Pro** (depending on which one you have). They're the only integrated terminals currently supported in Amilia SmartRec.

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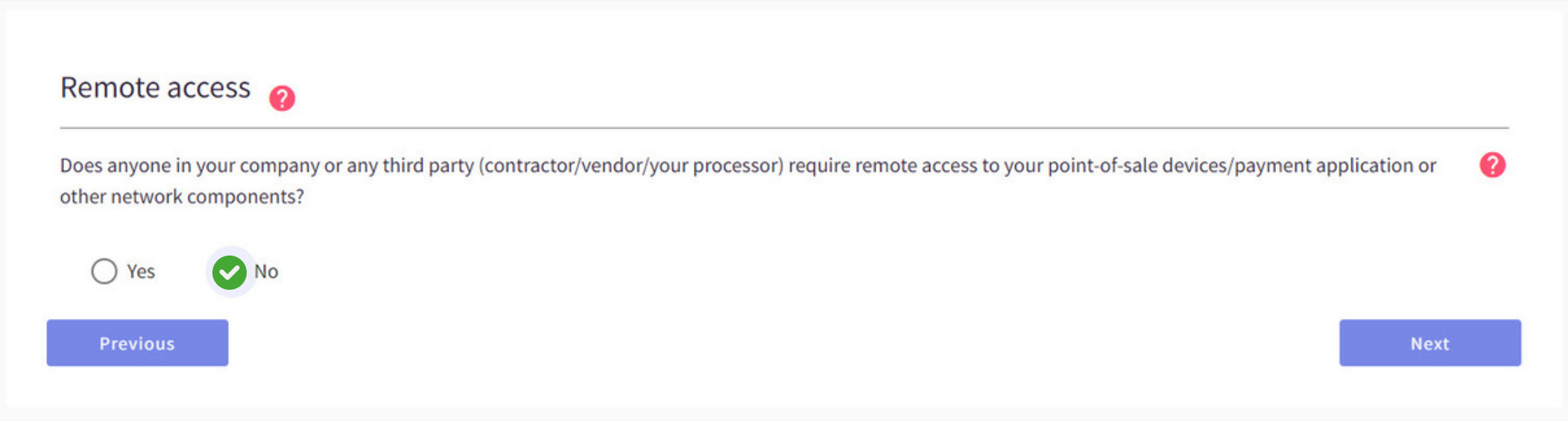

- **Please answer ‘No ’ to this question.**

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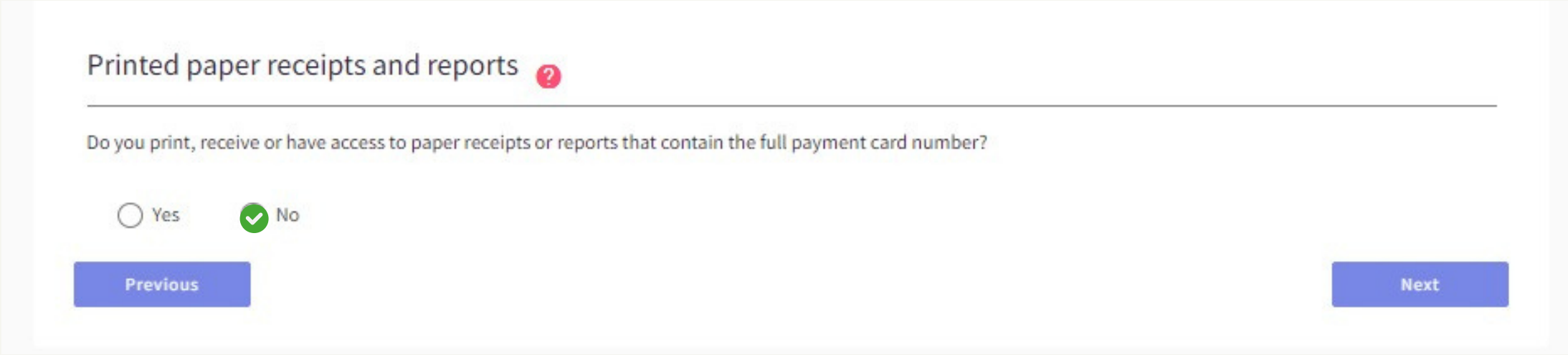

- **Please answer ‘No’ to this question.**

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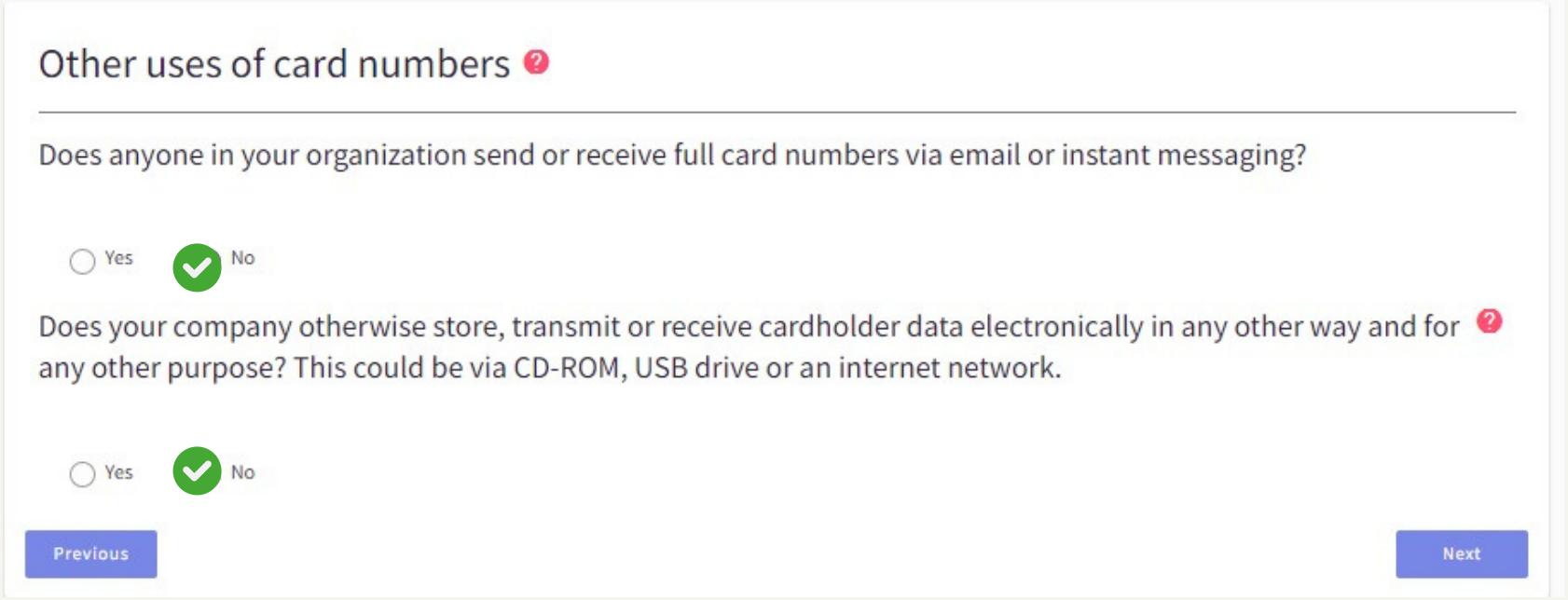
- You must never send, receive, transmit or store cardholder data electronically under any circumstances.

  This puts your organization and your customers' data at risk of being hacked by malicious individuals who will show you no mercy.



- **Please answer 'No' to both questions.**

Paysafe

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- In order to become and maintain compliance, you must have an Information Security Policy in place within your business.
- You can download this document via the hyperlink as shown.
- You must read, sign and date this document.

  If you have any employees who handle card payments, they will also need to do the same.
- This document must be always kept on the business premises and reviewed annually.

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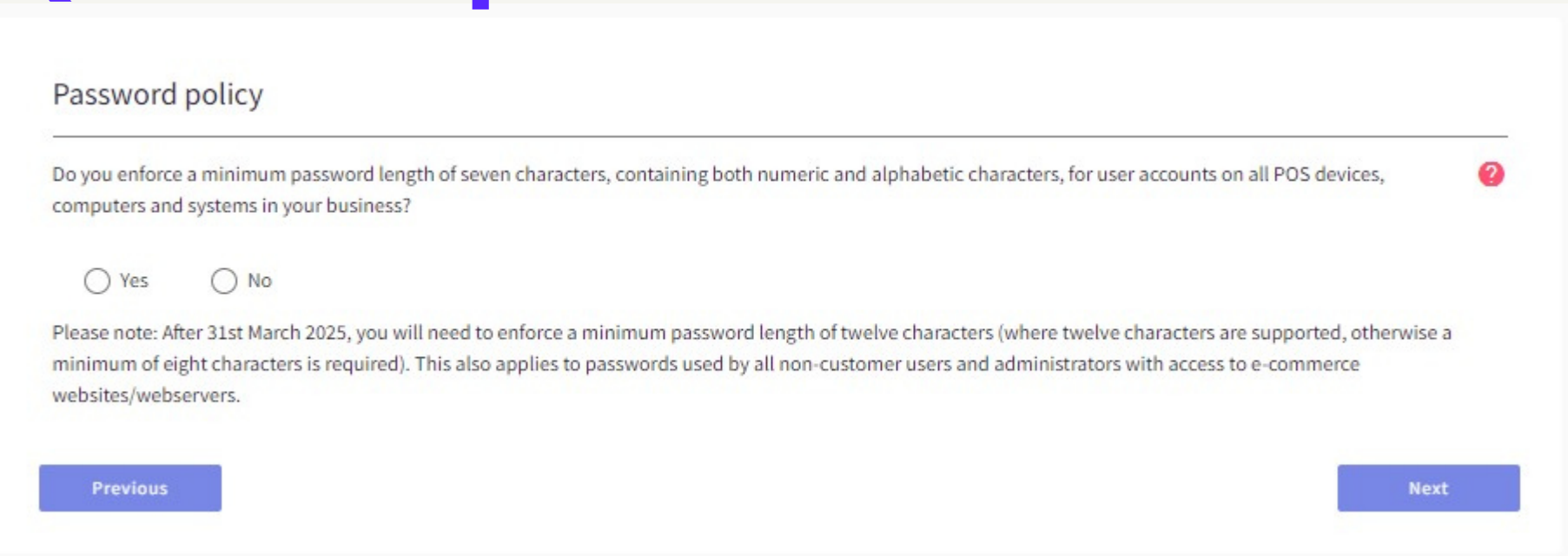

- From March 31st 2025, you will be required to update the password requirements within your business to ensure that it is protected from malicious individuals.
- Anyone who has administrator access to your website will be required to have a password length of twelve characters, rather than eight.
- As this is a future dated requirement, this question will not affect the overall status of your compliance.
- **Please answer this question as it applies to your business today.**

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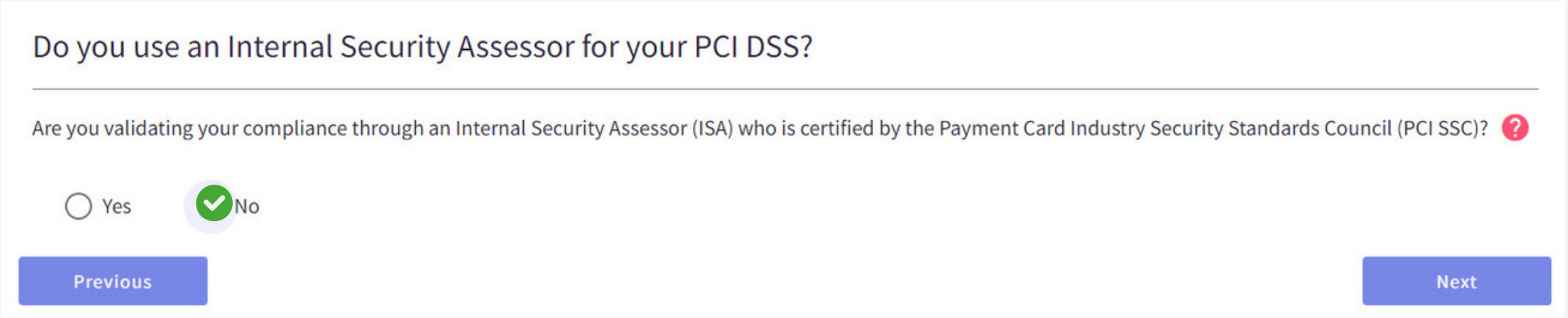

- **Please answer 'No' to this question.** It's VERY unlikely you have an Internal Security Assessor for your PCI DSS.

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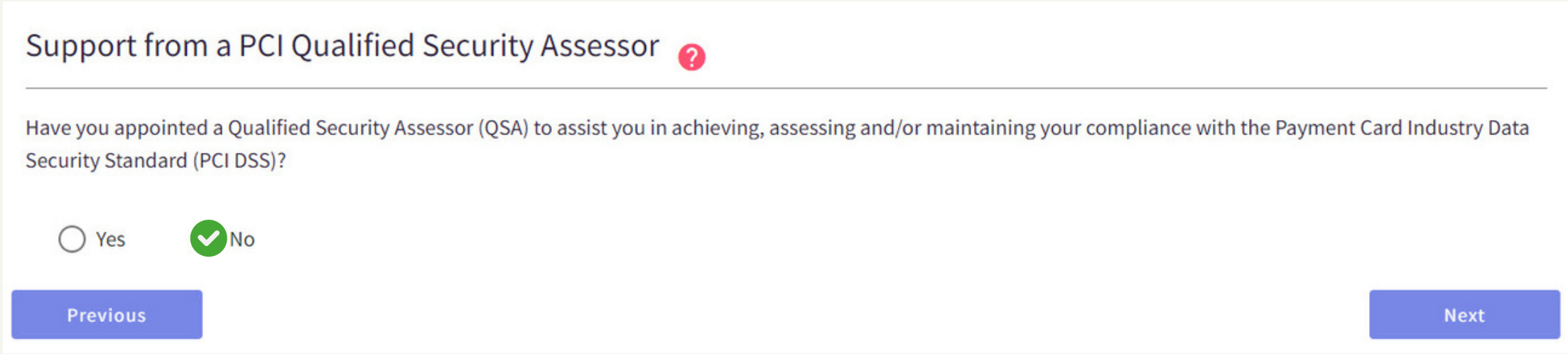

- **Please answer 'No' to this question.** It's VERY unlikely you have a Qualified Security Assessor for your PCI DSS.

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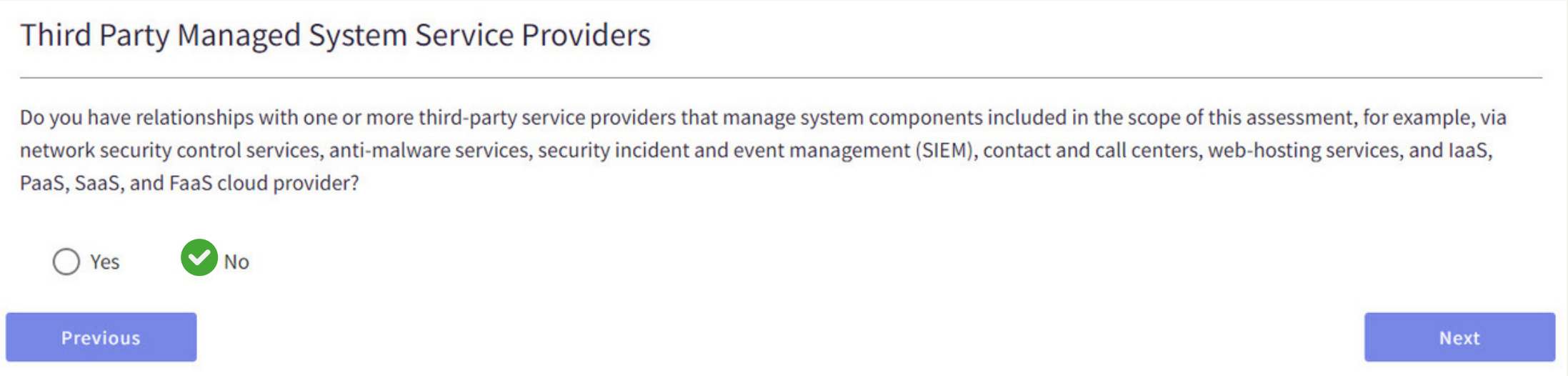

- **Please answer ‘No’ to this question.**

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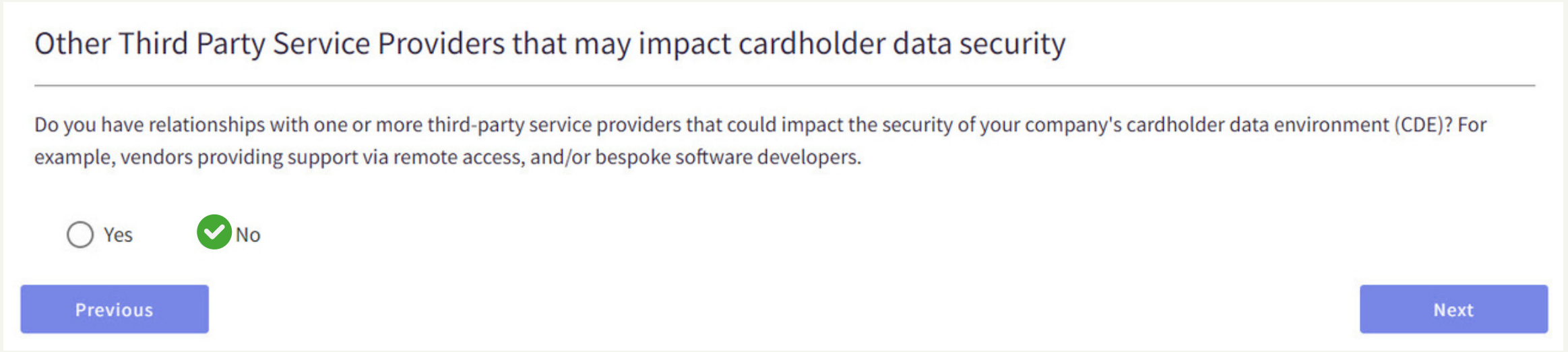

- **Please answer ‘No’ to this question.**

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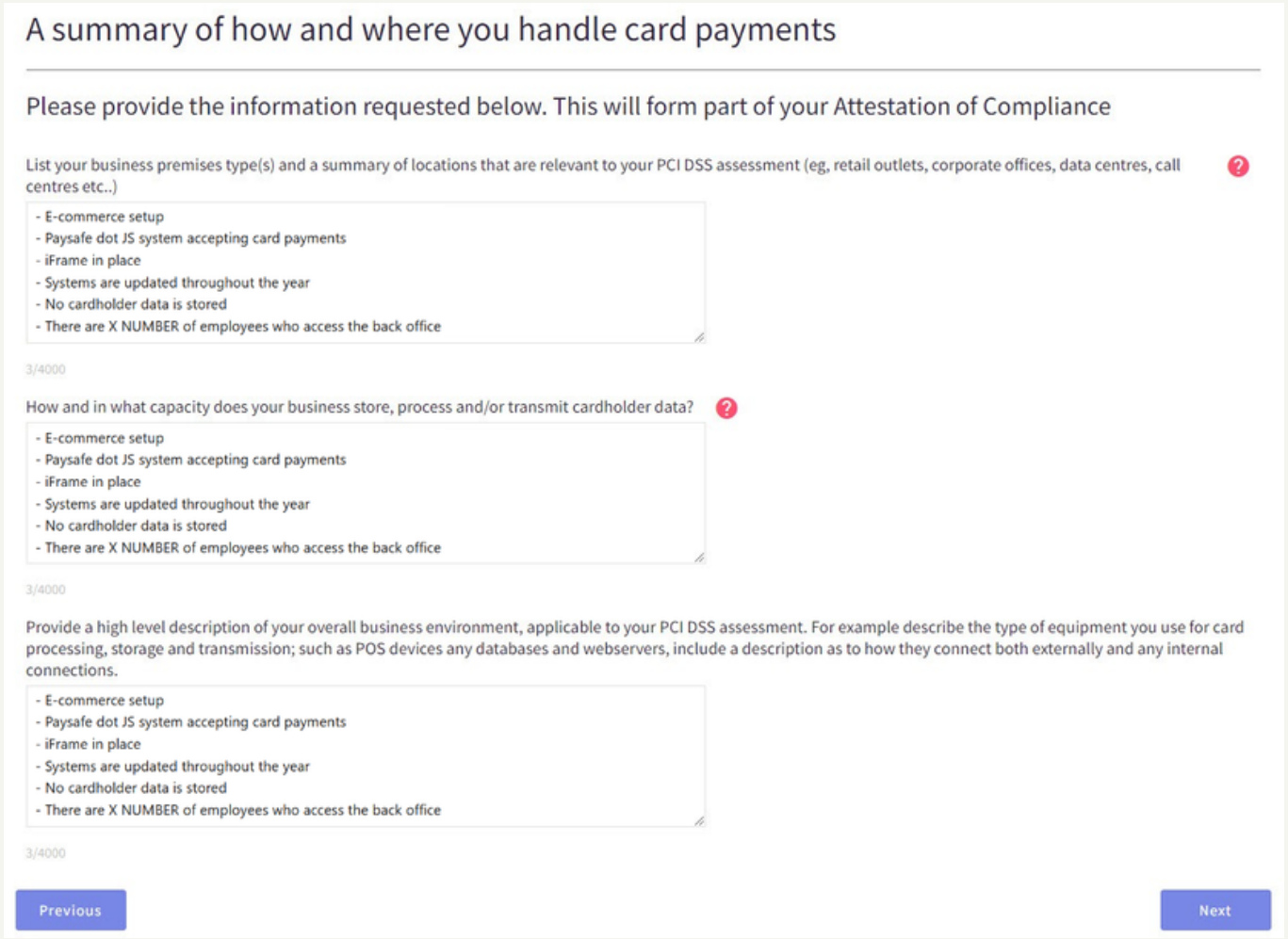
As your organization accepts card payments in the Amilia SmartRec e-commerce store, as well as a PAX A920 integrated terminal, **you may copy and paste this answer in all three fields**: ‘Card payments accepted Face to Face with PAX A920 integrated terminal. The integrated terminal connects via (describe how it’s connected to the net).

E-commerce setup, Paysafe dot JS system accepting card payments, iFrame in place, Systems are updated throughout the year, No cardholder data is stored, there are X NUMBER of employees who access the Amilia SmartRec back office (Client billing section).’



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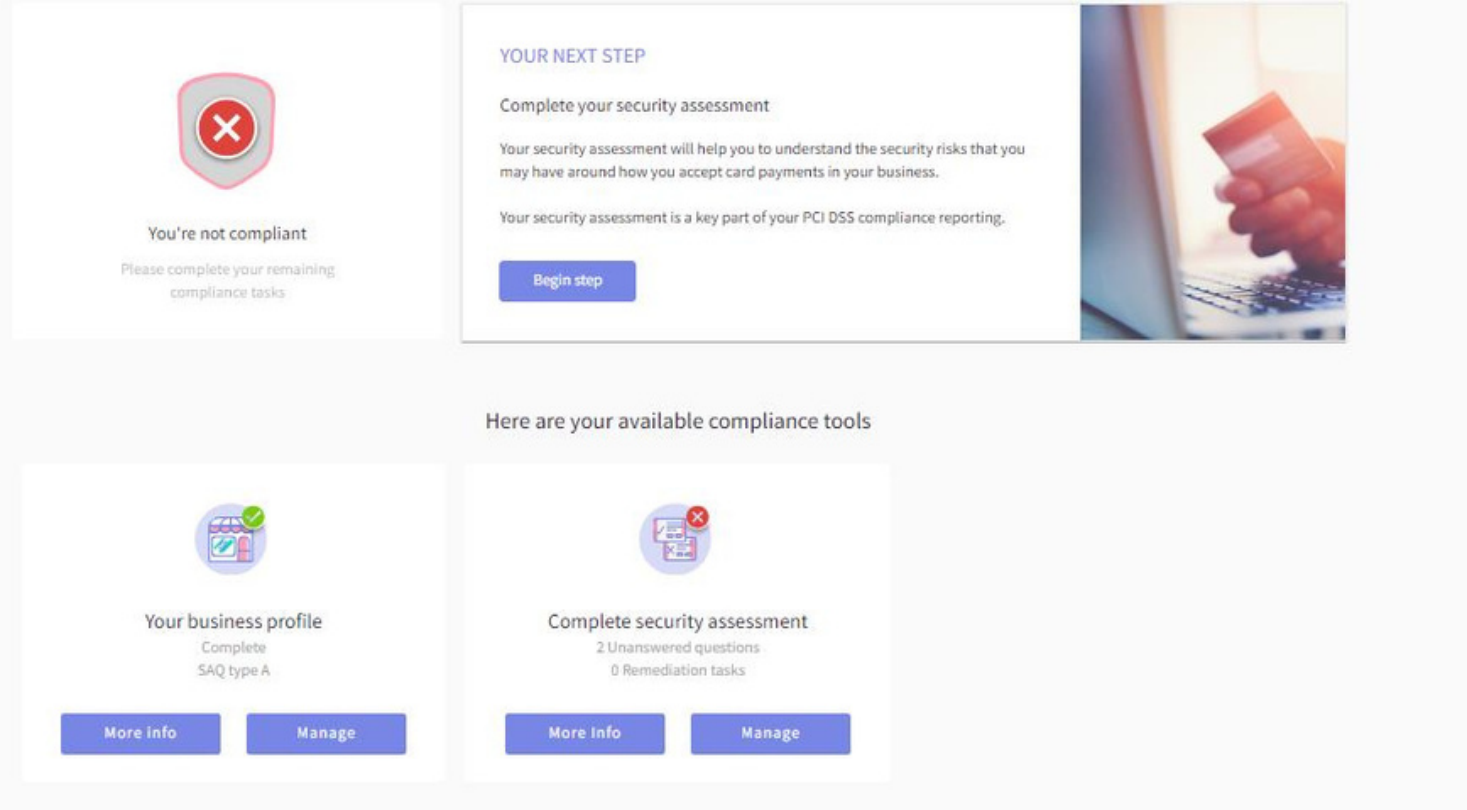

- Once all steps have been completed in the business profile, you will see there are a handful of questions outstanding in the security assessment.
- Click '**Manage**' to begin the security assessment.

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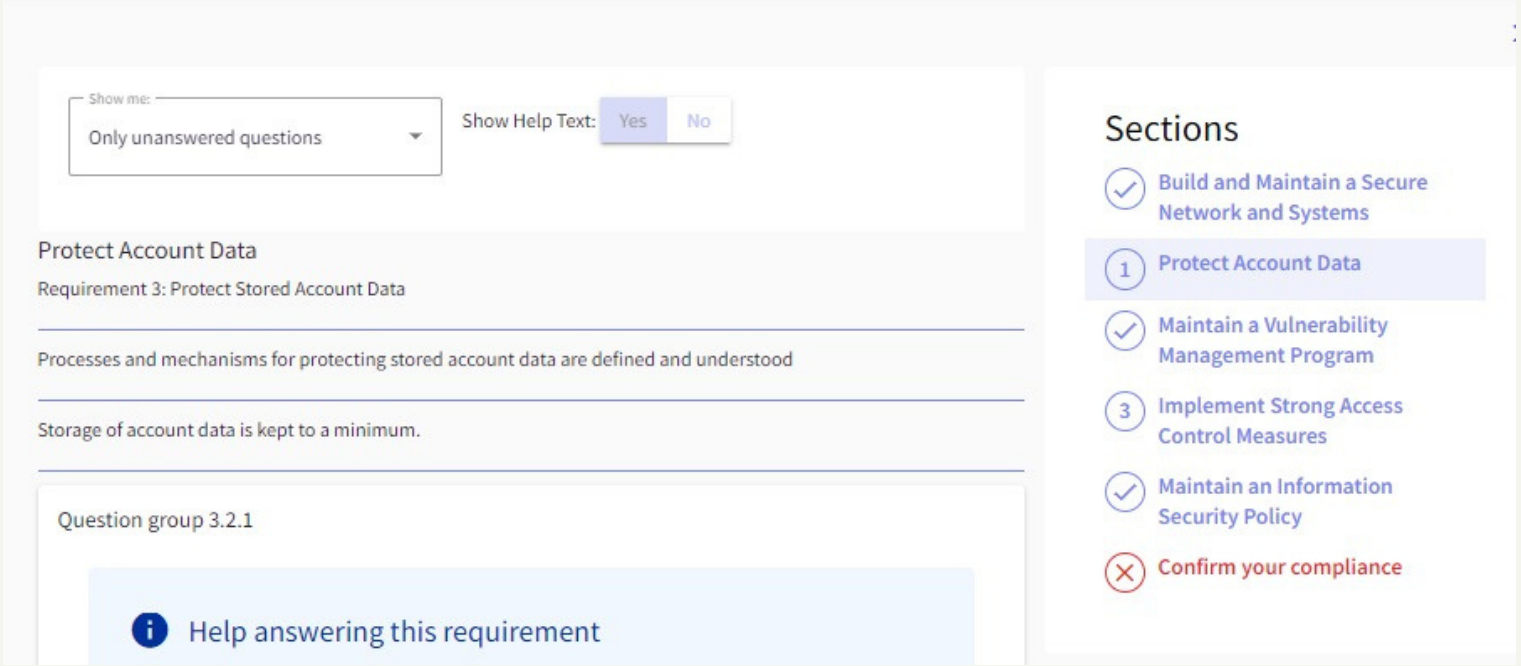

- In the ‘Sections’ area shown above, you may have some questions related to ‘protecting account data’ and ‘implementing strong access control measures’.

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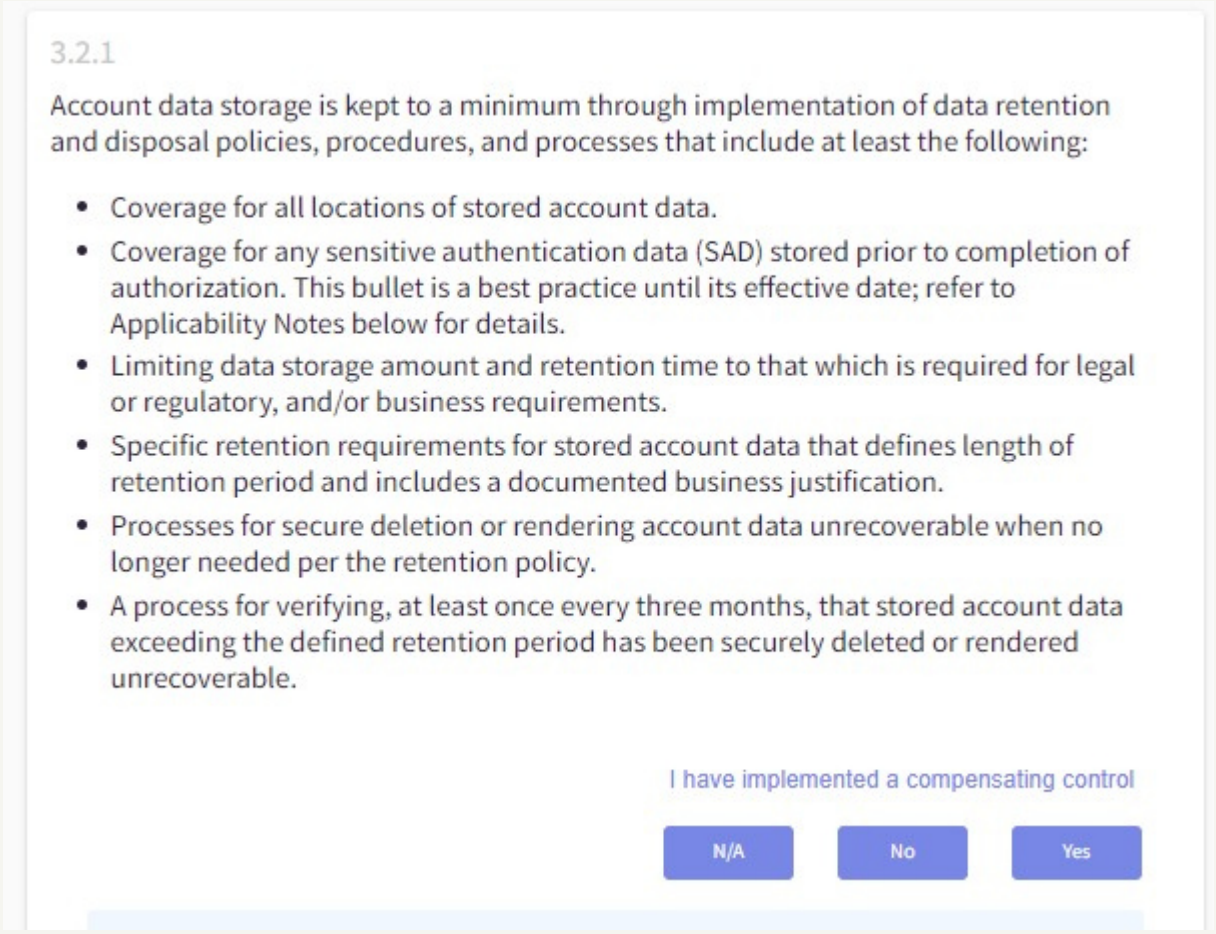
This question is asking you to confirm if you have a data retention policy in place that covers all locations of your businesses that may store sensitive information.

- **Please answer ‘N/A’ to this question and write ‘**My organization uses the Amilia SmartRec e-commerce store and PAX A920 integrated terminal to handle card payments. We don‘t store or transmit cardholder information.**’ as the reason.**



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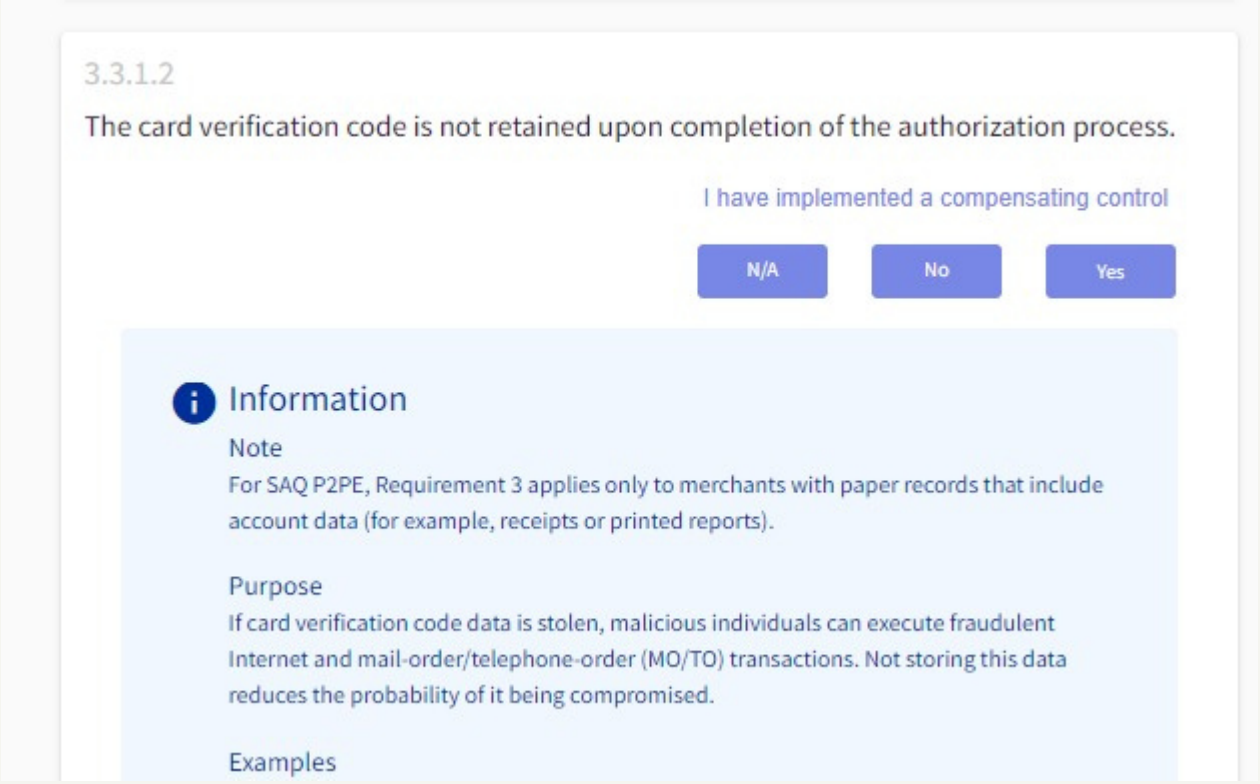
- This question is asking you to confirm that you do not store the CVV/CVV2 code once the transaction has been processed.

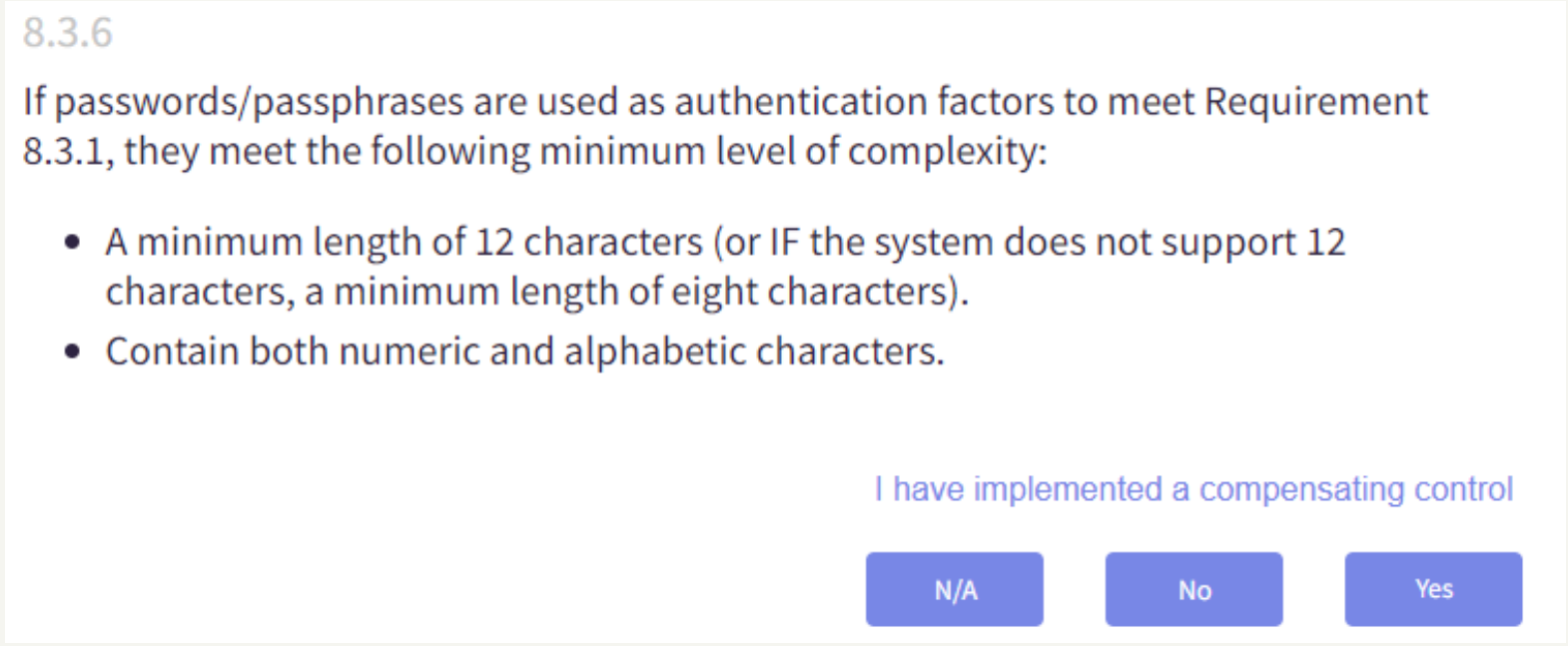
- **Please answer ‘N/A’ to this question and write ‘The PAX A920 integrated terminal does not store cardholder data, and neither does the Amilia SmartRec e-commerce store’ as the answer.**



SAQ A User Guide

If you answered ‘No’ to enforcing a password policy in your business profile, you will see this question in your security assessment.

- **Please answer ‘Yes’ to this question or ‘N/A’.** If you answer ‘No’, you will fail the security assessment.



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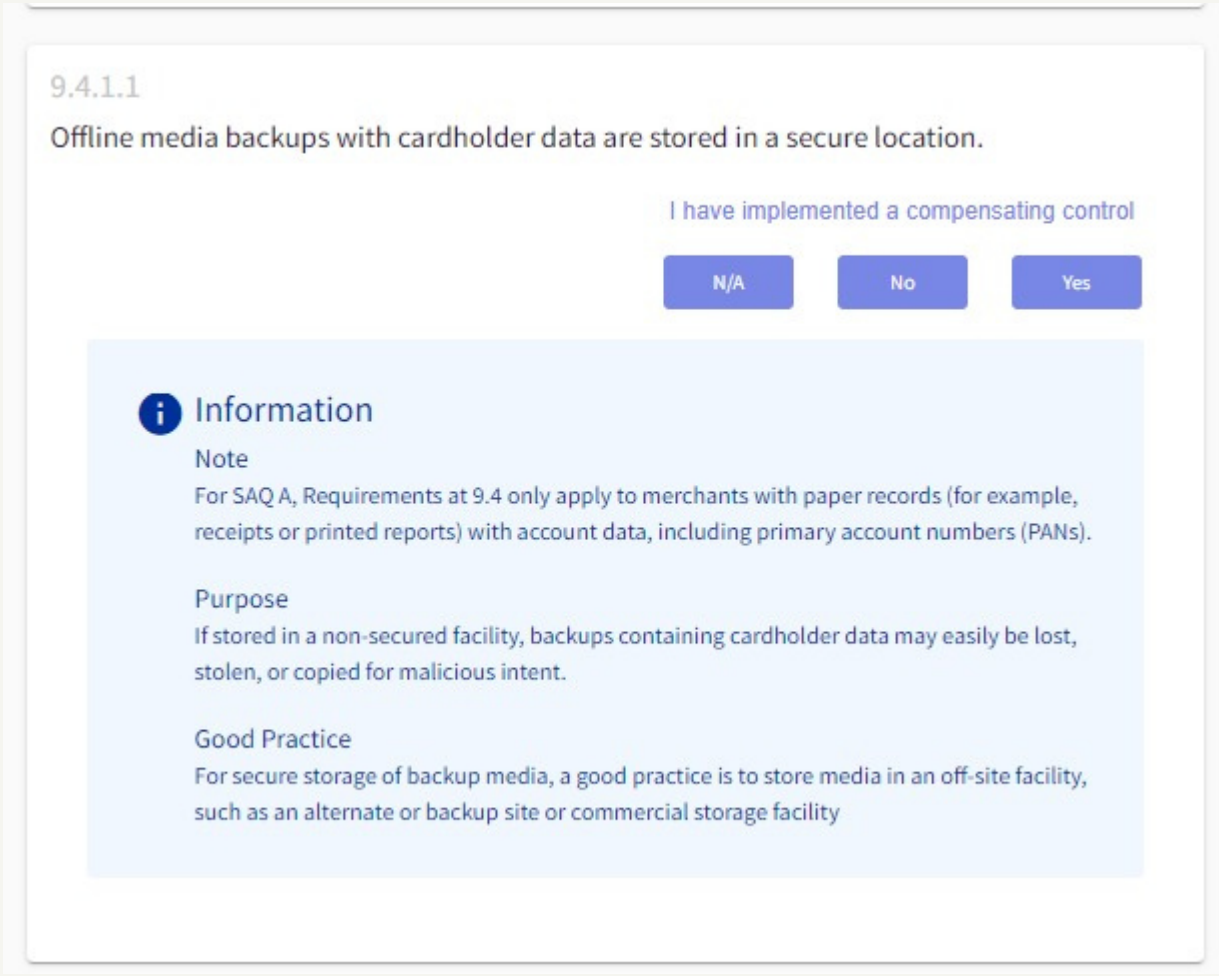
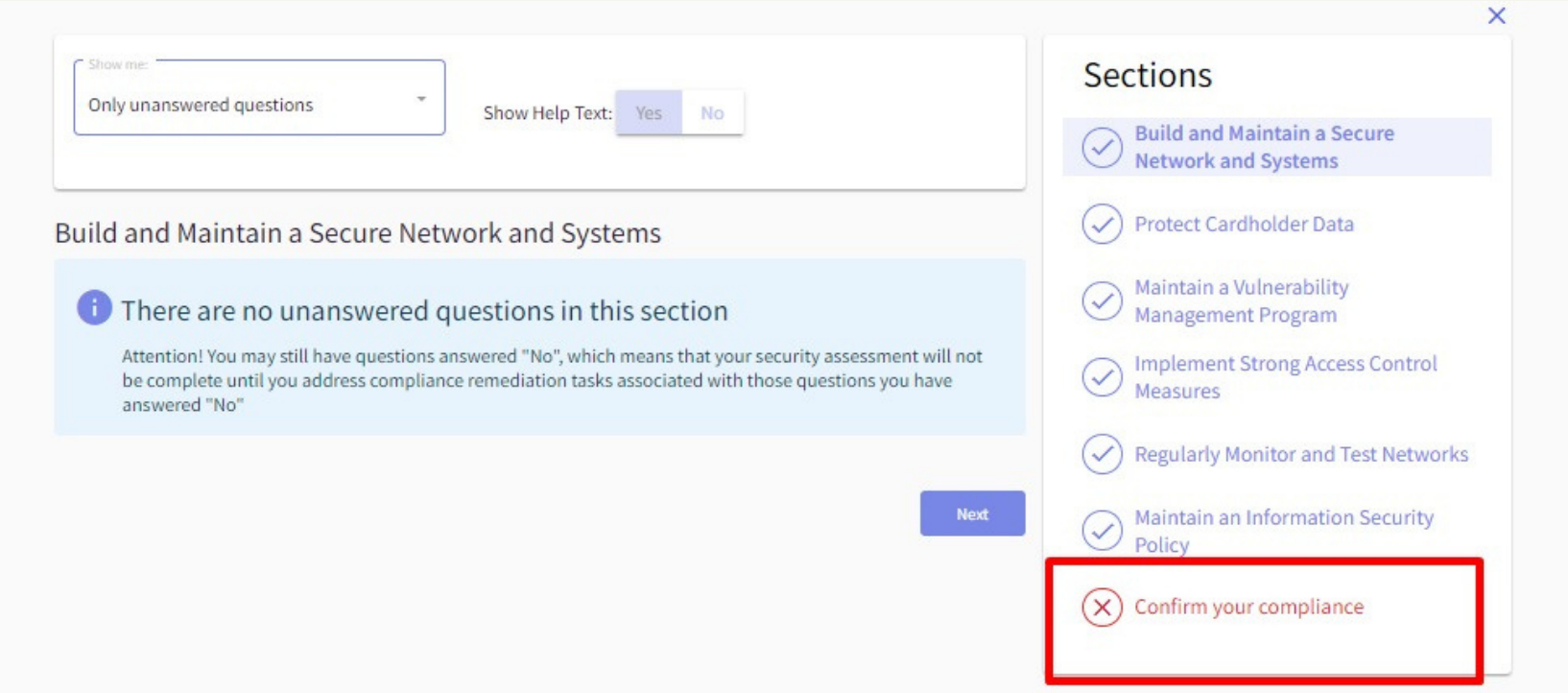
- **Please answer ‘N/A’ to this question and write** ‘My organization uses the Amilia SmartRec e-commerce store to handle card payments, as well as a PAX A920 integrated terminal.We don’t store data.’ **as the reason**.



SAQ A User Guide



- Once all questions are answered within this section – you can then confirm your compliance and complete one final item to become validated for the forthcoming year.
- **Please click the 'Confirm your compliance' section as shown above.**

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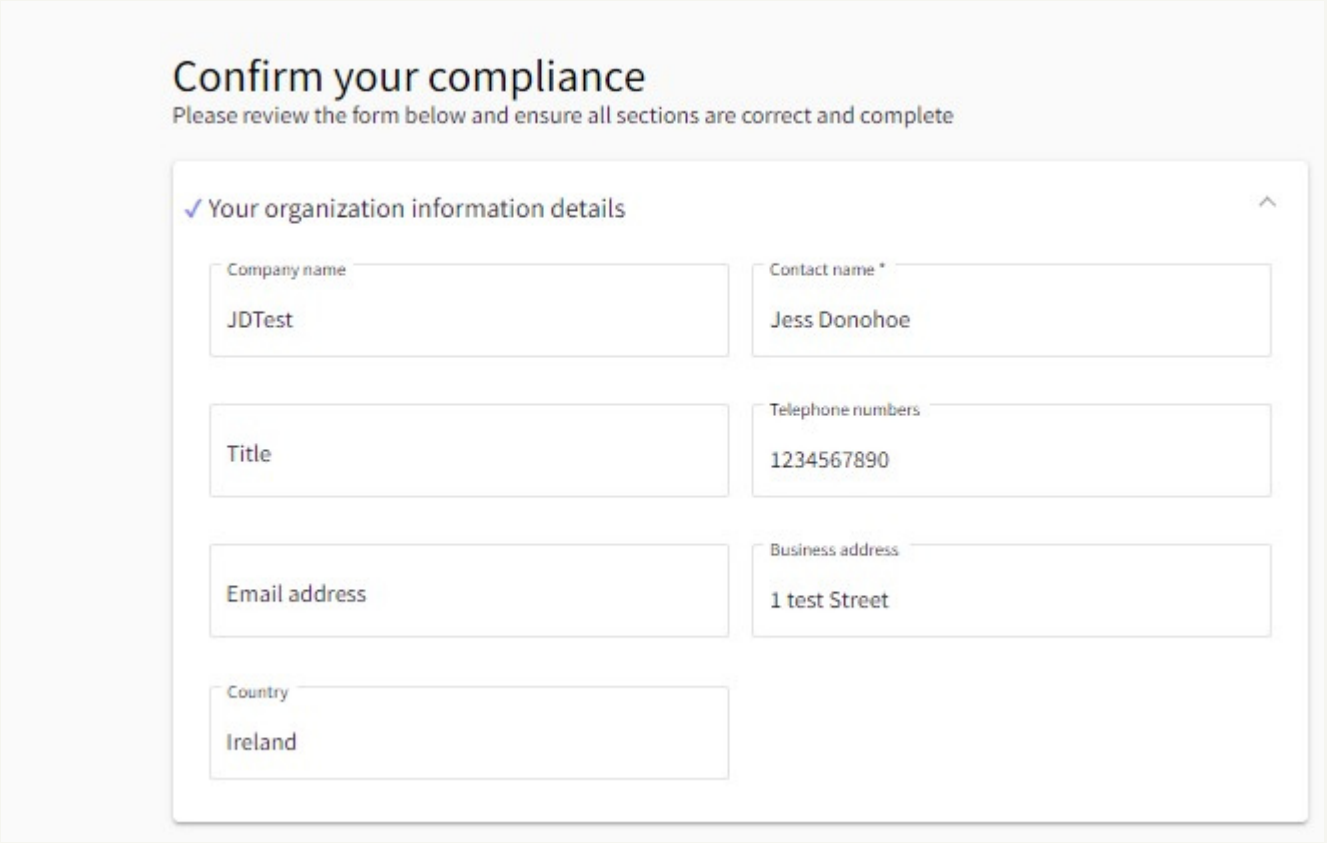
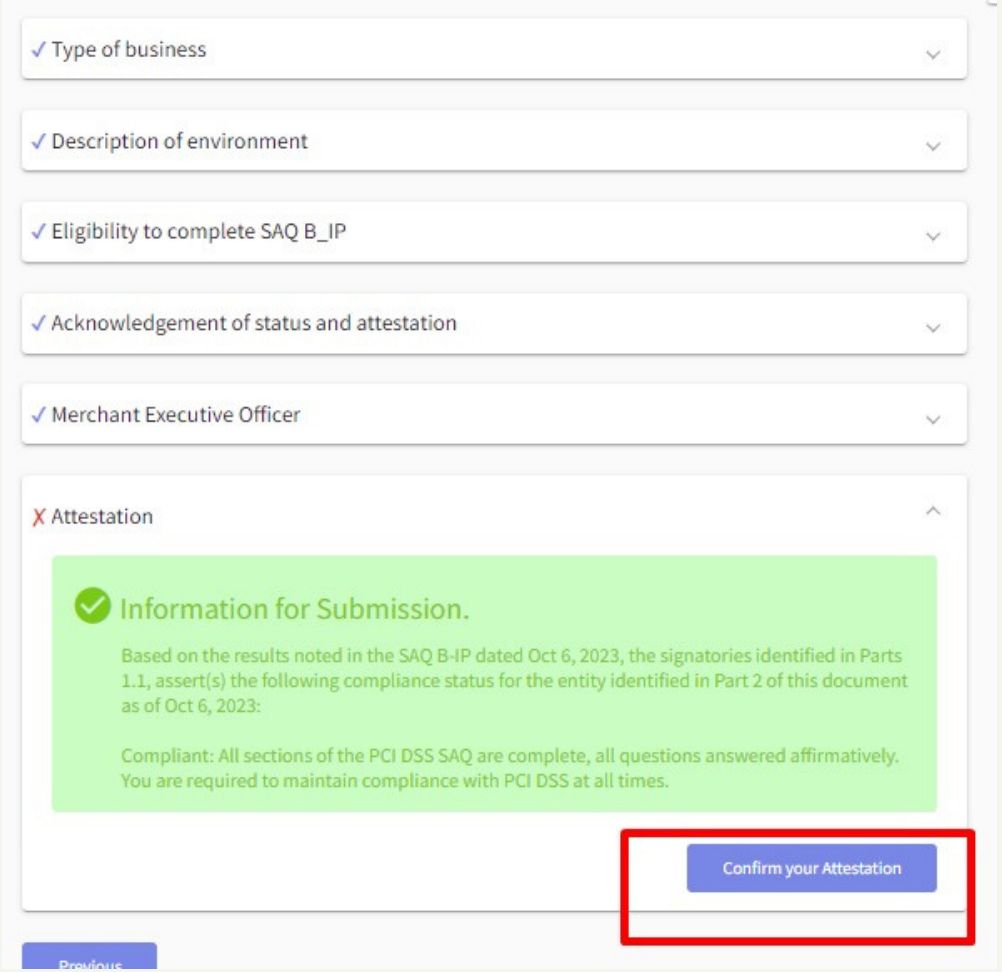


- Carefully review the contact information as this will be added to the e-signature of your attestation of compliance documentation.

- **Please ensure to fill in all details.**

SAQ A User Guide

- Once you have updated the contact information, please scroll down and click the button as shown.



SAQ A User Guide

Once all stages are completed – you'll be redirected to this screen that shows your organization is now SAQ type D (A, P2PE) compliant for the forthcoming year.

If there is any outstanding issue throughout the year, the PCI portal will email you to notify you that action is required.