

Instructions for completing SAQ A version 3.0:

Part 1a	Complete this section. Company is University of Oregon. DBA is your merchant 'doing business as name' include 4 digit doc number listed on the memo from BAO asking university merchants to prepare their annual self assessments.
Part 1b	Skip
Part 2a	Other Education
Part 2c	Provide physical location of hosting environment.
Part 2d	Answer no if you are not using a payment application hosted at UO.
Part 2f	Enter company that hosts the payment page or payment gateway used to processes your payments.
Part 2g	Check all that apply to your environment. If unable to check all, you are not eligible for SAQ A and must instead complete SAQ A-EP.
Self Assessment	<p>Answer Yes, Yes with CCW, No, or N/A for each requirement.</p> <p>If you answer Yes with CCW for any requirement you must complete appendix B</p> <p>If you answer N/A for any requirement you must complete Appendix C.</p> <p><b>Notes:</b></p> <p>Answer N/A to requirements 9.6 thru 9.8.1 if paper records containing full card numbers are never created.</p> <p>Answer Yes to all of requirement 12 which is handled by Business Affairs</p>
Section 3	Complete this section and obtain signature of Dean, Department Head or Director attesting as merchant executive officer.
Part 3d.	Skip
Part 4	Provide remediation date and actions for any compliance gaps.