

Instructions for completing SAQ B:

<b>Section 1 Assessment Info</b>	
1a	<i>For DBA insert both the 4 digit doc number and the doing business as name for the merchant account. SAQ B can be used for multiple merchant accounts if all business practices/responses are the same and all accounts are the responsibility of the same merchant executive officer. In this case list each 4 digit doc number and doing business as name.</i>
1b	<i>Skip this section.</i>
2b	<i>Ideally you do not store full credit card numbers in your paper records and would answer "No storage or processing. Transmit using standalone dial out terminal."  Under version enter the model(s) of card swipe terminal you are using for example Verifone Vx 570.</i>
2d	<i>No</i>
2e	<i>Skip this section</i>
2f	<i>No</i>
2g	<i>Check all boxes if true (If terminal is connected via Ethernet you are not eligible for SAQ B, and must use SAQ B-IP)</i>
<b>Section 2 Self Assessment Questions</b>	<b>For each requirement select <i>Yes</i>, <i>Yes with Compensating Control Worksheet</i> (Appendix B required), <i>No</i> (Part 4 Remediation required) , or <i>N/A</i> (Appendix C required).</b>
3.2c and d	<i>Yes</i>
3.2.1	<i>Yes</i>
3.2.2	<i>Yes</i>
3.2.3	<i>Yes</i>
3.3	<i>Yes</i>
4.2	<i>Yes This is met by the UO Payment Card Acceptance policy, <a href="http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-4-business-affairs/payment-card-acceptance">http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-4-business-affairs/payment-card-acceptance</a></i>
7.1.2 and 7.1.3	<i>Is access to the terminal and its password, limited to employees with a business need ? If so answer yes.</i>
9.5 thru 9.8.1	<i>N/A if cardholder data (full card number) is not stored in paper records. If paper records are stored, then all of these requirements apply.</i>
9.9 (a) thru (c)	<i>Yes. Payment Card Terminal Security Procedure is published at, <a href="http://ba.uoregon.edu/content/payment-card-acceptance">http://ba.uoregon.edu/content/payment-card-acceptance</a></i>
9.9.1 (a) thru (c)	<i>Unit must maintain list of devices, models and locations. Terminals are high risk assets and must be tagged for property control.</i>
9.9.3 (a)	<i>Yes. This is included in the Annual PCI Security Awareness Training. Register on the Making Tracks site, <a href="http://odt.uoregon.edu/registration/course_list.php">http://odt.uoregon.edu/registration/course_list.php</a></i>

12.1 thru 12.5	Yes This is met by the UO Payment Card Acceptance policy, <a href="http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-4-business-affairs/payment-card-acceptance">http://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-4-business-affairs/payment-card-acceptance</a>
12.6	Yes. Annual PCI Security Awareness Training. Register on the Making Tracks site, <a href="http://odt.uoregon.edu/registration/course_list.php">http://odt.uoregon.edu/registration/course_list.php</a>
12.8	Yes. These are met by the Business Affairs Office
12.10.1	Yes. <a href="http://ba.uoregon.edu/content/payment-card-acceptance#data-security-incident-response-plan">http://ba.uoregon.edu/content/payment-card-acceptance#data-security-incident-response-plan</a>
<b>Appendix B</b>	Required if you responded Yes with CCW to any question in section 2.
<b>Appendix C</b>	Required if you responded N/A to any question in section 2.
<b>Section 3 Validation and Attestation</b>	Enter completion date, compliance status, and merchant name.
3 a.	Dean, Department Head or Director should read and check all items. Leave ASV Name blank. It is not relevant for SAQ B.
3 b.	Dean, Department Head or Director should sign, date and enter name.
3 c.	Skip
3 d.	Skip
Send to BAO	Scan the signed SAQ B to a PDF file and email to <a href="mailto:mmccullo@uoregon.edu">mmccullo@uoregon.edu</a>
<b>Part 4 Action Plan for Non- Compliant Requirements</b>	Answer Yes or No for each requirement. Enter Remediation date and actions for each unmet requirement.