**PCI Compliance Committee**

SUNY Oswego and Affiliated Entities Revised: 11/13/2020



PCI Guidance – Cashnet Store Front Merchants

# Purpose

We understand that complying with the PCI DSS may be difficult and confusing for some departments. Please implement this guidance into your office procedures to comply with PCI guidelines, as put forth in the campus PCI policies and procedures. This guidance is mandatory for the operation of a Cashnet storefront.

1. Never enter a customer’s credit card information into our Cashnet portal/website for them. Customers must enter payment information themselves. If they request this service or send you credit card information please destroy immediately and instruct the customer how to use the payment portal on their own.

1. Do not direct customers to campus owned computer equipment to enter cardholder data. This act constitutes a kiosk for PCI purposes and puts our network into scope for PCI compliance. You can tell the customer where to login to access the portal but they must use their own device to make the payment.

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I confirm that I have read and understood the above guidance on PCI Cashnet Merchant store fronts and will abide by this guidance on behalf of SUNY Oswego and related entities.

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