Payment Card Industry Data Security Standard Merchant Guide

Republic Bank

WELCOME

Card acceptance by merchants is one of the most common ways of receiving payments for goods and services. These include credit and debit card transactions at Point-of-Sale terminals or online payment via websites and other e-commerce portals. Republic Bank aims to protect your business from a cardholder data breach, suspension of your ability to accept credit cards and potential fees.That's why we recommend you enrol for **Payment Card Industry Data Security Standard (PCI DSS)** certification.

To guide you through the process**, Republic Bank** has partnered with **SecurityMetrics**.

SecurityMetrics is an international company with 25 years of experience in providing all the technical support you will need to become PCI DSS certified.
With their help, we have created this guide to assist you through the most basic PCI DSS certification there is. Some of you, due to the size of your business may require more assistance in getting your certificate. This is where we urge you to contact SecurityMetrics and one of their trained operators will be available to guide you through the process.

Let's get started!

For more info feel free to contact SecurityMetrics via:

Website: www.securitymetrics.com/pcidss/republictt

24hr hotline: 868-224-5839

Email: enroll@securitymetrics.com

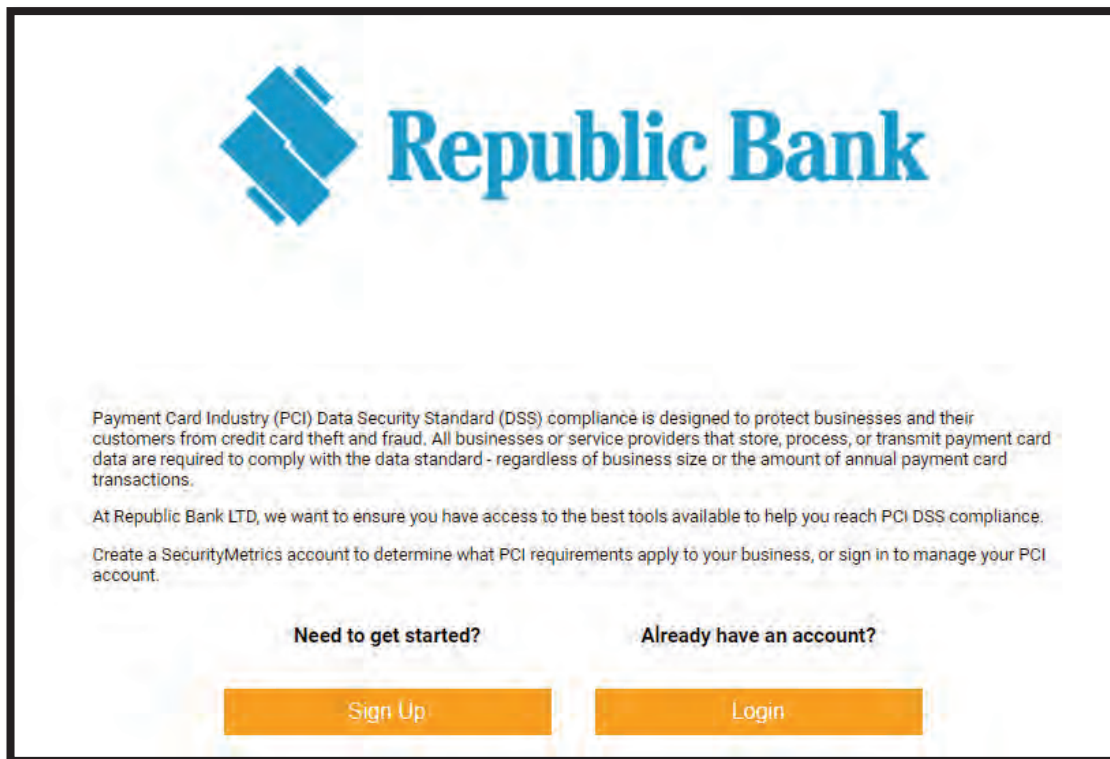# TABLE OF CONTENTS

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1.0 Entering SecurityMetrics Portal

As a *first-time* user you must create an account by selecting the "Sign Up" button.

Click the link provided www.securitymetrics.com/pcidss/republictt and enter the PCI DSS/Republic Bank Portal.

If you have already signed-up and created your account, select "Login" to proceed to the next steps.


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Payment Card Industry (PCI) Data Security Standard (DSS) compliance is designed to protect businesses and their customers from credit card theft and fraud. All businesses or service providers that store, process, or transmit payment card data are required to comply with the data standard - regardless of business size or the amount of annual payment card transactions.

At Republic Bank LTD, we want to ensure you have access to the best tools available to help you reach PCI DSS compliance.

Create a SecurityMetrics account to determine what PCI requirements apply to your business, or sign in to manage your PCI account.

Need to get started?   **Already have an account?**

Sign Up   Login

1.1 Creating An Account

Creating an account is *easy!*

Begin the process by completing these three steps:

1. Fill out the short form with your personal and company details
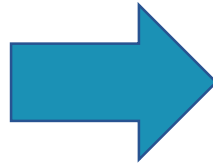
2. Create and confirm your password

3. Click the "Create Account" action button.

1.2 Read Terms and Conditions

Next, to complete your account, read and accept
SecurityMetrics' "Terms of Use".

Select the "Accept" action button and that's it!
You have now created your account.
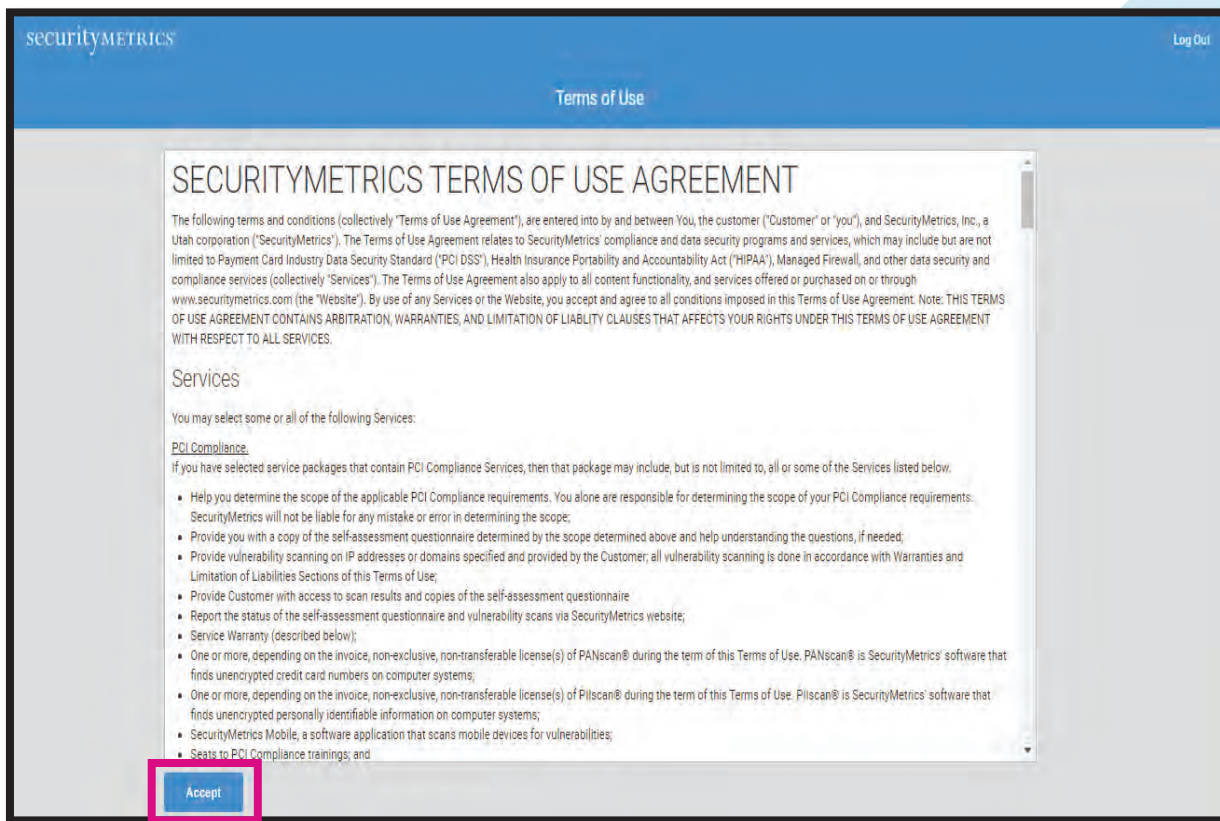
2.0 PCI Dashboard Overview

The "PCI Dashboard" provides answers to three basic questions:

1. What is PCI?
2. How to get PCI Compliant?
3. Why do you need to become Compliant?

Read and select "Click here to get started with PCI 3.2.1" to start the process of becoming PCI Compliant!

2.1 Identify Your Account

"Identify Your Account" by confirming your bank (Republic Bank LTD) and click "Next".

2.2 Confirm Customer Information

Confirm your "Customer Information" by ensuring all mandatory fields are filled.

Select the "Next" action button to continue.
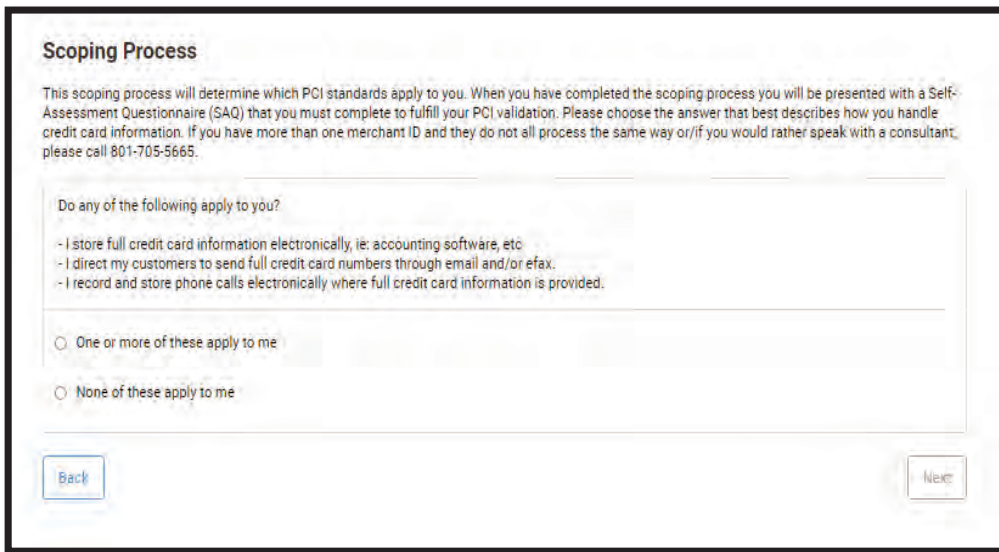
3.0 Completing the Scoping Process

The Scoping Process helps determine which PCI standard apply to you!

Read the Scoping Process questions *carefully* and select the correct options for your business. If you are faced with any challenges, simply contact SecurityMetrics via the Toll-Free number 868-224-5828 or select their Live Chat for assistance.

To access the Live Chat, click *"Contact Us"* in the top right hand menu. Select the chat icon and a representative will be available to speak with you 24/7.

3.1 Get Your Assigned SAQ

Your specified Self Assessment Questionnaire (SAQ) is assigned at the end of the Scoping Process. Most customers will be assigned "SAQ TIP 3.2.1". If you are not provided with an SAQ, kindly call SecurityMetrics at 868-224-5838 for guidance.

Once you are assigned SAQ TIP 3.2.1, select "Activate and Continue".

You also have the option to click "Back" to change or verify your responses.

4.0 Completing your SAQ

The final item in your PCI Certification is the two (2) step
Self Assessment Questionnaire (SAQ).

Before beginning the questionnaire, ensure you have the following details for
your point-of-sale machine :

. terminal type
. model number

Step 1

Select from the drop-down list your Point-of-Sale terminal
and click NEXT.

Step 2

Confirm the accuracy of your assessment by verifying all information inputted.

Once satisfied, select the "I Agree" action button.

Congratulations! You are now PCI DSS Certified.
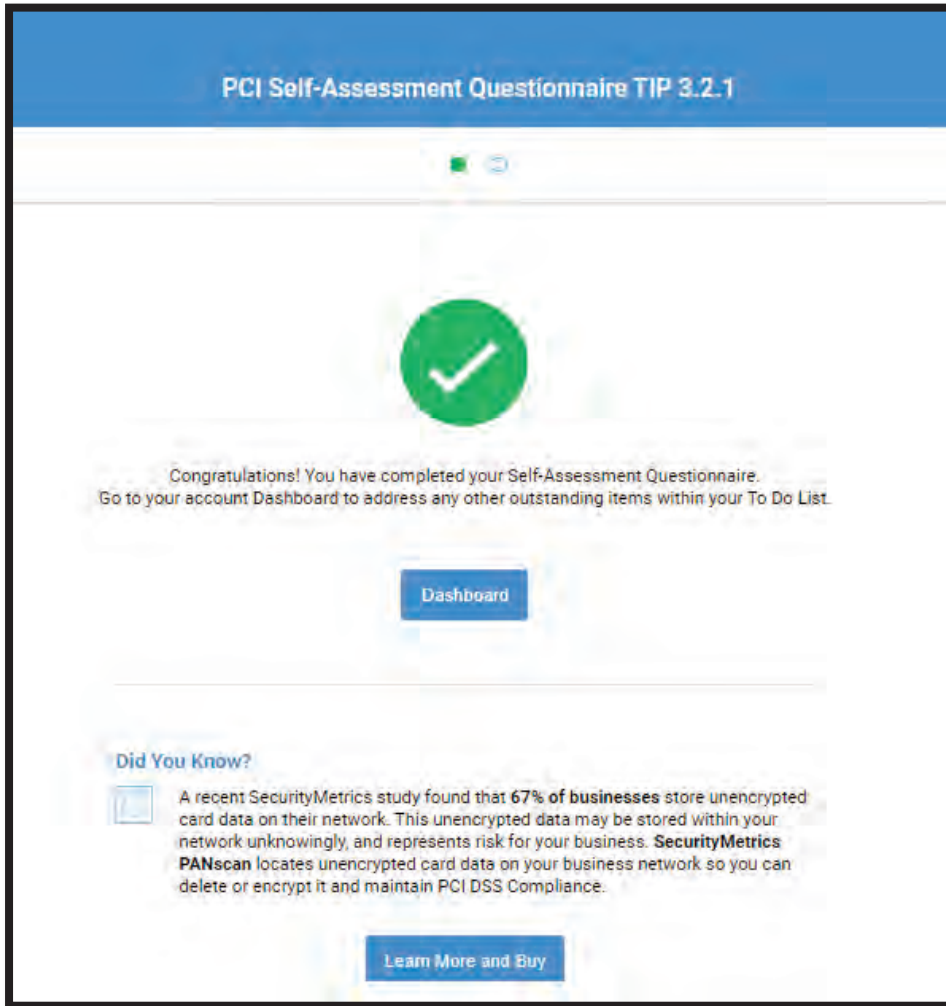
Note:
Your new certification will also be shared automatically with Republic Bank from SecurityMetrics.
*Your PCI DSS Certificate will be valid for*
1 year.

5.0 Getting Your PCI DSS Certificate

Your new PCI DSS Certificate is available electronically via the SecurityMetrics platform. If you wish to download or print your certificate, select the "Dashboard" action button.
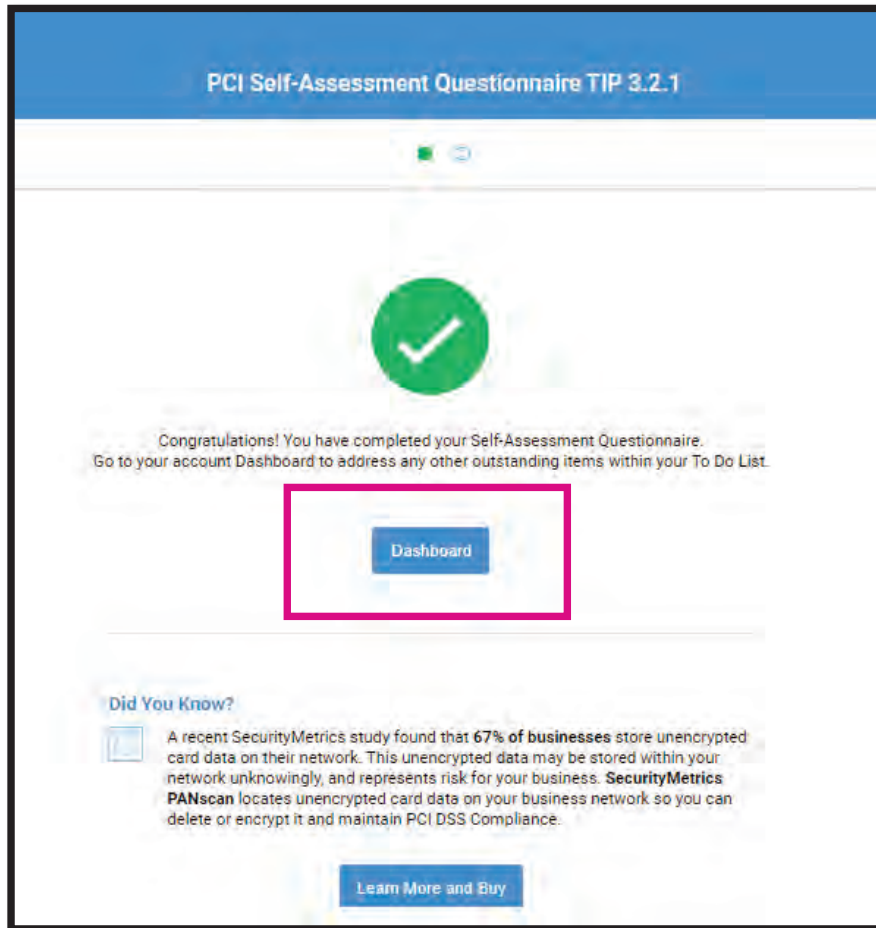
5.1 Go to the Reports Dashboard

On the "PCI Dashboard", select the arrow pointing right to navigate to the "Reports" dashboard.
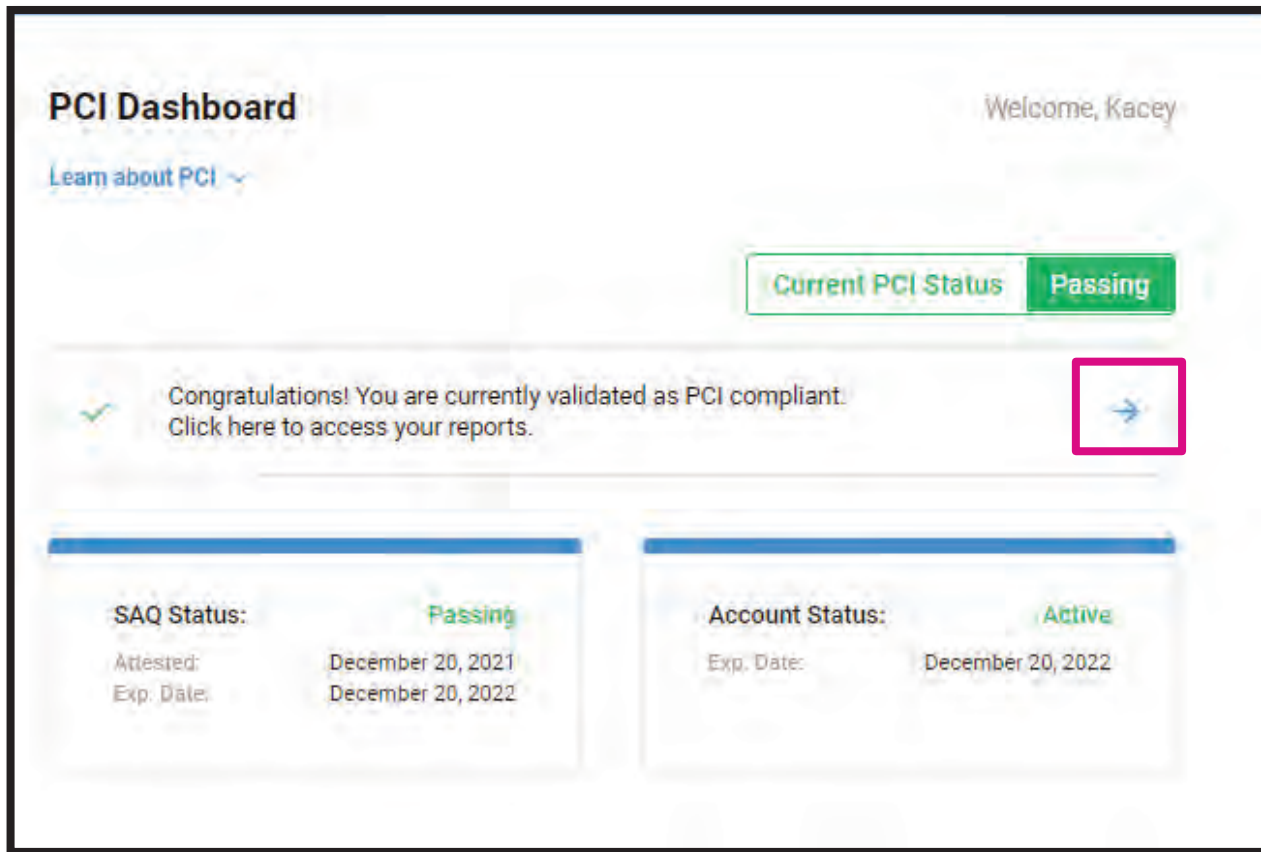
5.2 Download Your Certificate

In the "Reports" Dashboard, you can download, print or save your "Merchant PCI Certificate".

6.0 In Need of Assistance?

If you are faced with any challenges on the platform or you're in need of assistance during the certification process, contact SecurityMetrics via one of the following options:

❖ Website: www.securitymetrics.com/pcidss/republictt

❖ 24hr hotline: 868-224-5839

❖ Email: enroll@securitymetrics.com

Or, click here to check out this informative video for some PCI DSS certification FAQs.

PCI FAQs for SMBs
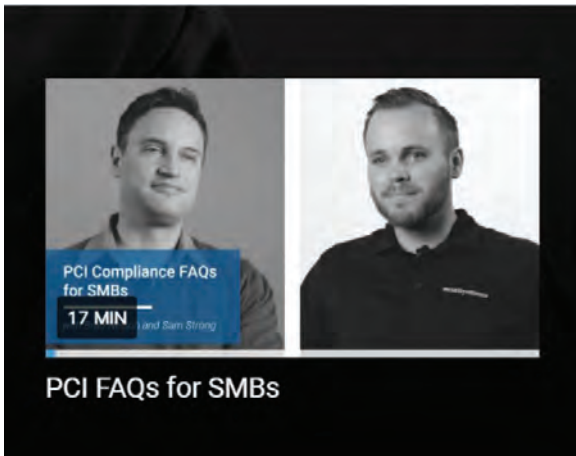
6.1 Need more information?

If you need more information about getting PCI DSS Certified, your Merchant Sales & Service Area Representative can assist you!

Area	Name	Contact
East	Akeila Pinheiro	728-4443
West	Karen Mural	685-3773
Port-of -Spain	Rodney Callender	769-9515
Tobago	Shervonne Cummings	735-0489
Central	Kion Yearwood	735-0486
South	Venise Beepath	735-0487

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THANK YOU
FOR GETTING
PCI DSS CERTIFIED!

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