

## Help Keep Yourself and MSU Safe with Payment Card Industry (PCI) Compliance

The ANR Events Management System supports a variety of payments: check, cash, account number, wire transfer and credit card. The credit card industry and MSU have specific regulations about the proper use of credit cards. Below you will find a list of reminders and recommendations to help you when you're faced with a variety of situations involving credit card payments.

### Please remember:

- Under no circumstances should any MSU Extension employee enter credit card information on behalf of someone else into the ANR Events Management System on any computer.
- No one—MSU employee, volunteer or others—should use an MSU or county computer to enter their own or someone else's credit card information into the ANR Events Management System.
- Do not accept or store cardholder data in any fashion. This includes paper or on a computer, phone or any other device.
- Do not accept cardholder data via phone, email, text, instant message or fax.
- If a customer emails a card number to you, you may NOT use that card to accept payment. Send a reply with the card number removed, advising them that you cannot accept card data in an unsecure manner. Then, immediately delete that email from your in box AND from your trash, archive or any other storage folder you have set up.
- Please do not accept payment through VEND. Unfortunately the VEND System doesn't connect with the registration system and credit cards cannot be accepted through VEND for events.
- If you are allowing users to enter registrations into your computer, first log into the ANR Events Management system by doing so the system automatically prevents someone from completing a credit card transaction on the computer.

There may be times when you need to register participants on site. You may do so by allowing them to choose a non-credit card method of payment, or by paying via credit card on their own device at a different time. **For on-site registrations, use the following steps:**

1. Log into the ANR Events Management system.
2. Register them using an alternative form of payment.
3. You then have three choices:
  - a. Ask them to pay onsite with a check or cash.
  - b. Send an invoice via email and ask them to pay via credit card on their own device.
  - c. Call ANR Event Services at 517-353-3175 and ask to process the credit card using a secure credit card swipe machine.
4. Coordinators may also consider borrowing a handheld credit card machine from ANR Event Services to accept credit card payments onsite. This is especially useful for large events or events with a high numbers of walk-in registrations.

### If a mistake is made and a credit card transaction is processed on your PC please follow the steps below:

1. Keep the computer on but disconnect it from the internet
2. Contact ANR Event Services at 517-353-3175 IMMEDIATELY to notify them of a possible breach
  - a. ANR Event Services will work with you to conduct the necessary scans and report the results to MSU IT and Controller offices.
    - i. If a breach occurred or a scan fails, action may be taken by MSU and cardholder businesses.
      1. These actions may involve fines to the department and individual up to \$500,000.