

# WHAT HAPPENS NEXT?

## Step By Step Guide - Payment Card Industry Data Security Standard (PCI DSS) Process



GP222

1

### GET THE RIGHT ADVICE

Contact the Global Fortress Team at SecurityMetrics (or an alternative Qualified Security Assessor (QSA) of your choice) for guidance on how to validate your compliance. SecurityMetrics will provide a free consultation and will ask some simple questions about how your business handles card data. They'll confirm which Self Assessment Questionnaire (SAQ) you need to complete and if vulnerability scans are required.

We require all our customers to be PCI compliant within 2 months of taking their first transaction.

2

### ACCESS YOUR SAQ AND RUN VULNERABILITY SCANS (IF REQUIRED)

If you enrol in Global Fortress you'll have access to your SAQ and the ability to run vulnerability scans (if applicable) via an online account. Global Fortress enrolment fees range from just £3.50 to £7.00 per month per Merchant ID Number (MID)\*. Other fees/charges may be applicable if you choose your own QSA or complete the SAQ yourself.

3

### VALIDATE YOUR COMPLIANCE

Complete your SAQ (confirming that you comply with the PCI DSS requirements) and ensure that you pass any vulnerability scans; you will need to fix any vulnerability if applicable.

4

### REPORT YOUR COMPLIANCE TO GLOBAL PAYMENTS

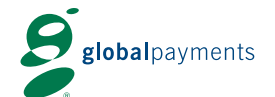
If you use Global Fortress then your compliance will be reported automatically to us. If you use an alternative QSA you'll need to post your compliance documents to our Leicester office (PCI DSS Compliance Programme, Global Payments, 51 De Montfort Street, Leicester, LE1 7BB) or email your documents to [saq@securitymetrics.com](mailto:saq@securitymetrics.com).

5

### MAINTAIN AND RENEW YOUR COMPLIANCE

You'll need to maintain compliance by renewing your SAQ annually and vulnerability scans every 3 months. If your business changes how it handles card data then you'll need to return to step 1 to ensure that your current compliance still covers the new amendments.

\*If additional scans are required, you will need to pay an additional fee direct to SecurityMetrics



Please Contact SecurityMetrics/Global Fortress On **0330 808 1003** Or Visit [www.globalfortress.co.uk](http://www.globalfortress.co.uk)