ANNUAL PCI REQUIREMENTS

Checklist

MID Request Freeze

No Merchant related requests will be processed during this time.

May 1st – July 31st 2018

CONFIRMATIONS

DUE By or Before APRIL 2nd 2018

Login to CourseWorks to confirm the following:

- CONFIRM MIDs & TIDs: Confirm your MIDs & TIDs by selecting YES or NO from the dropdown under SBO VERIFIED column
- CURRENT USERS: Provide a list of current users for each MID
- CONFIRM OTHER DOCUMENTATION: Confirm all other PCI documentation provided in FY17 is still current or provide updated files

TRAINING REQUIREMENT

DUE By or Before MAY 28th 2018

Ensure all current users complete the below required training:

- PCI Basics Course - Confirm Completion [HERE]
- Red Flags Course - Confirm completion [HERE]

Status files will be updated daily with the most recent completion status. It is up to the SBO to ensure the training requirement has been fulfilled prior to beginning any Self-Assessments.

REPORTING REQUIREMENT

DUE By or Before JUNE 8th 2018

Submit Self-Assessment Questionnaires (SAQs) & Attestations

- Link to Trustwave emailed to all SBOs APRIL 30th 2018

  Detailed instructions will be provided within this email communication from Treasury

TREASURY

212.854.9694
creditcards@columbia.edu