

QuickBooks PCI-Compliance for Credit Card Users

This information affects University of Missouri county extension offices, which use the QuickBooks Merchant Service credit card system.

As a condition of the PCI security standards, extension offices are required to initiate an online survey to provide data security systems information and to perform regular online scans, using ControlScan, to assess system vulnerabilities and to meet the PCI-compliance standards.

The following information is a highlight of the PCI compliance procedure. Details can be found at <http://support.quickbooks.intuit.com/support/Articles/INF19836> .

According to Intuit, the PCI-compliance fee is for security protection. If your data is compromised, there would be special fines to pay if you did not have this protection.

On your monthly QuickBooks Merchant Service statement, there will be an extra fee added to your monthly fee. This annual PCI-Compliance fee can range from \$35.00 to \$100.00, depending on your office's annual credit card transaction volume. For example,

If your office has more than 100 transactions annually, your fee is \$100.00.
If less than 25 transactions annually, your fee is \$35.00.

Each QuickBooks Merchant Service user must access Intuit's partner, ControlScan's PCI, to answer data security questions and perform periodic security scans to protect your office from data security breaches. According to the web site, ControlScan will

- Determine your current level of compliance.
- Check your network for weaknesses.
- Help your office to design a compliance policy.
- Provide security awareness training.

In QuickBooks, do the following.

- Select **Customers** from the menu bar.
- Select **Credit Card Processing Activities**.
- Select **Merchant Service Center**.
- On the blue tool bar at the top of the Merchant Service screen, select the **Accounts** button.
- Select **Customer Credit Card Protection**.
- In the Customer Credit Card Protection screen, select **Visit your ControlScan Account**.
- Login with your 16 digit Merchant Service account number.
- Temporary password is welcome123.
- You can change the password later.

At the **Schedule a Scan** site, answer the questions as follows.

Step 1

Enter your county's **IP address**. (Contact ETCS to obtain your IP number.)
Select **Static** to the question, "Is your IP address static or dynamic?"

Step 2 – skip

Step 3

Select **scan frequency**, day, and time of your preference.

Step 4

Select **No** to question, "Are load balances used either within or external to your environment?"

Step 5

Enter your county's email address. (not your email address)

ControlScan Requirements

Respond "**True**" to all questions for the 12 ControlScan requirements.

Questions may be directed to the Extension QuickBooks Administrator.