MICHIGAN STATE UNIVERSITY

Spartan Merchant Connection

June 2021 Vol. 2

Annual SAQ

What is occurring?
Each merchant location that accepts payment cards must complete an online SAQ at least annually as of **June 30**.

What do I need to do?
1. To complete the SAQ, log into https://msu.sikichlabs.com/login using the ID and password that was assigned last year. If you need help logging in or completing the SAQ, please contact the Cashier's Office.

2. Note, your SAQ status may already be displayed as compliant with a 2020 date; however, **it needs to be updated for 2021**.

If you have any questions about how to complete this annual assessment, please reach out to Melissa Hatfield.

Annual Inventory

The PCI Steward will be receiving an Inventory report sent out from our system this week. This will include a PDF of your current credit card hardware associated with your department.

Please make sure to inspect each to determine it is functioning properly and has not been tampered. Here is a helpful document to assist with inspecting devices**. We also suggest running a test transaction on any device which has not been used in the last month.**

Links
Eventbrite Request Form
Cashnet Request Form
Ecommerce Site

Cellular Terminals

It has come to our attention there are several cellular terminals that are no longer supported by our processor. These devices include the FD410 and FD400 models. If you have one of these devices and it quits working, please contact Melissa Hatfield to discuss replacement options.

Additionally, there are other cellular terminals that are operating on 3G technology. Beginning in December, the cellular carriers are terminating 3G cellular services. Devices that have been identified as operating on 3G service will need to be replaced.

We will begin reaching out to individual areas after the annual inventory next month. This will allow us to better track who is still using the 3G devices.

Fiscal Year End Updates

If there will be any changes needed to the accounting strings used for your credit card transactions, please send an email to pcidss@ctlr.msu.edu. Include your merchant account number and the new accounting strings needed for July 1st. These changes can only be entered on the first day of the month.

Please make sure to set up your new accounting string in KFS before providing the new information to Merchant Services.

If PCI responsibilities in your department are reassigned, please send an email to pcidss@ctlr.msu.edu to provide information for the new PCI Steward. The necessary information includes the new PCI Steward's name, email address, phone number and merchant account number(s) to be updated.