



## Spartan Merchant Connection

October 2022

### Considering New Payment Card Services? Read Me First

Is your department interested in accepting credit cards? Did you know all merchants must be PCI DSS compliant?

MSU reports compliance annually as a single entity. Therefore, if one merchant is not compliant, MSU is not compliant. To help maintain our compliance, the Controller's office has updated the Manual of Business Procedures to assist departments with [Onboarding and Renewing Service Providers for Payment Card Services](#).

This new section will provide departments with a starting point for determining what needs to happen prior to accepting credit card payments. Additionally, it provides guidance on the contract renewal process for vendors that directly or indirectly touch a cardholder data environment.

### Loaner Credit Card Terminal Program

Are you in need of a credit card terminal for a single event? Did you know the Controller's office has a limited supply of credit card terminals available for use on a short-term basis?

The cost to use a loaner terminal is 3.5% of the net total payment card revenue processed through the loaner terminal. This includes the equipment rental cost and the payment card processing fees charged by MSU's card processor. The fees are charged at the same time the revenue is recorded.

### Transact/Cashnet Update

We are excited to share that we have been updating Transact Payments (Cashnet) eMarkets to the New User Experience.

The New User Experience uses a modern, mobile-first design that allows customers to complete transactions using a new, user-friendly, intuitive design. The project is about halfway complete, so if you are responsible for an eMarket Storefront and have not been contacted yet about the update, you will be contacted soon. The update process is simple and quick and usually does not require any eMarket design changes. To learn more about the New User Experience, see [Transact Payments \(Cashnet\) New User Experience for eMarket Storefronts](#).

### Annual PCI Training

Each person with access to payment card data, applications, or systems, or who is the PCI Steward for their department, is required to take PCI training at the point of hire and annually, at a minimum. This action is required for MSU to assert compliance to our bank and the card brands.

This training is for anyone who has access to an ecommerce site (e.g., Transact or Eventbrite), operates a Credit Card Terminal, manages operations dealing with credit card revenue, or is a PCI Steward.