

UAA E-Commerce Questionnaire

*Currently UAA offers 2 methods to collect credit card payment: E-commerce or In-person (swipe). Because of Payment Card Industry (PCI) compliance, we need to know more about your card environment, this includes both scenarios above. This questionnaire will help Financial Services evaluate your security, current environment, and training responsibilities; all of which play into the overall security of your credit card environment. Because many instances of credit card acceptance also include cash handling, we have questions specific to the cash environment as well. * note, 'cash' is a loose term for anything monetary which needs to go to the UAA bank, this includes cash, coin, check, credit card transactions, money orders, cashiers/bank checks*

Department Name: _____ Department Contact: _____

Phone: _____ Email: _____

Date product needed: _____

Describe the items you would like to sell: _____

Are these items currently for sale? If so, how is payment being collected? _____ Yes, _____ No

We are interested in the following:

_____ E-Commerce, Touchnet Site (go to the ecommerce questions)

_____ In-person, card present payment acceptance (go to the in-person questions)

_____ Both (complete the entire questionnaire)

In-person, card present Questions:

1. How many devices do you need? _____
2. Where will the devices physically be located? _____
3. Do you have a Payment Card Industry (PCI) secured network at your physical location? (You may need to ask UAA IT services this question) _____ Yes, _____ No
4. Are there phone orders, which cards are not present? If Yes, explain approximately how much of your business will be done via phone. _____ Yes _____ % of Total via Phone, _____ No we will not take phone orders.
5. Do you have an integrated Point of Sale (POS) device or system? _____ Yes, _____ No
 - a. Do you need the credit card payments to feed through your POS? _____ Yes, _____ No
 - b. Who owns these POS devices? _____

6. How many cash handlers do you have at this location? _____
7. Who is responsible for cash handling training? (name and title) _____
8. Where is the cash located during business hours? _____
9. Where is the cash located during non-business hours? _____
10. How and where are you depositing the cash? _____
11. How often are you making deposits? _____

E-Commerce Questions:

1. Will you be selling multiple products at the same time?
____ Yes
____ No
2. Will this payment gateway be attached to *any* other online software?
____ Yes (continue to 3-9)
____ No
3. What is the name of the software? _____
4. Is the software new? If not, how long has your department been using it? _____
5. Is the software a Touchnet Ready partner? ____ Yes, ____ No, ____ Not Sure
6. Are you currently accepting payments on the current software? ____ Yes, ____ No If yes, how often is the software company depositing money to the UAA bank (to settle)? _____
7. Does the representative from this software company know you are looking to switch/add a payment gateways? _____
8. Do they have any reservations or concerns about the change? _____
9. Who at the software company can assist with testing once the change is made? _____

Additional Comments: _____

Signed UAA Employee

Title

Date