Directions for Renewing PCI Compliance Questionnaire: Go to www.titaniumpayments.com.

At the top of the page, there is a box that says "Sign In"; Select "PCI"; this will take you to the login page.

Your username is your merchant number (without spaces) and your password is what was created last year. If you do not remember your password, you can select "Forgot Password" to generate a new temporary password which will allow you to login and update it to one of your choosing.

Once you are logged in, you will click **"Re-Assess".**

You will need to answer questions in parts 2-4. I will detail the steps for each of these separately:
Part 2: Please select the option that best matches your processing environment from the drop down menu.
Part 3: Please answer all 3 questions in this section. (Titanium Payments does not used a QIR)
Part 4: If **nothing** has changed in how you accept your credit cards, you will need to select "No".

Then select "Save & Continue".
You will be taken next to the questionnaire portion which should read "Pass". Select "Continue".

You are now on the **Review and Sign page**. Please review the information on this page and if correct, fill in your name, title, and the last 4 digits of your Tax ID or Social Security Number. Click Continue, and you will be on the Reports page. Please print your Certificate of Validation as a reminder to re-certify next year at the same time. Please note: **your certification is to be done annually**; you will receive reminders via email only – beginning 30 days prior to the expiration of your certification.

If your processing environment **has changed** you will need to select "Yes" in Part 4; Then select "Continue".

Please select the solution you use to process credit cards.
You will then be prompted to select your vendor (here they want you to enter the specific software or terminal you are using
– *brand, make and model*) Example: 1- vendor- select 'VeriFone'. 2- application-select 'not listed' and type 'Omni' in the box under application and tab over to the box on the right under version and type '3750' *If you do not see the appropriate selection, choose 'not listed' and fill in the boxes with the appropriate information; making sure all fields contain data. Click save and then click continue. •If you are a multi-merchant click "add additional payment application" and enter the equipment for the other business(s) – continue adding the equipment until all methods are provided, if duplicate payment applications are being used, you need only enter once.
Check the box stating you agree to the terms and begin questionnaire.

You are now on the **Questionnaire start page**. If at any time you do not understand the question listed, move your cursor over the information radial shown as the letter '?' in the top left corner of the question box. This will prompt a more detailed explanation of the question to appear. Please read this page completely before clicking Continue.

Please read the introduction page completely before starting each section; it will tell you in general what that section is about and how you may answer the questions. Answer each question presented and follow the on-screen instructions.

When you have successfully completed the questionnaire, you will see "Pass" in green letters above the section recap. If your questionnaire selection requires a network scan, you must complete it before you can proceed.

To run your network scan, click Continue to the Network Scan. Read the "**How to start your Network Scan**" page completely. When you are ready enter your IP address and click Continue To Network Scan. If you have questions on the scan process, you can call the scan help desk at 877-277-1178; they are available M-F, 8am-5pm CDT.
•If you are a multi-merchant, please continue to add all IP addresses used at your location(s).

Answer the pop-up on Load Balancers (load balancers distribute workload to many different computers) and click Continue.

Click "submit" to start the scan. The scan usually takes about 24 hours and will NOT hinder you from using your computer during that time. Feel free to close out the windows to the questionnaire and the scan during this time period. You will receive a confirmation email once the scan has completed. Once it has completed, re-access the site so you can continue with the questionnaire making sure to select to auto-schedule future scans.
If your scan failed, you will need to view the scan report and have vulnerabilities corrected in order to continue. You should contact your IT person to correct these vulnerabilities. Once corrected, log back in and run another scan; The scan help desk can help you do this if you need assistance 877-277-1178.

When you are ready to finish the certification process, click Continue.

You are now on the **Review and Sign page**. Please review the information on this page and if complete, fill in your name, title, and the last 4 digits of your Tax ID or Social Security Number. Click Continue, and you will be on the Reports page. Please print your Certificate of Validation as a reminder to re-certify next year at the same time. Please note: **your certification is to be done annually**; you will receive reminders via email only – beginning 30 days prior to the expiration of your certification.

***If you have any problems with the questionnaire, please call **Customer Service** at **877-972-0700**