SecureTrust™ PCI Manager

Getting Started with SecureTrust™ PCI Manager

What information do I need to get started?

- 8-digit numeric code, assigned by IATA.
- Company Name

Other Recommended Information

Having the following information available will also help you speed the process:

- Address
- Make and model of payment processing device or software
- How does your payment processing device or software transmit payments (dial-up phone line or internet)?
- Has a third party company helped to set up, configure or manage your payment processing equipment? If so, you may need to know how that equipment was set up.
- Do you process payments via an e-commerce website? If so, you may need to know how the payment form is set up to process payments.

PCI Compliance Made Easy

SecureTrust™ PCI Manager with integrated security tools makes it simple for you to implement security best practices and validate your compliance with the Payment Card Industry Data Security Standard (PCI DSS).

You have been set up with an easy-to-use PCI DSS compliance program in SecureTrust PCI Manager that has been enhanced with a set of premier tools designed for small businesses like yours to bolster your security posture. This program will make it easier than ever for your business to both strengthen data security and maintain PCI DSS certification.

SecureTrust PCI Manager simplifies the process by guiding you through the entire assessment, from beginning to end, serving you only the relevant controls based on your business profile. This dynamic technology will help you meet the right requirements while hiding the ones that do not apply to you. When you certify through PCI Manager, we will make sure you complete the right PCI Self-Assessment Questionnaire (SAQ), help you set up vulnerability scanning (if applicable) and help you take additional steps to defend against hackers and malware by providing powerful and integrated security tools.

What is the PCI Self-Assessment Questionnaire (SAQ)?

The SAQ is a set of data security requirements (technical and non-technical) in the form of a questionnaire designed to ensure you are handling payment transactions in a secure manner relevant to your business profile.

What is Vulnerability Scanning?

A vulnerability scan is an automated, non-intrusive scan that assesses your network and web applications from the perspective of the public internet. The scan will identify any vulnerabilities in the target system that may allow an unauthorized or malicious user to gain access and compromise the security of your data. These external vulnerability scans are required for any merchant that uses an internet connection and/or has e-commerce operations (based on SAQ eligibility). (The external vulnerability scans provided by SecureTrust are certified by the PCI Security Standards Council and will not require you to install any software on your systems.)

How do the security tools help?

The security tools that are delivered to you with PCI Manager are designed to help you improve your overall security stance by adding additional layers to your defenses while also streamlining your PCI DSS compliance process by automatically meeting certain requirements.

It's Easy to Get Started

Before you begin, you'll need your Company Name and the 8-digit numeric code assigned to you by IATA. In addition, you may want to have information on your Point-of-sale (POS) device, including vendor, brand, and model number. (You should be able to locate this information on the device.)
First, visit **https://securetrust.com/IATA.** On this page you will find the package available to you as part of the IATA PCI Program for Travel Agents. Select your offering and click 'Buy Now'.

Once you have successfully completed payment for your package, you will receive two emails from SecureTrust (**donotreply@securetrust.com**) within 1-business day. The first email contains a temporary username, and the second email contains a custom link to set your password.

Once you have registered your account, you will be asked to provide your contact details and add in security questions/answers for account security purposes. The Primary contact information provided should be for the person with overall responsibility for compliance and typically the one completing the certification.

**You are now registered in SecureTrust PCI Manager.**

Program Details[1]

- Intelligent 'Guide Me' Method to make the process shorter, To Do List to easily track issues

- Online Security Awareness Training, to help train your team and meet PCI requirements

- Access to a website seal to demonstrate compliance

- PCI-certified External Vulnerability Scanning with unlimited rescans

Choose Your Assessment Method

You will be presented with the option to follow the 'Guide Me' Method or to complete the 'Expert' PCI DSS certification forms. If you are new to the PCI DSS certification process, choose the guided method. This process will help you through to the right Self-Assessment Questionnaire (SAQ) that applies to your business. Because the 'Guide Me' Method customizes your experience, your next steps will be unique to your environment and how you process payments.

Completing the questionnaire may take multiple attempts, especially as gaps are uncovered. If gaps are uncovered during the workflow, you are given the opportunity to address them so that you can successfully complete each section. Once you have successfully passed each section, sign off on the form and submit for evaluation.
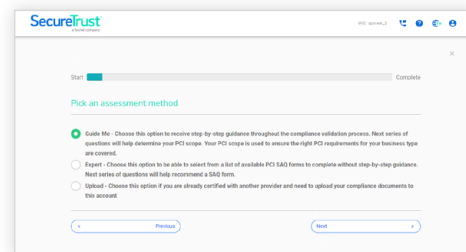
Scanning

If you have an e-commerce website or internet connection for your business that connects to any systems that store, process or transmit payment card data, vulnerability scanning is required. Based on your business profile, SecureTrust PCI Manager will help you determine if you need scanning. If scanning is required, PCI Manager will guide you through the entire process of setting up the scanner. It is important to scan the right location and/or website, so be sure to attest to your scan setup. The system will automatically scan on a recurring basis and send you email notifications along with the result. You also have the opportunity to rescan on demand as necessary. When scanning is required, your scan report must have a passing score for each calendar quarter in order for your business to be compliant.

As a reminder, you will need to log back in to the portal after your scan has completed to confirm the scan is correct and final. This is known as 'Attesting' to your scan.

When you log back into the portal after the scan has run, you will be prompted on what to do by the box in the top-left. Click 'Begin Step' to review the scan results.

Activate Your Security Tools

Included with your SecureTrust PCI Manager account, you have access to various cybersecurity tools to bolster your protection against cybercriminals. This software should be installed on your computer(s) at the location(s) where you handle payment cards. Afterwards, you can manage the Endpoints from your account to see any security alerts as they come up.

PCI Status

Once you have a passing SAQ and a passing, attested vulnerability scan (if applicable) on file, your status will be updated to compliant. You can access and print copies of your Certificate of Compliance (CoC), PCI Attestation of Compliance (AoC) and completed SAQ and scan reports. For certain programs, we will also report your compliance to the program sponsor (e.g. merchant services bank) automatically on your behalf.
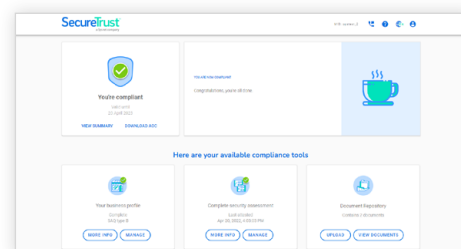
About SecureTrust

SecureTrust™, leads the industry in innovation and processes for achieving and maintaining compliance and security. SecureTrust delivers world-class consulting, compliance and risk assessment services and solutions for merchants of all sizes.
For more information, visit **securetrust.com**.

1. Your merchant program may vary.
2. Vulnerability scanning is not required for businesses who do not have these characteristics, or otherwise not needed given your SAQ eligibility.
3. Where applicable for your program.

SecureTrust™
is now VikingCloud

For more information: **www.securetrust.com**