UBC ePayment Virtual Terminal service provides participating UBC departments with secure, real-time authorization and processing of credit card. As with other payment processes on campus, ePayment is subject to UBC ePayment PCI DSS compliancy, which merchants must be compliant with at all times.

**Credit Card Security:**

# A.

* ePayment Virtual Terminal merchants must only store, transmit, receive and dispose of sensitive credit card data via UBC PCI DSS approved methods.
* ePayment Virtual Terminal merchants must access Virtual Terminal only on approved Virtual Terminal machines.
* ePayment Virtual Terminal merchants are subject to training sessions and audits to ensure PCI DSS compliancy
* Please refer to the UBC ePayment PCI DSS compliancy requirements available at https://epayment.it.ubc.ca for the full list of restrictions and requirements.

## Please provide:

|  |  |  |
| --- | --- | --- |
| **Department** | Required |  |
| **Administrative/Organization Unit** |  |
| **Merchant Account Name –** name to be displayed for merchant account on CBM Admin |  |
| **Provided Services –** name of item to be displayed on customer receipt |  |
| **Operational Contact email** - for customer inquiries |  |
| **Business Contact –** business owner  | **Name** |  |
|  | **Email** |  |
| **Technical Contact –** for VT machine environment issues | **Name** |  |
|  | **Email** |  |
| **GL code**. **–** default value |

|  |  |
| --- | --- |
| Fund Code |  |
| Dept Code |  |
| Program (optional) |  |
| Project ID |  |
| Account Number |  |

 |
| **Location** – specify full address (including building) where VT machine is/will be located |  |
| **IP Address Subnet** – required only for new Virtual Terminal (VT) machines |  |

|  |  |  |
| --- | --- | --- |
| **Expected Go Live date** | Optional |  |
| **Expected Periods of Activity** |  |

**Declare and Submit**

|  |
| --- |
| I/We do hereby confirm:* That this request is for/on behalf of a UBC Entity
* That payments or fees to be collected for this merchant is for a UBC-related activity
* To comply with the following requirements
* UBC data privacy and information security
* UBC ePayment PCI DSS compliance

 Please indicate your acceptance of these terms by checking this box |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** |  | **Requested by -**Name and signature |  |
| **Date** |  | **Approved by -**Name and signature |  |