UBC ePayment Web Service provides participating UBC departments with secure, real-time authorization and processing of credit card and/or Interac Online® payments. 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 Web Service merchants are not permitted to obtain or collect or store sensitive credit card information.
* ePayment Web Service merchants are not permitted to process payments on the behalf of their customer or the cardholder.
* ePayment Web Service 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/Organization/Unit**  | Required |  |
| **Merchant Name –** name to be displayed for merchant 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 system maintenance and releases | **Name** |  |
|  | **Email** |  |
| **GL code**. **–** default value |

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

 |
| **Service Provider** – identifies the web service provider e.g., ePly, Web Services, CMS, etc. |  |
| **Will the information collected by your shopping cart/registration system be stored within UBC?** **If not, please specify country. If it is outside of Canada, please read below.** |  |
| According to Canadian privacy law, storage of personal information outside Canada is prohibited, unless consent is given. Thus **if the information is stored outside Canada**, **then your shopping cart/registration system must have a privacy clause statement checkbox prior to payment checkout.** Below is an example: cid:687DA2E8-4E10-4103-A125-1AA68F42E851 |

|  |  |  |
| --- | --- | --- |
| **Expected Go Live date** | Optional |  |
| **Expected Periods of Activity** |  |
| **Department/Organization/Unit Web Site URL** |  |
| **Shopping cart URL –** if already available/existing | **Test** |  |
| **Prod** |  |

**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 |  |