UBC a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA

Return completed forms to:
SIS Security
By Email:
sis.security@ubc.ca

E-PAYMENT ACCESS APPLICATION

E-Payment provides administrative access to find and make payments, view reports, and refund payments. Transactions can be from myFinancial Account at the Student Service Centre (SSC), e-Payment web service or Virtual Terminal.

Credit card security: Only the last four digits of a credit card number should be stored in, or be exposed from, University systems. Sensitive credit card information (e.g., credit card numbers, card holder names, etc.) printed on paper, or received on hardcopy forms i.e. faxes, etc., must be kept in a secured area and shredded after seven days. Credit card information should not be forwarded in unencrypted email messages.

CONTACT INFORMATION & IDENTIFICATION

Name	_____	CWL	_____
Employee ID	_____	UBC Email	_____
UBC Phone	_____	Position	_____
Campus	_____	Department	_____
Date	_____		

TYPE OF ACCESS

☐ **e-Payment** admin viewing   – OR--   ☐ **e-Payment** refund   ☐ **e-Payment** make payment
(Virtual terminal)

Find a payment	Admin viewing with:	Make payment
View payment log	- Refund (included bank processing)	
View settlement	- Reverse (for UBC records only)	
View administrative reports	*Refund/reverse through Find a Payment*	

Merchant codes required_____
Merchant codes are four characters long and are usually letters only. If you have MFA items, please indicate that and include the code number if you know it.

APPROVALS

The Student Information System Terms of Use Statement must be completed on the following page. If you have SISC access, and have already signed an SIS Terms of Use Statement, there is no need to complete the next page.

Faculty / Department Approval

Department /Head (print name)	Department	
Signature	Phone	Date
Dean/Director (print name)	Department	
Signature	Phone	Date

Internal office use only - Records and Registration approval		
Name	*Title*	
Signature	*Date*	*SIS ID of applicant*

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Student Information System (SIS) Terms of Use

I understand that the Student Information System (the "SIS") is being made available to me solely for the performance of my official duties as an employee or contractor of the University of British Columbia. I shall protect the availability, integrity, and security of student, employee and financial information to which I have access in the SIS (the "Data"), as set out below. I further understand that failure to comply with this agreement may lead to disciplinary action, up to and including termination, and/or civil/criminal penalties.

I understand that student, employee and financial information from any sources is subject to the BC Freedom of Information and Protection Act. I have read and understand Policy SC14 – Acceptable Use and Security of UBC Electronic Information Systems.

Accordingly:
1. I will be a responsible user of the Data by:
   - only accessing, using, sharing, altering, or deleting Data when authorized and necessary for the performance of my official duties;
   - interpreting Data accurately and in a manner that complies with Part 2 of Policy SC14;
   - never knowingly including, nor causing to be included, false or misleading Data in the SIS; and
   - only sharing Data with individuals who are authorized and who have a reasonable need to access it.
2. I will protect the security and confidentiality of the SIS by:
   - signing off the SIS when not using it;
   - not disclosing my Campus-wide Login (CWL) account or password to other individuals;
   - not using another person's CWL account or password; and
   - immediately reporting to a supervisor or SIS Security anytime I have reason to believe my password, or that of another individual, has been compromised or is being used by a person other than the individual to whom it was issued.
3. I will protect the security and confidentiality of the Data by:
   - ensuring that I only send Data to individuals who are authorized to receive it;
   - storing Data in a secure manner – including encrypting it if it is stored on a mobile device, in accordance with Information Security Standard #05 (Encryption Requirements);
   - transmitting or sharing Data in accordance with Information Security Standard #03 (Transmission and Sharing of UBC Electronic Information);
   - only copying, reproducing, printing or downloading Data when authorized and necessary for the performance of my official duties;
   - disposing of unneeded Data in electronic format by destroying it in accordance with Information Security Standard #08 (Destruction of UBC Electronic Information); and
   - disposing of unneeded Data in hardcopy format by shredding.

My signature indicates that I have read, understand and abide by the terms and condition of this agreement.

_____	_____
Employee Name	Employee ID
_____	_____
Signature	Date