



UBC ePayment Virtual Terminal Merchant Account Setup Request

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 compliance, which merchants must be compliant with at all times.

Credit Card Security:

- 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 compliance
- Please refer to the UBC ePayment PCI DSS compliance requirements available at <https://epayment.it.ubc.ca> for the full list of restrictions and requirements.

Multi-currency credit cards are accepted but ePayment transactions are posted and booked in CAD currency only

Effective immediately, all applications to ePayment Web Service and Virtual Terminal are subject to Privacy Impact Assessment (PIA). The UBC PCI Working Committee requires new merchants to undergo PIA to ensure that potential privacy and security issues are identified, corrected and mitigated before acceptance of credit card payments." <https://finance.ubc.ca/banking-leases/pci-dss-compliance/how-comply/ubc-epayments>

Please provide:

Department/Organization/Unit		Required		
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 payment inquiries e.g. finance/admin clerk, others)				
Business Contact (someone who oversees the payment operations)	Name			
	Email			
Technical Contact (for system maintenance, environment, and VT machine issues)	Name			
	Email			
GL code. – default value Important notes: <ul style="list-style-type: none"> - Program code should not have ‘R’ or ‘Grant permitted’ values - Account Number should be a revenue account e.g., starts with ‘4’ 			Fund Code	
			Dept Code	
		Program (optional, 5 characters)		



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		Project ID	
		Account Number	
ePayment Worktag (from WorkDay)			
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
 - British Columbia’s Freedom of Information and Protection of Privacy Act (FIPPA) and UBC Information Security Standards

That I/we confirm acceptance of the terms of this declaration

I/We confirm that I/we have a plan in place, to address the security and privacy risks identified by the PIA assessment

Date	Requested by	Name	Signature
Date	Approved by -	Name	Signature