



# STATE OF NEBRASKA

Don Stenberg  
State Treasurer

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Date: March 2, 2011

To: All Agency Directors for Agencies Who Accept Visa/MasterCard

From: State Treasurer Don Stenberg

RE: **Deadline for Credit Card PCI Data Security Compliance Standards and Requirements is Monday, June 6, 2011**

Dear Agency Director:

This memo applies to agencies accepting credit cards as a form of payment under the State of Nebraska Credit Card Processing Contract through First National Bank (FNO)/TSYS Merchant Solutions (TSYS), and/or Official Payments Corp. If your agency accepts credit card payments, please note the instructions in this memorandum carefully. Please read the entire memo.

Note:

- If you are using a vendor that is not processing the credit card transactions under the State contract with FNO/TSYS or Official Payments, your agency is responsible to coordinate the PCI DSS Compliance directly with the CIO's Office.
- If your agency does not accept credit cards for payments, this memo does not apply to your agency. **This memo is not related to the State Purchasing Card Program.** If you do not know if this applies to your agency, please email [nst.tmstaff@nebraska.gov](mailto:nst.tmstaff@nebraska.gov) for assistance.

In order for your state agency to continue to accept Visa and MasterCard, your agency must annually meet Payment Card Industry Data Security Standards Compliance (PCI DSS). These standards include quarterly scans provided by an approved scanning vendor (if required) and an annual PCI Self-assessment Questionnaire. Each agency is required to examine its business processes, systems, and complete the SAQ D form at the agency level in order to ensure each agency is meeting the PCI Data Security Compliance Standards.

Agencies processing credit card transactions through the State Treasury contract with FNO/TSYS Merchant Solutions must submit the following documentation for compliance this year:

1. Payment Card Industry (PCI) Data Security Standard SAQ D and Attestation of Compliance V 1.2 (either Word or PDF);
2. The 2011 PCI DSS Certification Letter; and,
3. The 2011 PCI DSS agency information sheet

A copy of the required documentation is available on the Treasury website at: <http://www.treasurer.org/policies.asp> under the section entitled "2011 PCI DSS Compliance."

**All agencies are required to complete SAQ "D" Version 1.2. Some of the questions on the form may not apply to your agency depending on how your agency handles the credit card business. If that is the case, please indicate either N/A or indicate if that is outsourced.**

To assist agencies in completing the PCI Self-assessment Questionnaire, we have arranged two dates to discuss documentation and questions with representatives from FNO/TSYS, the OCIO's and the Treasurer's Offices. **Please review and complete as much of your questionnaire as possible before the conference call or meeting.** Please answer the questions truthfully and to the best of your ability and bring any remaining questions to either or both of the following sessions:

- **Tuesday, May 3, 2011, 1-2:30 p.m. ~ WEBINAR** hosted by FNO/TSYS Merchant Solutions
- **Thursday, May 12, 2011, 1:30-3 pm ~ State Capitol** in Lincoln

**Registration for training:**

Please register for training by emailing [nst.training@nebraska.gov](mailto:nst.training@nebraska.gov) with the State staff names and email addresses of those attending and specifying which meeting(s) they will attend. More information regarding the training sessions will be distributed to registered attendees.

**Meeting/Conference call agenda:**

The focus of each session will pertain to state agencies that are using services under the state agreement with FNMS via swipe transactions, internet or third party vendors that are directing their transactions for processing to FNO/TSYS. FNO/TSYS will provide an update on PCI DSS and the card payment industry. The OCIO's and Treasurer's Office will discuss the required forms and deadlines. TSYS and the OCIO staff will be available to answer questions regarding the SAQ D form.

**\*Agencies accepting credit cards must participate in one training session, but may attend both. Please bring as many staff members as needed to participate in the sessions.**

If you cannot attend these training sessions and you cannot complete the PCI Self-assessment questionnaire without assistance, you may contact one of the following for help at your agency's expense.

- Brad Weakly  
Chief Information Security Officer  
State of Nebraska  
(402) 471-3677  
[brad.weakly@nebraska.gov](mailto:brad.weakly@nebraska.gov)
- Infogressive, Inc.  
[www.infogressive.com](http://www.infogressive.com)
- SecurityMetrics  
[www.securitymetrics.com](http://www.securitymetrics.com)

More information is available on the PCI Security Standards Council website at [https://www.pcisecuritystandards.org/security\\_standards/index.php](https://www.pcisecuritystandards.org/security_standards/index.php).

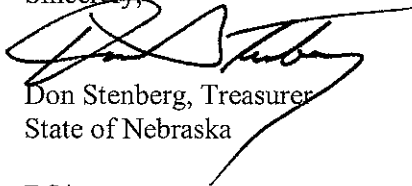
Please note: **The DEADLINE for filing your annual PCI DSS documentation with the State Treasurer's Office is Monday, June 6, 2011.** Failure to complete all the required documentation by the deadline can result in our instructing FNO/TSYS Merchant Solutions to cease credit card processing for your agency until your agency becomes PCI DSS compliant! If you cannot complete this questionnaire in a timely manner, you must seek assistance from a certified consultant, hire a State Treasury banking vendor to accept credit cards on behalf of your agency or refrain from accepting payment cards.

If your agency has an issue that needs to be discussed with the State Treasurer's Office before the forms being submitted, please call Michelle Raphael at 402-471-4146. **This does not excuse forms from being turned in on time.**

Finally, if your agency is required to submit quarterly website scan, please make sure that the passing scan results are emailed to Michelle Raphael ([michelle.raaphael@nebraska.gov](mailto:michelle.raaphael@nebraska.gov)) by the quarterly deadline. Quarterly scans will need to be completed by ALL agencies accepting payments through a website including those behind the state firewall to assure the site is secure and prevent theft of payment card data. Please make sure that the Qualified Security Assessor engaged vendor hired by your agency has successfully maintained its status as a Qualified Security Assessor status with the PCI Security Standards Council. The list of Qualified Security Assessor is located at: [https://www.pcisecuritystandards.org/pdfs/pci\\_qsa\\_list.pdf](https://www.pcisecuritystandards.org/pdfs/pci_qsa_list.pdf)

**All state agencies should be congratulated for the excellent job they did when preparing their paperwork during the previous compliance period.** We also appreciated your prompt response to phone calls and emails from our staff and Brad Weakly.

Sincerely,



Don Stenberg, Treasurer  
State of Nebraska

DS/mr

cc: Michelle Raphael, Assistant Treasurer, Treasury Management Division  
Mark Sullivan, TSYSMerchant Solutions  
JoAnn Higgins, TSYS Merchant Solutions  
Brad Weakly, State Security Officer, OCIO  
Michael Keays, Acting State Accounting Administrator