**Logo

Description automatically generatedPCI ACCESS CONTROL LOG**

Only the following staff members are authorized to interact with credit cards and access systems that handle credit card information.

Reminder: this log is only for devices that allow swipe or EMV cards (chip/dip).

• Only people appearing on this log have access to terminals. Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Anyone with access has competed PCI Security Awareness Training. Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Fiscal / Admin Officer signature is required. Merchant ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Access level examples: Credit card terminal, financial records, reporting, etc.

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| **Individual Name and Company if External** | **Role/Title** | **Date Access Granted** | **Date Access Removed** | **Access Level** | **Comment** |
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