**PAYMENT CARD TERMINAL
QUICK START GUIDE**

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| Are you considering obtaining a credit and debit card terminal so that your school or department can accept electronic payment? LAUSD has established a relationship with JP Morgan Chase that has streamlined the order and acquisition process and ensures a solution that conforms with LAUSD’s Network Security requirements. In addition to this, by choosing the JP Morgan Chase solution you will avoid substantial administrative PCI compliance burden that would be required of other devices such as PayPal, Stripe and Square as examples. **What you need to know:**How much does it cost?There is a one-time fee of $399 for the equipment and a monthly fee of $19 for the service.How long does it take to get?It takes 5 to 7 weeks from the time the request is processed to the time you receive the terminal and are ready to accept payment cards. What do I need to do to get one?**Step 1:**[Complete the Point-of-Sale Request Form](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fachieve.lausd.net%2Fcms%2Flib%2FCA01000043%2FCentricity%2FDomain%2F330%2FPOS%2520Terminal%2520Enrollment%2520Request%2520Form%2520v3.docx&wdOrigin=BROWSELINK)**Step 2:**Send the completed form to ElectronicPayment@lausd.net**Step 3:**[Complete the PCI Security Awareness Training](https://lausd.csod.com/ui/lms-learning-details/app/curriculum/f2bba2ac-74da-41d9-b667-4878176f6209) Once the terminal has been issued, follow the [Annual PCI Checklist](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fachieve.lausd.net%2Fcms%2Flib%2FCA01000043%2FCentricity%2FDomain%2F849%2FAnnual%2520PCI%2520Checklist.docx&wdOrigin=BROWSELINK) to ensure that your school or department is following all of the procedures for handling payment cards. **Payment Card Handling Requirements**1. You fill out the [Training and Policy Certification](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fachieve.lausd.net%2Fcms%2Flib%2FCA01000043%2FCentricity%2FDomain%2F849%2F3%2520Annual%2520PCI%2520Training%2520and%2520Policy%2520Certification.docx&wdOrigin=BROWSELINK) and send the completed document to ElectronicPayment@lausd.net
2. Download and maintain an [Access Control](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fachieve.lausd.net%2Fcms%2Flib%2FCA01000043%2FCentricity%2FDomain%2F849%2F5%2520PCI%2520Access%2520Control%2520Log.docx&wdOrigin=BROWSELINK) Log so that you keep track of who has access to your terminal.
3. Follow the Terminal Tamper Inspection procedures to prevent your device from tampering.
	1. [Terminal Tamper Checklist](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fachieve.lausd.net%2Fcms%2Flib%2FCA01000043%2FCentricity%2FDomain%2F849%2F7a%2520PCI%2520Tamper%2520Checklist.xls&wdOrigin=BROWSELINK)
	2. [Terminal Inspection Log](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fachieve.lausd.net%2Fcms%2Flib%2FCA01000043%2FCentricity%2FDomain%2F849%2F7b%2520PCI%2520Device%2520Inspection%2520Log.docx&wdOrigin=BROWSELINK)
	3. [Terminal Tracking Sheet](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fachieve.lausd.net%2Fcms%2Flib%2FCA01000043%2FCentricity%2FDomain%2F849%2F7c%2520PCI%2520Terminal%2520Tracking%2520Sheet.xls&wdOrigin=BROWSELINK)
4. In the event there is unauthorized access to the terminal or you become aware that there may have been a breach of private information, follow the [Breach of Private Information Procedure](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fachieve.lausd.net%2Fcms%2Flib%2FCA01000043%2FCentricity%2FDomain%2F849%2F2%2520Breach%2520of%2520Private%2520Information%2520Procedure%2520-%2520Appendix%2520E.docx&wdOrigin=BROWSELINK).

If, at any time, you have questions or want more information about any payment card related matters, you are welcomed to reach out to ElectronicPayment@lausd.net and you will reach representatives in the LAUSD Accounting Division that will be happy to help.  |