STUDENT BODY FINANCE SUPPORT

ELECTRONIC PAYMENT

We are excited to announce that the Student Body Section has partnered with JP Morgan Chase to give schools the option to obtain a Credit and Debit Card Terminal so schools can accept electronic payment. Starting on **March 1, 2023**, the application period will open for all interested schools to apply for the Credit/Debit Card Terminal. There is a one-time fee of $399 for the equipment and a monthly cost of $25 for the service. Please visit the Student Body Finance Support Website and follow the step-by-step instructions below to start the enrollment process:

1. Complete the Point-of-Sale (POS) Request Form
2. Send the completed Point-of-Sale form to ElectonicPayment@lausd.net
3. Complete the PCI Security Awareness Training at MyPLN

Once the PCI Security Awareness Training has been completed, and the Point-of-Sale request form has been received and reviewed, JP Morgan Chase will complete the enrollment and issue the equipment. Once the school has received the terminal, the following Annual PCI Checklist must be completed to ensure that all procedures for handling payment cards are followed:

- Fill out the Training and Policy Certification and send the completed document to ElectonicPayment@lausd.net
- Download and maintain *Access Control Log* so that you keep track of who has access to the terminal
- Follow the Terminal Tamper Inspection procedures to prevent the device from tampering
    - Terminal Tamper Checklist
    - Terminal Inspection Log
    - Terminal Tracking Sheet

It can take 5 to 7 weeks from the time the request has been processed to when the school receives the terminal and is ready to accept payment cards.

Please visit the Student Body Finance Website for the Electronic Payment resources and documents. In addition, feel free to contact us at ElectronicPayment@lausd.net if you have questions or need additional information regarding the JP Morgan Chase Electronic Payment Service.