

SAQ A-EP User Guide

Follow the directions below to complete your SAQ A-EP!

Please note:

- The SAQ A-EP is 139 questions.
- If you use online booking and process card-present transactions, you only have to fill out one SAQ A-EP

1. Make sure you have "Yes" selected when asked if your business has administrative control over your web site.

The screenshot shows the PCI Questionnaire progress bar at 15% completion. The progress bar is a blue rectangle followed by a white bar and the text '15%'. Below the progress bar is a list of steps: 1 PCI Profile (highlighted), 2 Company Profile, 3 Security Services, 4 Wizard, 5 Questionnaire, and 6 Confirmation. Under 'PCI Profile', there is a sub-section 'Acceptance Channels'. To the right, the 'Web Site Control' question is displayed: 'Does your business have administrative control over any part of your web site?'. There are two radio button options: 'Yes' (selected) and 'No - a third-party service provider handles ALL administration.'.

2. Select the third-party option when asked where credit card data is submitted.

The screenshot shows the SecureTrust PCI Questionnaire progress bar at 15% completion. The progress bar is a blue rectangle followed by a white bar and the text '15%'. Below the progress bar is a list of steps: 1 PCI Profile (highlighted), 2 Company Profile, 3 Security Services, 4 Wizard, 5 Questionnaire, and 6 Confirmation. Under 'PCI Profile', there is a sub-section 'Acceptance Channels'. To the right, the 'Payment Handling' question is displayed: 'When customers make purchases on your website, where is the credit card data submitted?'. There are two radio button options: 'Directly to a third-party, my web site NEVER receives the credit card data.' (selected) and 'My web site receives the credit card data first then sends it on for processing.'.

3. Select "Yes" when asked about if you have control over the payment page presented to your customers.

The screenshot shows the SecureTrust PCI Questionnaire interface. The top navigation bar includes the SecureTrust logo (a Trustwave division), and three menu items: Compliance, Management, and Legacy Trustkeeper. The main header is 'PCI Questionnaire'. On the left, a progress bar shows 'PCI Questionnaire' at 15% completion. A sidebar lists the questionnaire sections: 1. PCI Profile (selected), 2. Company Profile, 3. Security Services, 4. Wizard, 5. Questionnaire, and 6. Confirmation. Under 'PCI Profile', 'Acceptance Channels' is highlighted. The main content area is titled 'Checkout Page' and contains the question: 'Do the web servers you administer have control over the payment page that is presented to your customers?'. There are two radio button options: 'No - the payment page comes ENTIRELY from the third-party.' and 'Yes - some or all of the payment page is generated from my web site'. The 'Yes' option is selected.

4. Select "Yes" when asked if your e-commerce web site is isolated.

The screenshot shows the SecureTrust PCI Questionnaire interface. The top navigation bar includes the SecureTrust logo (a Trustwave division), and three menu items: Compliance, Management, and Legacy Trustkeeper. The main header is 'PCI Questionnaire'. On the left, a progress bar shows 'PCI Questionnaire' at 15% completion. A sidebar lists the questionnaire sections: 1. PCI Profile (selected), 2. Company Profile, 3. Security Services, 4. Wizard, 5. Questionnaire, and 6. Confirmation. Under 'PCI Profile', 'Acceptance Channels' is highlighted. The main content area is titled 'Web Site Isolation' and contains the question: 'Is your e-commerce website isolated from all other systems within your environment?'. There are two radio button options: 'Yes' and 'No'. The 'Yes' option is selected.

Complete the rest of the guided PCI Questionnaire and you will conclude your SAQ A-EP!

If you have any questions about completing either the SAQ or the Vulnerability Scan, please reach out to SecureTrust, CardConnect's trusted PCI compliance partner, at 800-363-1621 or support@securetrust.com.