

NEW WEBMASTER ORIENTATION
INTRODUCTION TO
UPAY & UMARKET

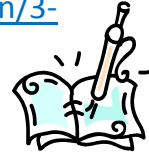
**Payment Card Industry
Data Security Standards (PCI DSS)**

- PCI DSS is a required standard that **all Universities**, as well as **all merchants and their banks**, must comply with, and is supported by state and federal law.
- Each merchant must complete **annual** training on PCI DSS to maintain compliance.



Payment Card Acceptance/eCommerce Policy

- The University has an official Payment Card Acceptance and E-Commerce Policy.
- The policy outlines requirements for obtaining and maintaining a merchant account.
- The policy also addresses using Third Party Processors, Security Breaches, and Secure Transmissions outlined by PCI DSS.
- You may review the policy at <http://www.regulations.utah.edu/administration/3-070.html>



UPay & UMarket Overview

- UPay was created by the University and is the preferred eCommerce Payment Application.
 - Uses a secure, certified server, maintained by the University which ensures it is PCI DSS Compliant.
- UMarket creates a URL to hyperlink on your website. Customers are redirected to the secure server. No sensitive data is stored by the department.
- All payment card deposits post directly to department chart fields, eliminating the Departmental Deposit.

Ecommerce Application

The Ecommerce Application can be found at : <https://webapps.utah.edu/webmaster/ecom/app.html>

The image shows two pages of a web form titled 'University of Utah E-Commerce Application'.
 Page 1 of 3 includes:
 - Introduction text about applying for an e-commerce license.
 - 'Contact Information (all fields required)' section with fields for Name (First, Last), Email Address, Department, Physical Address, Phone, Fax, Cognizant Authority Name, and Email Address.
 - 'E-Commerce Implementation (all fields required)' section with options for credit card processing (Automatic, Manual, Other) and a table for 'Which chart field should be credited for purchase amounts?' with columns: BU, ORG, FUND, ACTIVITY, PROJECT, ACCOUNT, AU, YEAR.
 Page 2 of 3 includes:
 - 'Web Site/Security Information (all fields required)' section with fields for URL, Host Server, and security-related questions.
 - 'Finance Information (required only if using U credit card module)' section with another table for 'Which chart field should be debited for bank merchant fees?' with the same columns as above.

UMarket

UMarket provides two ways to process payment card transactions through UPay – a check-out page and a shopping cart.

- **Check Out Page**

- Collect Billing and Shipping Info
- Customize with Department Information
- Up to 3 fields to collect additional information
- Can have several check out pages for multiple items
- Can allow registration without payment.
- Can connect to your own registration form, use this for collecting payment only.

The screenshot shows the 'University of Utah Order Processing' checkout page. It includes:
 - Header: 'UNIVERSITY OF UTAH - Order Processing'
 - Checkout summary for 'Event Registrations' with details like 'Web: March 26, 2012' and 'Total Charge: \$ 0.00'.
 - 'Billing Information' section with fields for First Name, Last Name, Street Address, City, State, ZIP/Postal Code, Country, Email, Department, and Phone.
 - 'Credit Card Information' section with fields for Card Number, Card Type, and Exp. Date.
 - Buttons for 'Submit', 'Clear', 'Cancel Order', and 'Review Statement'.
 - Footer: 'mhtml:file:///C:/Users/.../University of Utah Order Processing.mhtml' and '8/1/2009'.

You may also use the receipts option in your UMarket admin module for reconciliation. Access to this module should be very limited.

Item #	Item Name	Qty	Status	Payment Type	Date Received
1	Webmaster Forum Registration	0	Edt	Credit Card	10/25/2005
ID#: 10113020991822099 Billing Information Registration Information Credit Card Info J8 992 J8 108 321 Money Lane xxxx-xxxx-6783 Harris, UT 84121 Visa US 0007 j8m@med.utah.edu Department's: none Total Number of CDs: 00 TEST: this is a test Amount Charged: \$ 0.34					
<hr/>					
Item #	Item Name	Qty	Status	Payment Type	Date Received
1	Webmaster Forum Registration	0	Edt	Credit Card	10/25/2005
ID#: 1011302099322114 Billing Information Registration Information Credit Card Info J8 992 J8 108 11111 xxxx-xxxx-0730 none, UT 83111 Mastercard US 0209 j8m@med.utah.edu Department's: test Total Number of CDs: test TEST: test Amount Charged: \$ 0.34					
<hr/>					
Item #	Item Name	Qty	Status	Payment Type	Date Received
1	Webmaster Forum Registration	1	Edt	Credit Card	11/10/2005
ID#: 10113196257542532 Billing Information Registration Information Credit Card Info Main, Utah MAVC TRCM 123 Foothill Dr xxxx-xxxx-0801 Salt Lake City, UT 84124 Visa US 0300 801-465-0266 Department's: Media Solutions Total Number of CDs: 3 TEST: newname Amount Charged: \$ 0.34 Comments: This is my comment.					

Advantages to UMarket

- UMarket is hosted on a secure, certified server.
- Payments are automatically deposited.
- Simple to modify; training is available at any time.
- The shopping cart and checkout page are templates that can be customized to your department – saves your webmaster time & effort.
- You can use both UMarket options with one account.

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