

PCI Data Security Validation Services Enrollment Form Navis Portal Tool Provided by Coalfire through OSC

INSTRUCTIONS

1. This enrollment form is to be completed by an entity required by the Office of the State Controller (OSC) to enroll in the “PCI Data Security Validation Services” statewide contract that OSC has with Coalfire, a Qualified Security Assessor (QSA). All participants currently enrolled or desiring to enroll in the Merchant Card Master Services Agreement that OSC has with SunTrust Merchant Services (STMS) are required to also enroll in the Navis Portal Tool to allow the participant to self-report with the PCI Data Security Standard (PCI DSS). Results of the participant’s compliance status may be shared periodically with SMTS as requested from time-to-time.
2. Enrollment in the Navis Portal Tool allows for two types of services to be obtained from Coalfire: 1) Remote Validation Services (Completion of the appropriate online Self-Assessment Questionnaire – on an annual basis); and 2) Performing of external vulnerability scanning of all web-facing IP addresses – involved in credit card processing or transmission - on a monthly basis, if applicable.
3. Only one enrollment form is to be completed by each participant (also referred to as a “chain”), regardless of the number of outlets (merchant numbers) the participant may have. (Unless an exception has been granted by OSC.)
4. Once this pre-enrollment form is received by OSC, the entity will be registered by OSC in the Navis Portal Tool. The entity’s designated primary business contact and primary technical contact will then receive an email from Navis Support providing additional instructions to complete the registration.
5. Questions regarding Coalfire services or this form should be directed to:
osc.pcicompliance@osc.nc.gov

Participant Information

Chain Number: _____
Chain Name: _____
Main Address: _____
City: _____
State: _____
Zip: _____

Participant Category

Select one of the following:

- General Govt. Agency University Community College Local Unit of Government
 Local Education Authority

Community Colleges only: Does your college participate on the state's master service agreement for merchant card processing with First Data? Does your college take merchant cards using another processor/bank other than First Data?

Comment: _____

Primary PCI Business and Technical Contacts

Note: All entities are required to provide a primary business and technical contact.

PCI Business Contact: _____
Title: _____
Phone: _____
E-mail ID: _____
PCI Technical Contact: _____
Title: _____
Phone: _____
E-mail ID: _____

Merchant Numbers Rolling Up to Chain Number – At time of enrollment

The annual Self-Assessment Questionnaire (SAQ) should be answered taking all the merchant numbers associated with the chain number into consideration. The agency may desire to complete a separate SAQ offline for each merchant number to support the single online SAQ that the agency must submit for the entire chain on an annual basis or subscribe to additional services at cost to participant that allows for each merchant number to be added to the Navis Portal and roll up to the chain number (see pricing document for additional costs for this option).

After being registered, the entity will receive an email providing instructions to complete the registration.

Name of Participant Official Submitting this Pre-Enrollment Form

The individual below asserts that he/she has the authority to request enrollment in the Coalfire portal for the purposes of obtaining PCI Data Security Validation Services.

Preparer's Name: _____

Title: _____

Telephone Number: _____

Email: _____

Note: The person who will receive the email from Coalfire to complete the registration process will be the individual indicated in the "Primary PCI Business Contact" on the Primary PCI and Technical Contacts section above.

Coalfire Use Only:

Coalfire enrollment information sent to Participant:

Signed: _____

Date: _____