

**North Office of the State Controller
PayPoint Pre-Boarding Assessment**

PARTICIPATING AGENCY

For an agency that has committed to enrolling in the PayPoint Service offered by First Data Government Solutions

PURPOSE

To obtain a better understanding of the agency's perceived utilization of the service, and to give guidance regarding the various ways (options) that PayPoint can be used, all in order to contribute to a successful implementation once the project is kicked off, as well as being better prepared to complete the Boarding Form appropriately.

PARTICIPANTS

- OSC staff that will be participating in the project
- Agency's business users that will be utilizing the service
- Agency's IT staff representative(s)
- FDGS representative may or may not be involved

ASSESSMENT OBJECTIVES

- Ensure that the agency is aware of the various educational documents pertaining to PayPoint
- Identify the agency's payment application it desires to implement initially
- Identify payment applications that the agency may potentially add at a future date
- Review the chart contained in the "PayPoint Overview" document to that is a "Comparison of Two Transmission Methods w/ Consumer Interface Feature"
- Review the chart contained in the "PayPoint Overview" document that shows a comparison of the fees associated with the two transmission methods
- Make the following determinations:
 - If the agency has a database of open A/R transactions (that contain challenge data) that can be used to authenticate an attempted payment
 - What the challenge data will be for an attempted payment and how the payer will be aware of the challenge data elements (e.g., contained on invoice, or member number, etc.)
 - Which of the two interface options will be utilized to submit transactions to PayPoint (Query String or Batch FTP)
 - Whether the Enrollment feature will be utilized or not
 - Whether the payment Scheduling feature will be utilized or not
 - Whether the Summary Presentment feature will be utilized or not
 - Whether the site logo will be hosted by the agency or by FDGS
 - Which payment options will be offered
 - Which card brands will be accepted
 - Whether PIN-less debit cards will be accepted
 - Whether Spanish will be offered in addition to English
 - Whether the agency will be using the Admin screen as a virtual terminal or not
 - Whether the agency is aware of the PCI Data Security implications
 - Whether the agency has the proper encryption software if FTP is utilized
 - Whether the agency will be automating the interfacing of the posting files received from PayPoint, or performing a manual updating of the agency's A/R database
 - Whether the agency has the appropriate IT knowledge associated with the interfacing options chosen
 - Whether the Convenience Fee option will be utilized or not
 - Whether a payer will be allowed to make a partial payment or not
 - Whether the agency will utilize the Address Verification or Security Code Verification or not

REVIEW OF PROJECT PLANS

- OSC's Overall Project Plan
- FDGS's Project Plan