### Want Do You Need to Do?

- Schedule a planning meeting with the EPay team:
  [uva_payment_card_process_coordinator@virginia.edu](mailto:uva_payment_card_process_coordinator@virginia.edu)

- Submit a Payment Card Application to the UVA Payment Card Process Coordinator
- Develop or revise your webpage(s)
- Assign a PCI Coordinator
- Complete minimal PCI training and sign the UVA Payment Card Confidentiality Agreement.

**Other considerations:**
- You need staff to post transactions to the GL, manage customer relations and reporting.
- Provide revenue and expenditure projects to receive funds and pay for associated fees.

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**Nelnet Business Solutions**, our contracted partner, offers best in class payment processing standards including:

- File integrity monitoring,
- **External vulnerability scans and penetration testing,**
- **Open Web Application Security Project (OWASP)** programming standards,
- **Incident response plan simulated on a yearly basis**
- **Disaster recovery plan executed on a yearly basis,**
- **Application monitoring for uptime and response.**

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**If you have questions about credit cards, you are interested in applying to take credit cards for a University-related activity, or you just want to know more, contact:**

**UVA Payment Card Services**
[uva_payment_card_process_coordinator@virginia.edu](mailto:uva_payment_card_process_coordinator@virginia.edu)
or visit our website at [www.virginia.edu/finance/ecommerce](http://www.virginia.edu/finance/ecommerce).

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**UVA Payment Card Services**
[uva_payment_card_process_coordinator@virginia.edu](mailto:uva_payment_card_process_coordinator@virginia.edu)

**BC Worsley**
(bsw5w@virginia.edu, 434-924-4362)
Or, call 434-982-2373

Carruthers Hall
P.O. Box 400144
1001 N. Emmet Street
Charlottesville, VA 22904-4194
FAX: 434-982-2315

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**EPay@UVA**

**Online Credit Card & eCheck Processing at UVA**
What to Know About Credit Card, eCheck Processing and Event Registration at UVA.

**What is EPay@UVA?**

- EPay@UVA (a.k.a. Commerce Manager) is an online, hosted and PCI compliant payment solution that can be used for a variety of non-student payments.
- EPay has been used for workshops, conferences, subscription fees, payments for goods or services, receivable payments, and application fees.
- EPay allows you to process Visa, MC, Amex, Discover and e-checks!

**Advantages**

- Setup is fast and easy (~1-2 wks.)
- PCI compliance is easier
- Allows customizable fields for your data requirements
- Provides enhanced reporting
- Accessed by an easy payment link from your web site (via hyperlink)
- Simple real-time payment reporting
- Available at reasonable cost.

**EPay Features**

- Use your existing registration front-end webpages or use EPay’s customizable fields:
  - check boxes
  - drop-down selections
  - short text fields
- Payment page is hosted on a secure contracted third-party server.
- Provides a University-approved processing alternative to unauthorized PayPal accounts.
- Your clients enter payment info on their computer and sensitive payment data is not stored on U.Va.’s systems
- Easy to refund full or partial payments
- Drill to transaction details while protecting you and staff from cardholder data issues
- Reports are exportable to Excel

**Customized Administrative Roles**

- Use “roles” to limit access for staff.
  - Reporter:
    - Find transaction totals
    - Reconciliation
    - Activity Reports
  - Customer Service Rep (CSR):
    - Transaction detail search
    - Generate refunds (credit cards only)

**Site Options**

- EPay sites can often be linked to existing processes (shopping carts, web forms, back-end databases, and third party systems).
  - Basic sites requires little additional programming, limited set-up and lower startup costs.
  - Private sites allow redirection back to the department’s web site, pass-through of customer data to reduce duplicate entry of information and interface securely with a third-party processor.