important

HSC OP 50.37, Payment Card Processing by TTUHSC Departments, requires that Merchant Users be identified for mandatory annual PCI awareness training. 50.37 also provides Merchants not in compliance with this TTUHSC Operating Policy may have their funds withheld until either a compliance plan has been submitted and approved or, in more serious cases, until compliance has been achieved.

Merchant Users (those requiring PCI training) include:

- Any employees who process payment cards or have access to sensitive payment card information.
- Supervisors of the above employees.
- Departmental Administrators whose departments accept credit card payments.
- Others who oversee payment card operations in the department.

Only you at the department level can identify those who need training as just described. Adding their names to the system as Merchant Users will ensure they receive a training link and comply with industry standards and HSC policy.

To assist TTUHSC in achieving compliance, an important task is required of you: *Log into the **Merchant Account Application** and complete the instructions included* *here*.

If you have questions, contact merchantID@ttuhsc.edu.