



User Information

Name: _____ **Date:** _____

Title: _____

Email Address: _____ **Tel #:** _____

Effective Date of Change: _____ **USNHID#:** _____

Compliance Checklist

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- 2. Reviewed PCI DSS at <https://www.pcisecuritystandards.org>
- 3. Reviewed Best Practice Guide
- 4. Background check has been completed
- 5. Obtained access to Banner Finance if applicable
- 6. Completed payment card processing training as provided by vendor
- 7. Obtained access to vendor reporting system (if checked, the user will need to completed training to use USNH Merchant Bank Credit card Portal offered by the bank.)

Signature: _____ **Title:** _____

Printed Name: _____ **Date:** _____

Merchant Name: _____ **Merchant Number:** _____