



Guide to Understanding PCI Compliance Enrollment and Certification

- Step 1:** Sept 2009 – North Valley Bank merchants received the initial letter outlining the PCI Compliance program, including the Security Metrics enrollment sheet.
- Step 2:** Merchants complete the Security Metrics PCI Enrollment Data Sheet and fax or mail to Security Metrics. Enrollment and Certification must be completed by December 25, 2009, to avoid additional monthly service charges for non-compliance.
- Step 3:** Merchants who provide an email address have an option to create a password or a password will be created by Security Metrics for your login. Merchants will receive their secured login information via email from Security Metrics after enrollment within 5 business days.

Merchants that submit the PCI Enrollment Data Sheet by fax: (801.623.5615) or by mail (Security Metrics Enrollment, 462 East 800 North, Orem, UT 84097) will receive their PCI Self-Assessment Questionnaire within 10 business days by mail.

If you have not received your PCI Self-Assessment Questionnaire with the specific time frames please contact the Business Services Department at North Valley Bank.

- Step 4:** After receiving your secured login information, log into Security Metrics (www.securitymetrics.com/termsfuse.adp) and complete a yes/no compliance questionnaire. At the conclusion, you will receive a Pass or Fail.

Once you have passed, you will receive a certificate and your results/findings, retain for your records. If you fail the compliance questionnaire review your results/findings (Security Metrics will provide the correct recommendations), update the questionnaire with the correct recommendations until you pass.

If you have questions during any of these steps, please call your account manager or our Business Services team at North Valley Bank at **866-714-8225 or 530-226-2933**.

Get More.

