

Completion of SAQ and Attestation of Compliance (AOC)

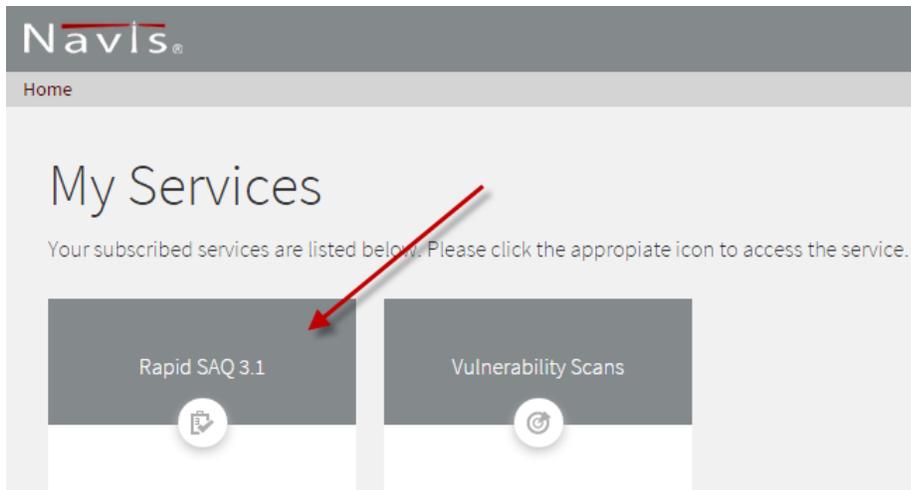
Log into the Navis Portal:



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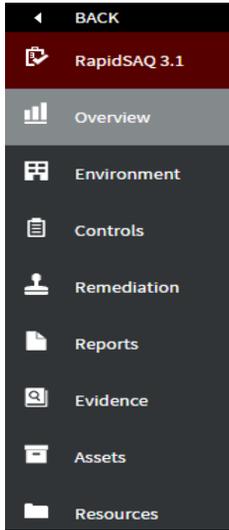
Select Rapid SAQ 3.1 under 'My Services':



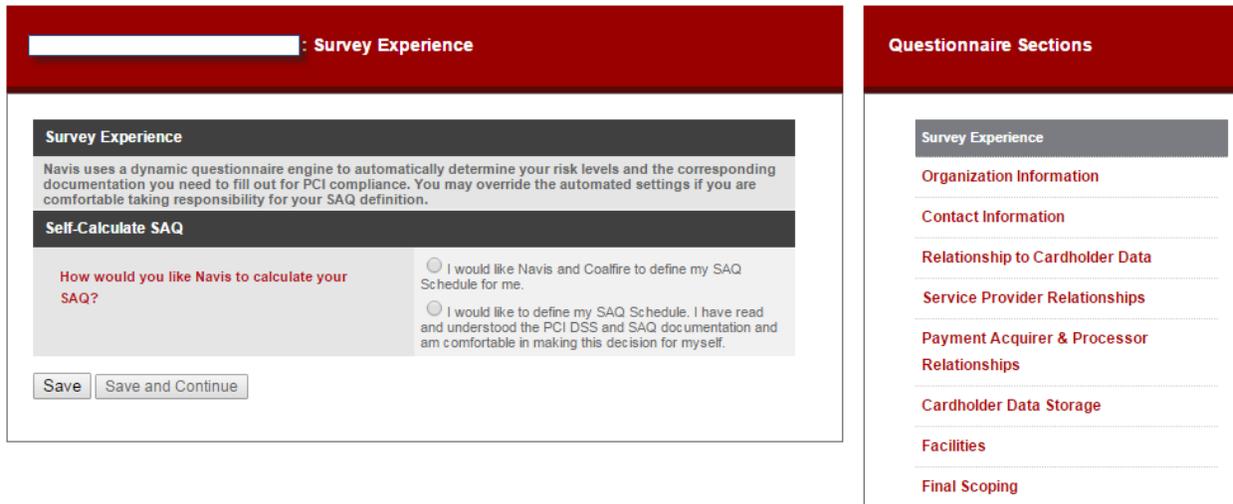
Participant Name will be listed under 'My Assessments'

Click on your Participant Name

An expanded menu will appear on the left side of the screen:



Select 'Environment':



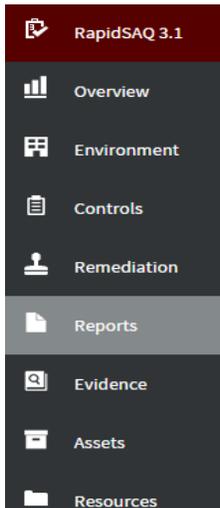
You can choose to define your own SAQ classification or let Navis define it for you based on your answers to the questions.

For each question in the SAQ, there is a choice of responses to indicate your status regarding that requirement. Only one response should be selected for each question.

A description of the meaning for each response is provided below:

Response	When to use this response:
Yes	The expected testing has been performed, and all elements of the requirement have been met as stated.
Yes with CCW (Compensating Control Worksheet)	The expected testing has been performed, and the requirement has been met with the assistance of a compensating control. All responses in this column require completion of a Compensating Control Worksheet (CCW) in Appendix B of the SAQ. Information on the use of compensating controls and guidance on how to complete the worksheet is provided in the PCI DSS.
No	Some or all elements of the requirement have not been met, or are in the process of being implemented, or require further testing before it will be known if they are in place.
N/A (Not Applicable)	The requirement does not apply to the organization's environment. (See Guidance for Non-Applicability of Certain, Specific Requirements below for examples.) All responses in this column require a supporting explanation in Appendix C of the SAQ.
Not Tested	The requirement was not included for consideration in the assessment, and was not tested in any way. (See Understanding the difference between Not Applicable and Not Tested below for examples of when this option should be used.) All responses in this column require a supporting explanation in Appendix D of the SAQ.

Once you have completed all the questions in your SAQ, go to 'Reports' in the left side menu



You should see 3 reports:

- SAQ
- Gap Report
- Remediation Report

Download the SAQ and Print a copy (verify that your completed answers are filled in)

Section 3 'Validation and Attestation Details' should be completed by hand and include the required signatures:

Part 3b. Merchant Attestation	
Signature of Merchant Executive Officer ^	Date:
Merchant Executive Officer Name:	Title:

Scan the completed document, save a copy and email to pci_compliance@firstdata.com and osc.pcicompliance@osc.nc.gov. Please include any supplemental documentation as well.