PCI Compliance

Setup Guide for Chalk It Pro Users

1	Log in to the PCI portal using credentials from your setup email.
2	Select Product Code (**SAQ A – Pay by Invoice/HPP**) and complete Merchant Information: Payment Channels, Relationships, and Processing Solution.
3	Complete the Questionnaire — read each section, check the attestation box, and click Continue.

*Need help? Call PCI Compliance Support: **844-870-2824** | Or click "Contact Us" in the PCI Portal.*

Step 1 — Log In & Get Started

Check your email for your PCI portal credentials. When entering your username and password, **do not include any punctuation** — enter only the letters and numbers as shown.

Once logged in, click **Get Started** to proceed.

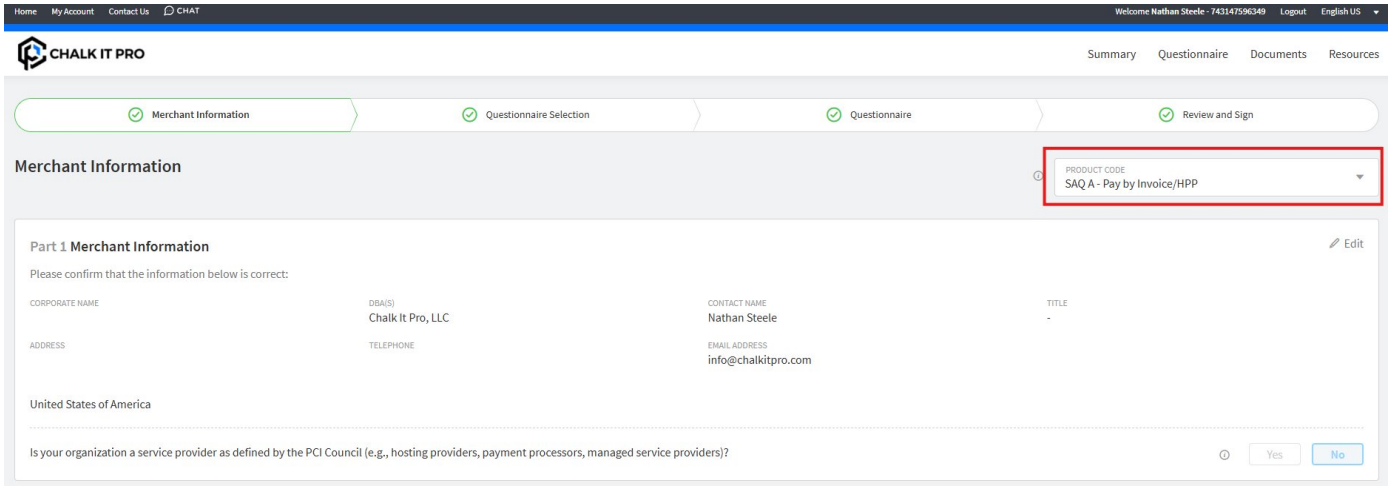
Step 2 — Select Product Code

In the **upper right corner** of your screen, select the Product Code dropdown and choose:

> **SAQ A – Pay by Invoice/HPP**

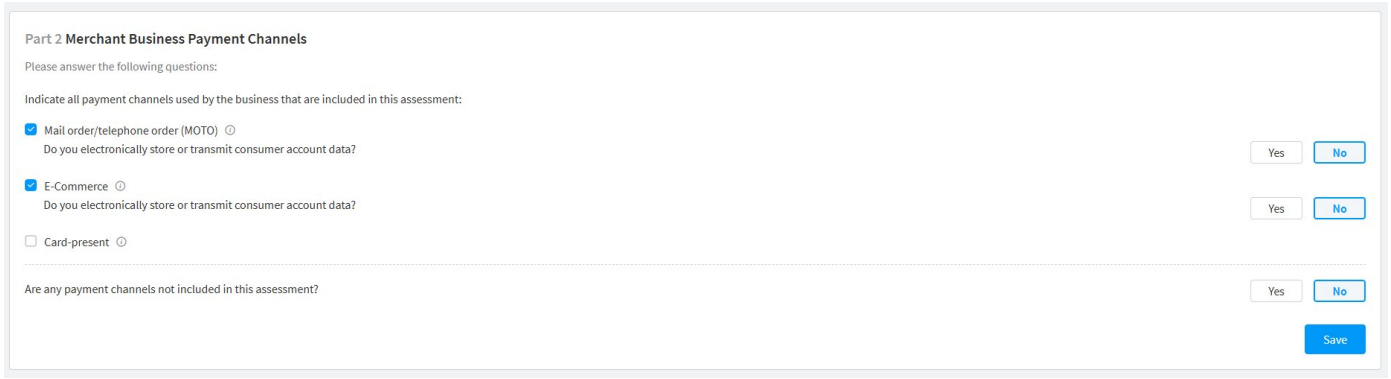
Part 1 — Merchant Information

Review your pre-filled **Merchant Information** for accuracy. No changes are typically needed.



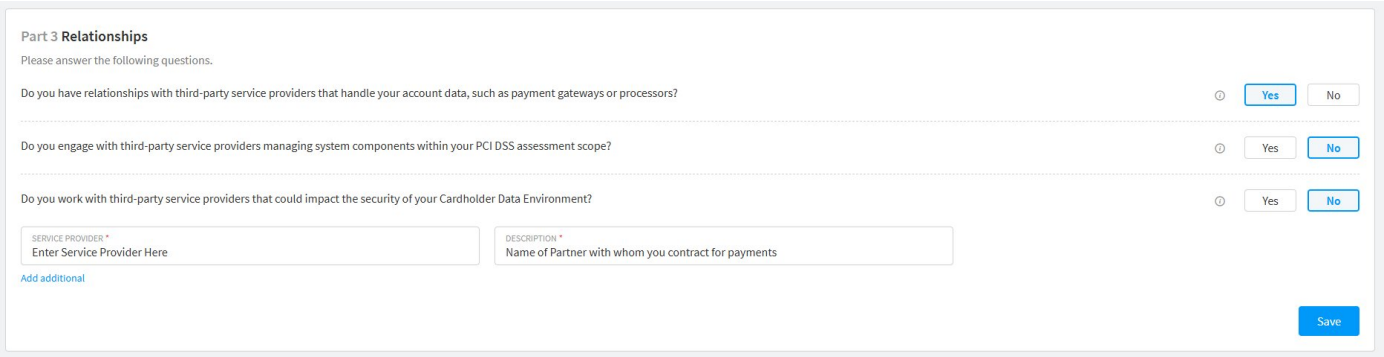
Part 2 — Merchant Business Payment Channels

- **Mail Order / Telephone Order (MOTO):** Select **NO**.
- **E-Commerce:** Select **NO**.
- Do not modify any other fields. Click **SAVE**.



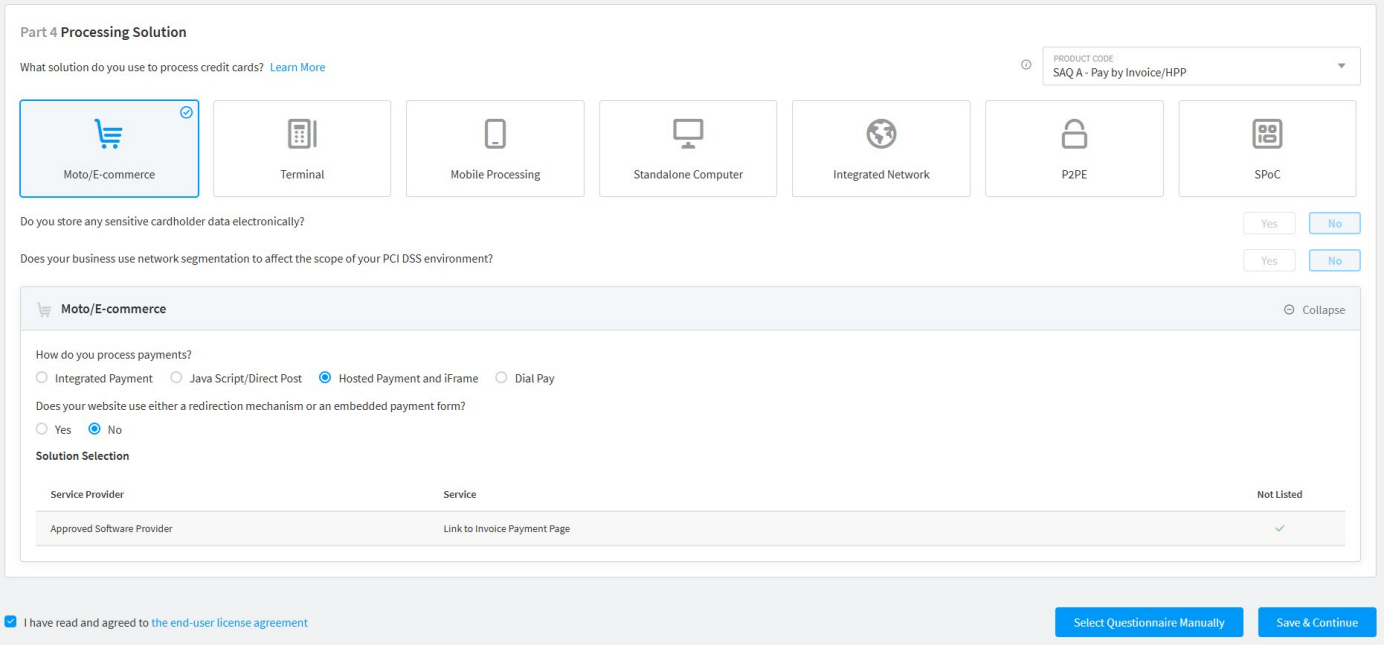
Part 3 — Relationships

- First question: Select **YES**.
- Second and third questions: Select **NO**.
- **Service Provider:** Enter **Stax Payments**.
- **Description:** Enter **Chalk It Pro**.
- Click **Save**.



Part 4 — Processing Solution

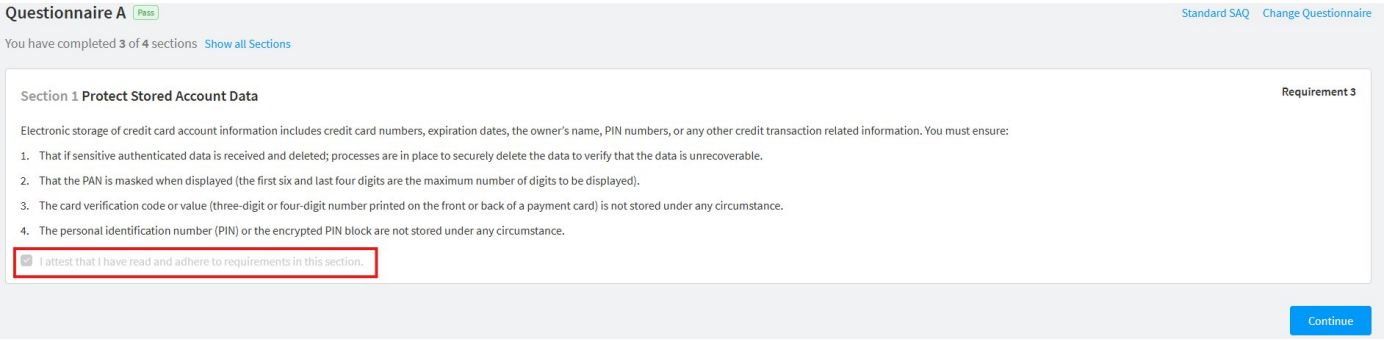
No changes should be required here, but this is typically what we see for this section. Check the box to agree to the end-user license agreement, then click **Save & Continue**.



Step 3 — Questionnaire

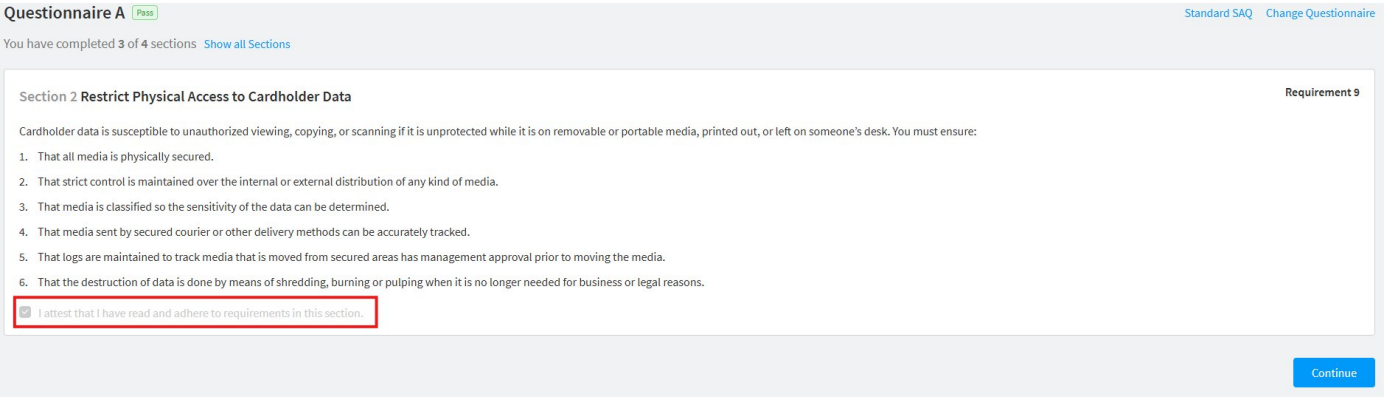
Part 1 — Protect Stored Account Data

Read through the section carefully, check the box to attest, then click **Continue**.



Part 2 — Restrict Physical Access to Cardholder Data

Read through the section carefully, check the box to attest, then click **Continue**.



Part 3 — Support Information Security with Organizational Policies and Programs

Read through the section carefully, check the box to attest, then click **Continue**.