

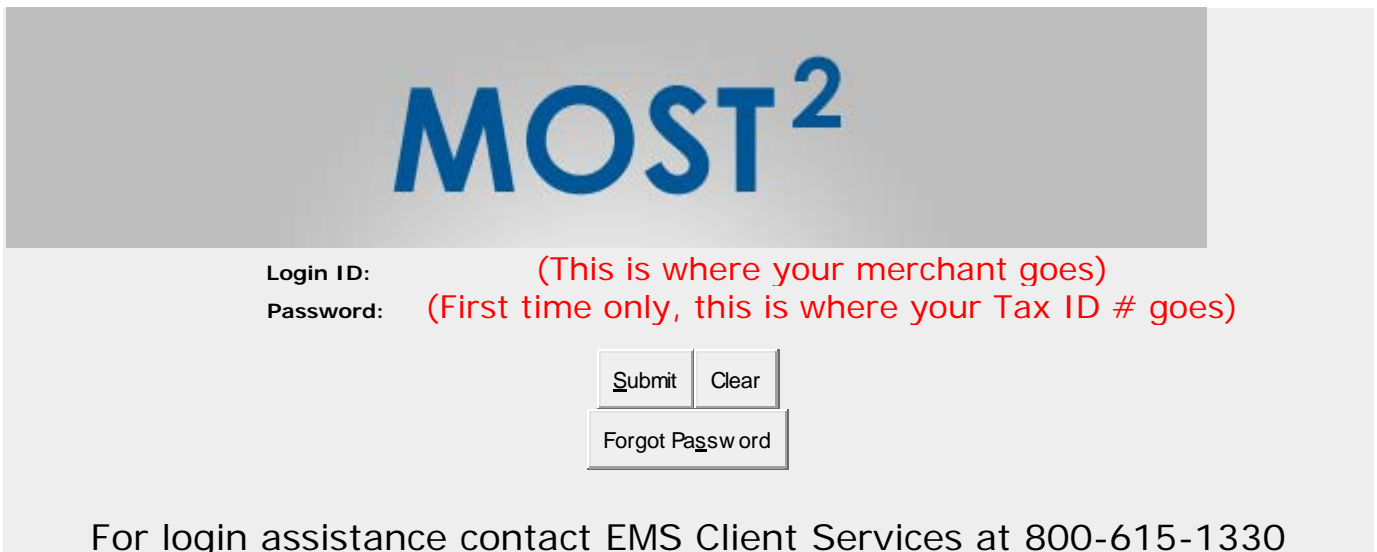
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MOST 2 (Merchant Online Statements & Transactions) & PCI Compliance Instructions

MOST 2 – EMS Data

With your merchant account, you are provided online access to your merchant account at no extra cost. This site is very useful to check volumes, card types taken, deposits and much more, including 18 months of your history. There are many reports available in MOST 2 and the reports are exportable in Excel. Access to the PCI test is available at this site. **The web site for MOST 2 is www.emsdata.net.** Please bookmark this site.

Below is a screen shot of the log-in screen and subsequent pages. Your log-in ID is your full merchant number; EX: 564400000 (+ 6 more digits) and your **FIRST TIME LOGIN** password is your 9 digit EIN number for corporations or your Social Security Number (TIN) for Sole Proprietors. After your initial log-in, you will be required to change the password and will be **required to change the password every 60 days. For your protection, you will be asked security questions.**



The screenshot shows the MOST² login interface. It features a large blue 'MOST²' logo at the top. Below the logo, there are two input fields: 'Login ID:' and 'Password:'. Red text provides instructions: '(This is where your merchant goes)' for the Login ID and '(First time only, this is where your Tax ID # goes)' for the Password. Below the input fields are three buttons: 'Submit', 'Clear', and 'Forgot Password'. At the bottom of the screenshot, it says 'For login assistance contact EMS Client Services at 800-615-1330'.

Reset Password

Please set your Security Question/Answer.
You will have an opportunity to change this later.

Question:

Answer:

Save



This is the second screen you will see where you set your new password.

* Passwords Must be at least 7 characters and have
1 Upper case/1 Lower case letter and 1 Number.

Login ID: _____

Old Password: _____ *

New Password: _____ ***

Retype New Password: _____ ***

Change Password Cancel

Spend some time in MOST2 and become familiar with the reports and other info available. All reports are exportable into most accounting software. If you chose, you can **allow your accountant access** to MOST2 to gather the info they need.

If you are having trouble logging in, please call EMS Customer Service (800-615-1330), hit option 3 – PCI Assistance. Ask them to re-set your password and then log-in. They will ask you to give them the last 4 digits of your Social Security Number to confirm you are the business owner.

Information Needed For Future Logins to MOST 2 (www.emsdata.net)

Log In ID _____ New Password _____

**MOST – Merchant Online Statements &
Transactions information. Go to www.emsdata.net
to login.**

PCI – DSS Annual Compliance - Trustwave

Payment Card Industry Data Security Standards (PCI-DSS) are security standards set by the Card Associations (Visa/MasterCard/Discover/American Express) to protect a card holder's (your customer's) personal information and to reduce fraud.

Your business is required by the Card Associations to be in compliance. You achieve compliance by *taking and passing* the PCI test. This test is a survey of how your business accepts cards and the potential vulnerability of a card holder's information. This is to help protect your customer's credit/debit card information, which your business has the *RESPONSIBILITY* to do. This test normally takes about 20 minutes to complete. Failure to complete and **PASS** this test will result in additional fees. **You have a 90 day grace period from the time you are installed with EMS Arizona.** Your business is required to take this test annually. Because of this – keep these documents handy for FUTURE tests.

EMS Arizona employs Trustwave (www.trustwave.com) to supply these online tests. Should you have any questions while taking the PCI test, help is available through EMS Customer Service (800-615-1330) and Trustwave (877-815-3414).

The Actual Online PCI-DSS Test

Now that you are in MOST2, at the top of the screen you will see tabs, and one of those tabs says "PCI".

1. Click that tab, another page will open and you will be taken to the Trustwave web site.
2. Click "Get Started"
3. Under "Start", you will need to complete a little info about yourself and your business. Have your complete merchant number handy; _____ . You will need to create a log-in ID (your email address) and a password (you may want to use the same password as you used in MOST2). You will be asked 3 Security Questions (and answers you provide) of your choosing (there are drop-down boxes).
4. Please write down AND STORE this information in a SECURE PLACE and access again.

Your Trustwave ID: _____

Your Trustwave Password: _____

Security Questions & Answers:

1. Q _____

A _____

2. Q _____

A _____

3. Q _____

A _____

- ✓ Tip: As you near the end of the PCI Test, you will be asked if you have written policies for protecting card holder information. If you do not, simply choose the middle answer – “We will use the Trustwave Certification” as the best answer.
- ✓ After you pass, you can then print a Certificate to display for your customers.

For future access to your Trustwave Account, please go to:

<https://login.trustwave.com/portal-core/home> (Please bookmark this site)

HELPFUL INFORMATION:

Randy Christian, EMS Arizona

Email: randy@ems-arizona.com

Cell: 440-360-3537

Office: 623-523-3671

Fax: 888-427-5959

EMS Customer Service

800-615-1330, Thomas Shorter (KART Team), ext. 2871

Email: tshorter@emscorporate.com

Trustwave (PCI Compliance)

www.trustwave.com

Customer Service: 877-815-3414