DATA SECURITY ESSENTIALS FOR SMALL MERCHANTS A PRODUCT OF THE PAYMENT CARD INDUSTRY SMALL MERCHANT TASK FORCE

Common Payment Systems Version 3.0 | April 2024



Payment System Types and How to Secure Them



PAYMENT SYSTEM TYPES

To protect your business against payment data theft, you first have to understand how you take payments in your store or shop. What kind of equipment do you use, who are your bank and technology vendor partners, and how do these things all fit together?

Use these real-life visuals to identify what type of payment system you use, the kinds of risks associated with your system, and the security steps you can take to protect it.



How do you use this resource?

IDENTIFY WHICH VISUAL MOST CLOSELY REPRESENTS YOUR PAYMENT SYSTEM:

- This guide, intended to supplement the <u>Guide to Safe</u> <u>Payment</u>, shows several common payment system diagrams, starting with the most simple up to very complex.
- Each payment system diagram includes four views:
 1) Overview
 - 2) Risks where card data is exposed
 - 3) Threats how criminals can get card data
 - 4) Protections recommended ways to protect card data.
- Flip through to find the one you recognize as yours.

UNDERSTAND YOUR RISKS AND THREATS:

• Once you find the payment system views that most closely matches yours, review the next two diagrams to see where card data is at risk for your business, and the ways your business is vulnerable to attack.

PROTECT CARD DATA AND YOUR BUSINESS WITH SECURITY BASICS:

- Lastly, review the fourth view for your payment system type that includes basic security recommendations to help you protect your business.
- This view includes links to the recommendations in the areas in the <u>Guide to Safe Payments</u> to help you in this process.
- See also <u>Questions to Ask Your Vendors</u> and the <u>Glossary</u> <u>of Payment and Information Security Terms</u>.

COMPLETE THE DATA SECURITY ESSENTIALS EVALUATION IF SO INSTRUCTED BY YOUR ACQUIRER/ BRAND

Optionally, for merchant information only, you can elect to use this resource or PCI SSC's <u>Data Security Essentials</u> <u>Evaluation Tool</u> to gain insight about security practices relevant to how you accept payments. To use this resource, simply:

- Start at <u>Payment system types at-a-glance</u>
- Find the payment system diagram that most closely matches how you accept payments
- From that diagram, click on the Blue Box to download the relevant Evaluation Form
- Provide your responses
- Review your results
- Print out or save the resulting PDF for future use

Note that these are preliminary results. You cannot submit the evaluation from PCI SSC's website, nor does PCI SSC submit it on your behalf. You must contact your merchant bank and follow their completion and submission instructions.



What do these terms mean?

Accepting face-to-face card payments from your customers requires special equipment. Depending on where in the world you are located, equipment used to take payments is called by different names. Here are the types we reference in this document and what they are commonly called.

A **PAYMENT TERMINAL** is the device used to take customer card payments via swipe, dip, insert, tap, or manual entry of the card number. Point-of-sale (or POS) terminal, credit card machine, PDQ terminal, or EMV/chip-enabled terminal are also names used to describe these devices.



An **ELECTRONIC CASH REGISTER** (or till; may also be known as POS System) registers and calculates transactions, and may print out receipts, but it does not accept customer card payments.



An INTEGRATED PAYMENT TERMINAL is a

payment terminal and electronic cash register in one, meaning it takes payments, registers and calculates transactions, and prints receipts.



A **MERCHANT BANK** is a bank or financial institution that processes credit and/or debit card payments on behalf of merchants. Acquirer, acquiring bank, and card or payment processor are also terms for this entity.



ENCRYPTION (or cryptography) makes card data unreadable to people without special information (called a key). Cryptography can be used on stored data and data transmitted over a network. Payment terminals that are part of a PCI-listed P2PE solution provide merchants the best assurance about the quality of the encryption. With a PCIlisted P2PE solution, card data is always entered directly into a PCI-approved payment terminal with something called "secure reading and exchange of data (SRED)" enabled. This approach minimizes risk to clear-text card data and protects merchants against payment-terminal exploits such as "memory scraping" malware. Any encryption that is not done within a PCI-listed P2PE should be discussed with your vendor.



A **PAYMENT SYSTEM** includes the entire process for accepting card payments. Also called the cardholder data environment (CDE), your payment system may include a payment terminal, an electronic cash register, other devices or systems connected to a payment terminal (for example, Wi-Fi for connectivity or a PC used for inventory), and the connections out to a merchant bank. It is important to use only secure payment terminals and solutions to support your payment system.



Understanding your E-commerce Payment System

When you sell products or services online, you are classified as a e-commerce merchant. Here are some common terms you may see or hear and what they mean.

An E-COMMERCE WEBSITE houses and presents your business website and shopping pages to your customers. The website may be hosted and managed by you or by a third party hosting provider.

Your **SHOPPING PAGES** are the web pages that show your product or services to your customers, allowing them to browse and select their purchase, and provide you with their personal and delivery details. No payment card data is requested or captured on these pages.

Your **PAYMENT PAGE** is the web page or form used to collect your customer's payment card data after they have decided to purchase your product or services. Handling of card data may be 1) managed exclusively by the merchant using a shopping cart or payment application, 2) partially managed by the merchant with the support of a third party using a variety of methods, or 3) wholly outsourced to a third party. Most times, using a wholly outsourced third party is your the safest option - and it is important to make sure they are a PCI DSS validated third party.



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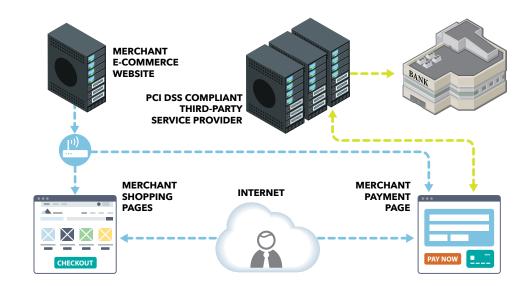
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СНЕСКОЦ

An E-COMMERCE PAYMENT SYSTEM encompasses the entire process for a customer to select products or services and for the e-commerce merchant to accept card payments, including a website with shopping pages and a payment page or form, other connected devices or systems (for example Wi-Fi or a PC used for inventory), and connections to the merchant bank (also called a payment service provider or payment gateway). Depending on the merchant's e-commerce payment scenario, an e-commerce payment system is either wholly outsourced to a third party, partially managed by the merchant with support from a third party,

or managed exclusively by the merchant.





Understanding your Petroleum & Fuel System

When you sell petroleum & fuel, you are classified as a petroleum merchant. Here are some common terms you may see or hear and what they mean.

A **PETROLEUM SYSTEM** encompasses the entire process for a consumer to purchase petroleum, either outside at an unattended Fuel Island or inside at a POS Terminal.

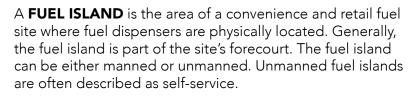
An **ELECTRONIC PAYMENT SERVER (EPS)** (may also be part of the Site Controller) is a software payment application, usually present in a semi-integrated system, that gives pointof-sale (POS) systems a way to perform payment transactions in a standard way, independent of the payment networks providing authorization. The EPS separates payment from the POS system or outdoor sales processor (OSP). The EPS



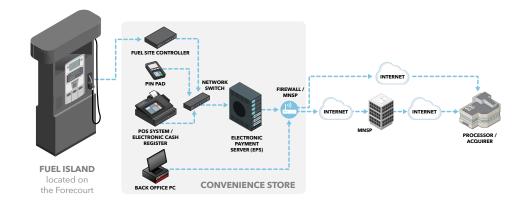
the POS system or outdoor sales processor (OSP). The EPS manages payment requests from the POS systems and OSP, card data acquisition from the EMV terminals, and payment authorizations for all POS systems and the OSP. Generally, all payment business logic is implemented within the EPS. The POS, OSP, and EMV terminals being relatively "dumb" devices programmed to implement only the interface to/from the EPS.

A **FUEL SITE CONTROLLER** is a software application designed to interface with the various forecourt devices of a fuel station, but primarily the fuel dispensers. The fuel site controller handles both physical and logical device control. Typically, it controls the device states, makes sure unauthorized state changes are prevented, and ensures processes follow regulations and specifications.









A MANAGED NETWORK SERVICE PROVIDER

(MNSP) is a service provider who administers site level network connectivity, failover, on premise network device configurations, remote connectivity such as VPN, and/ or network security features. The MNSP is responsible for maintaining the controls that protect network devices from misconfiguration, including insecure configuration. These providers generally have remote access to a site's network, and thus a compromise of a MNSP system could lead to a compromise of the cardholder data environment.

A **BACK OFFICE PC** is a dedicated personal computer used to manage nonconsumer business operations for a convenience and retail fuel site. The back office system supports daily operational activities such as inventory management, price book, product supply, fuel management, site-level accounting, and daily reporting and journaling.

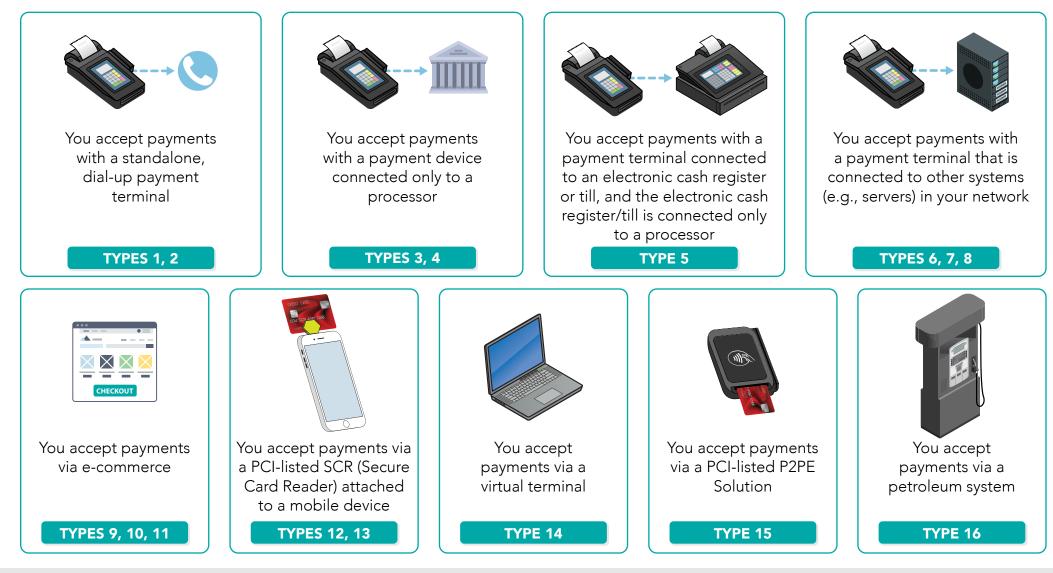
The **FORECOURT** is the area where fuel dispensers are present and accessible to consumers wishing to refuel their vehicle. It is the area outside the salesroom or the convenience store of a fuel station where consumers park their vehicles while dispensing fuel.



Payment system types at-a-glance

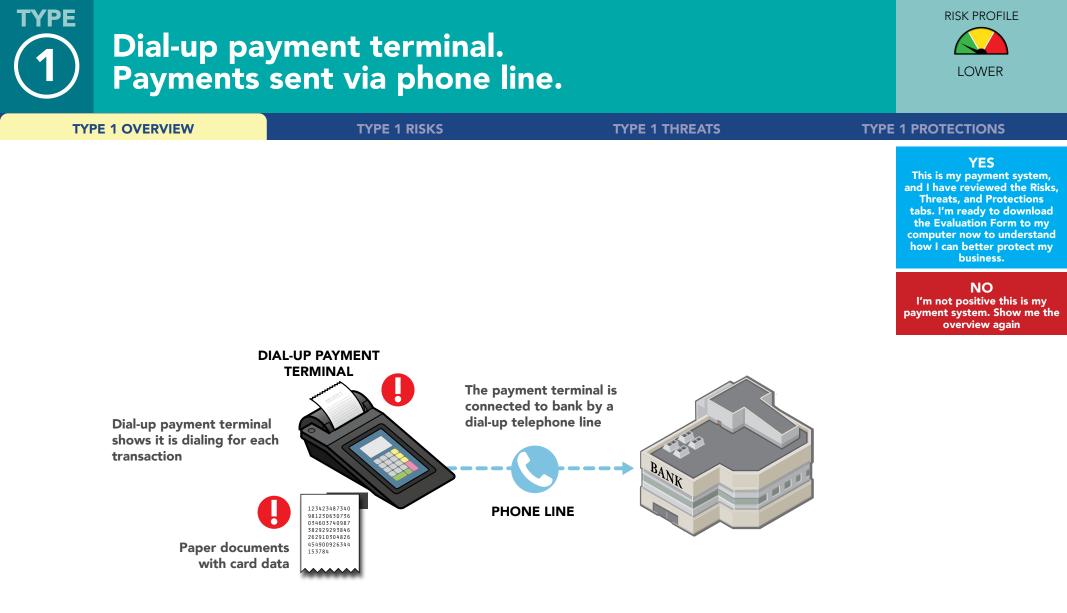
How do you accept payments?

Review all payment diagrams that apply to how your business accepts payments

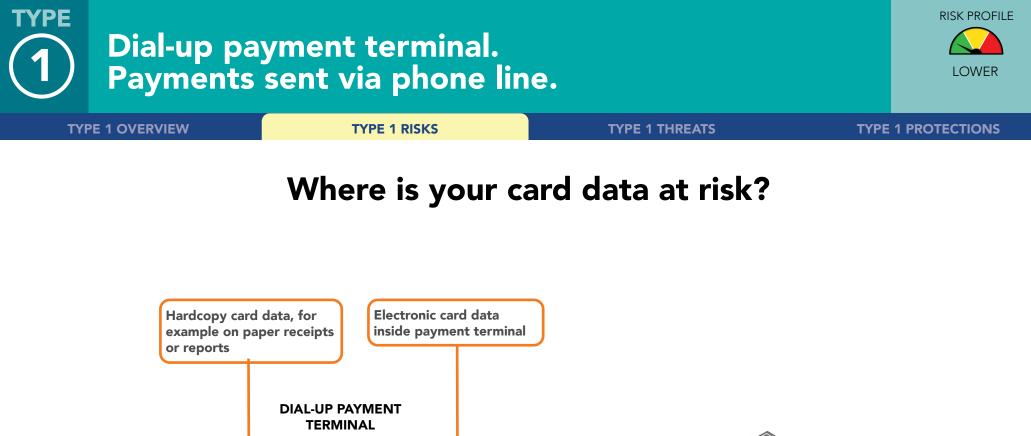




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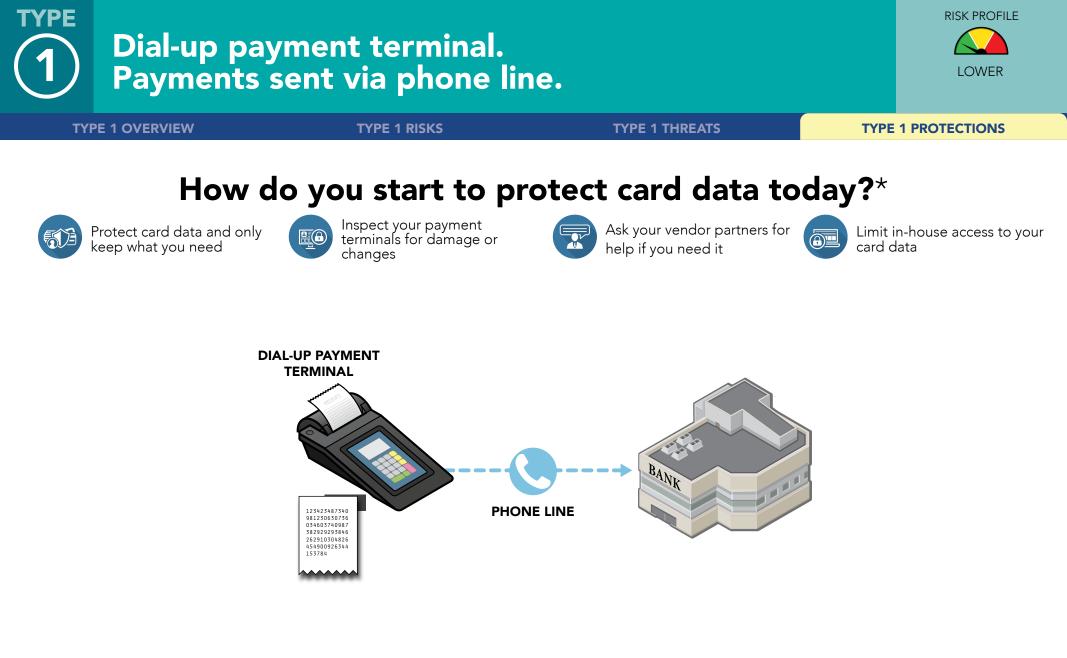






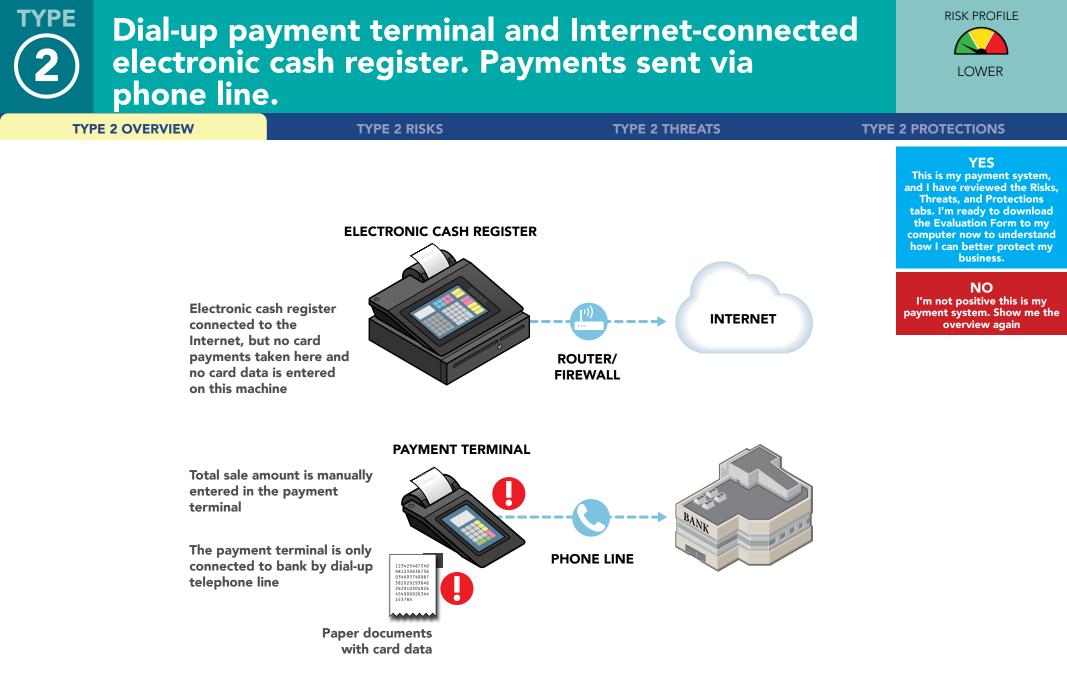






*Click on the icons above for the <u>Guide to Safe Payments</u> and information about these security basics. For simple definitions of payment and security terms, see our Glossary.

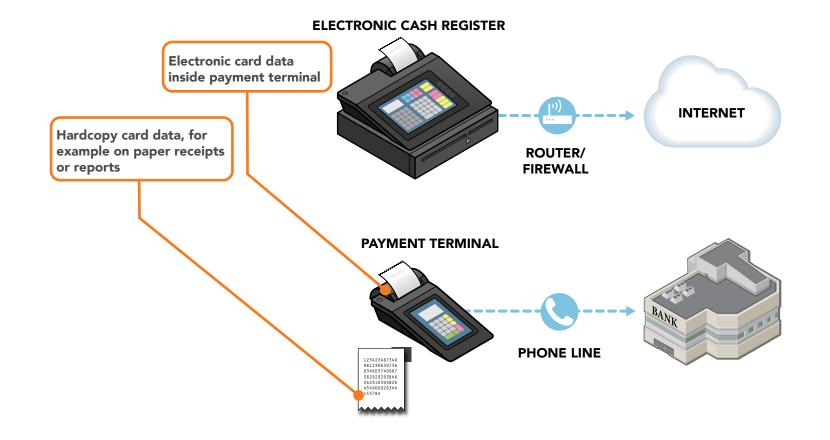








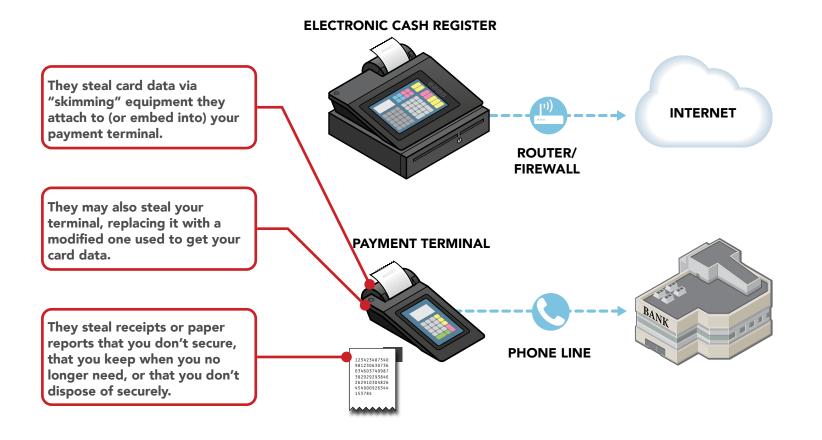
Where is your card data at risk?



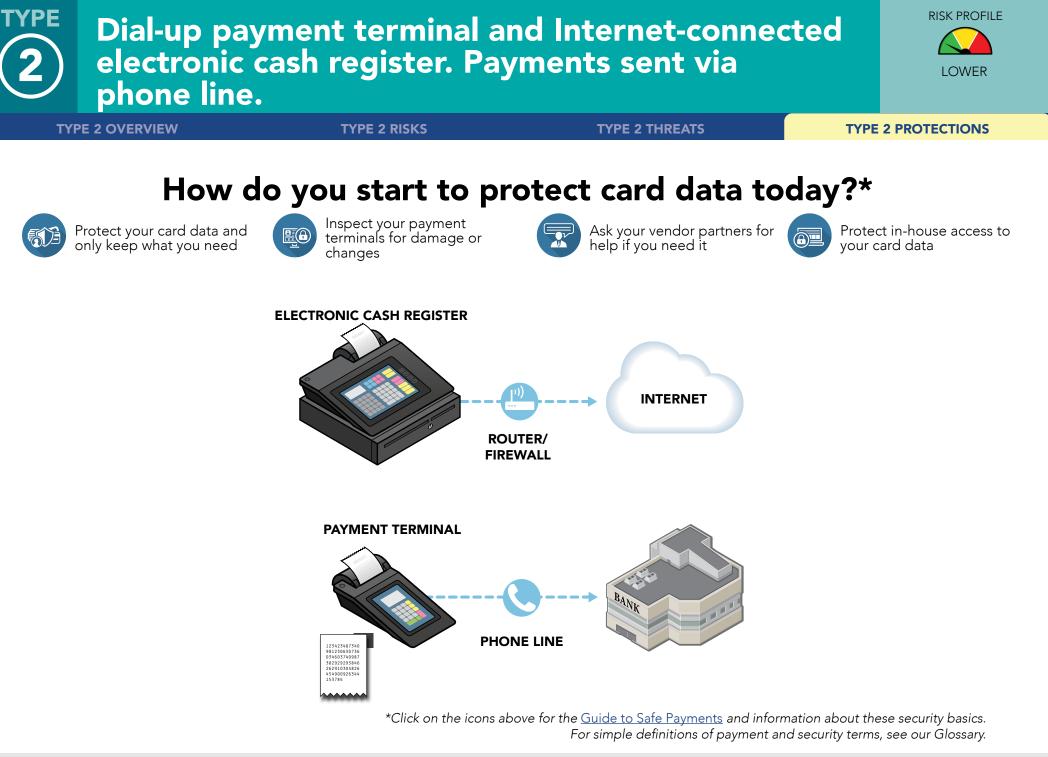




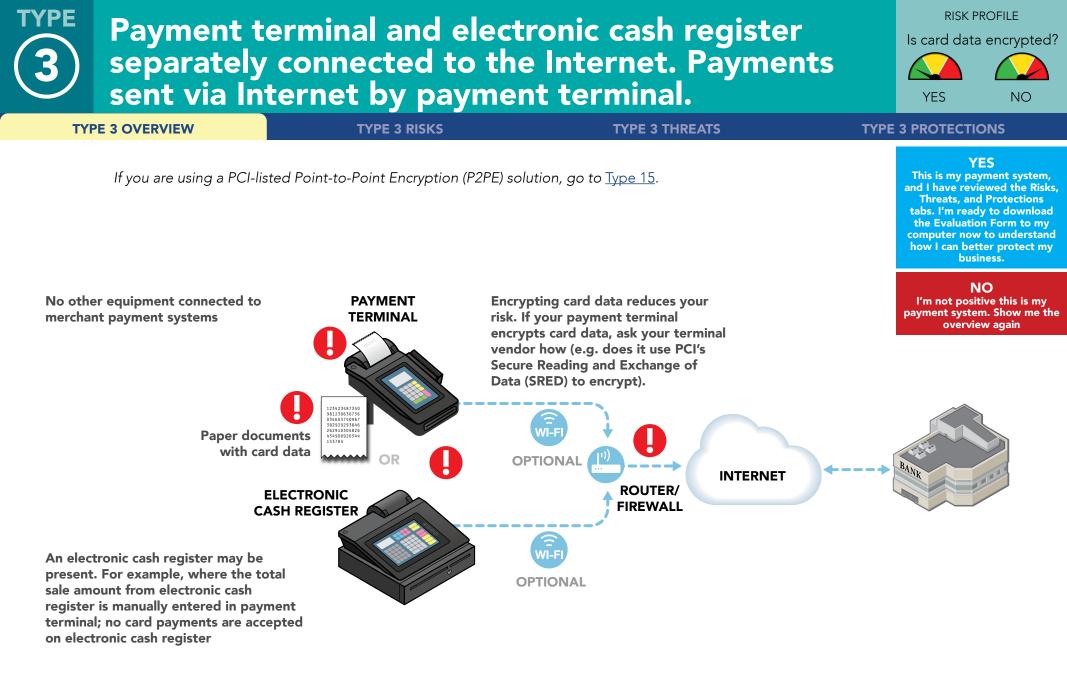
How do criminals get your card data?



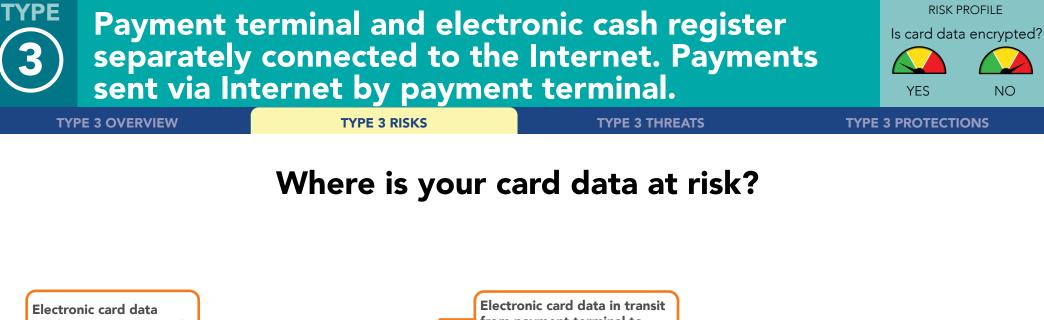


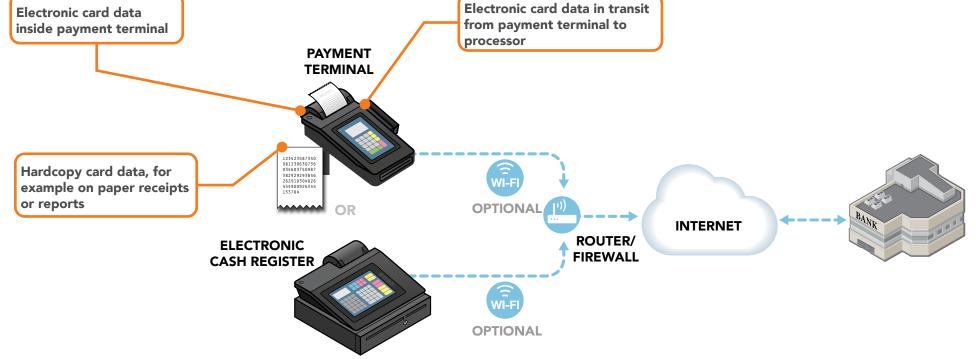




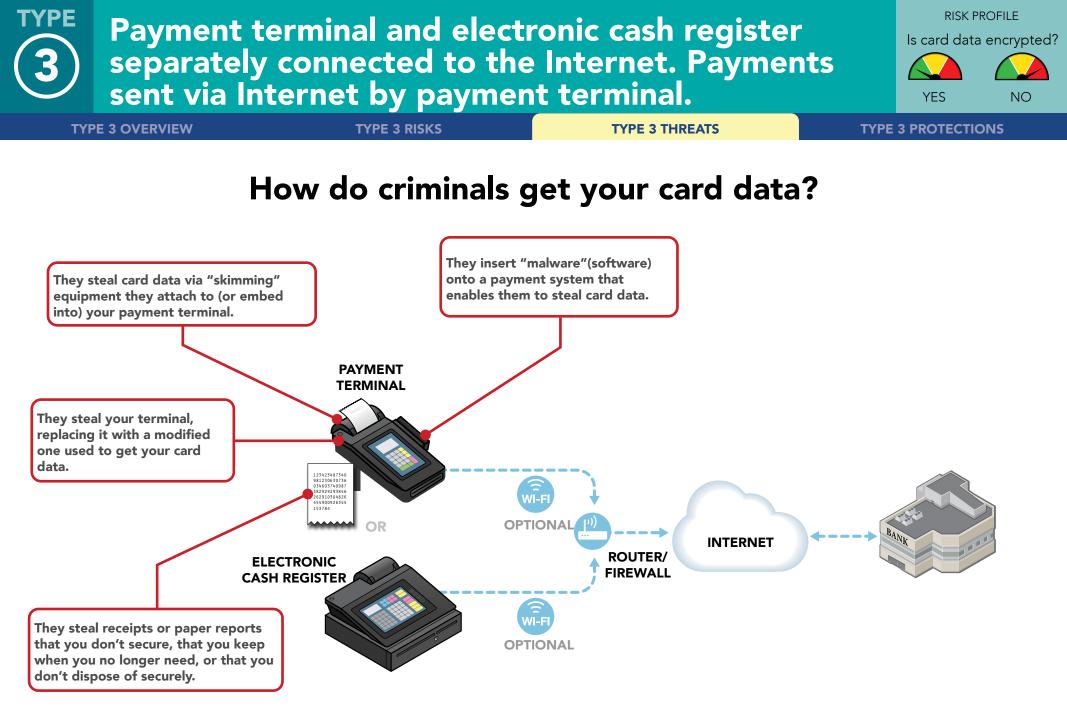




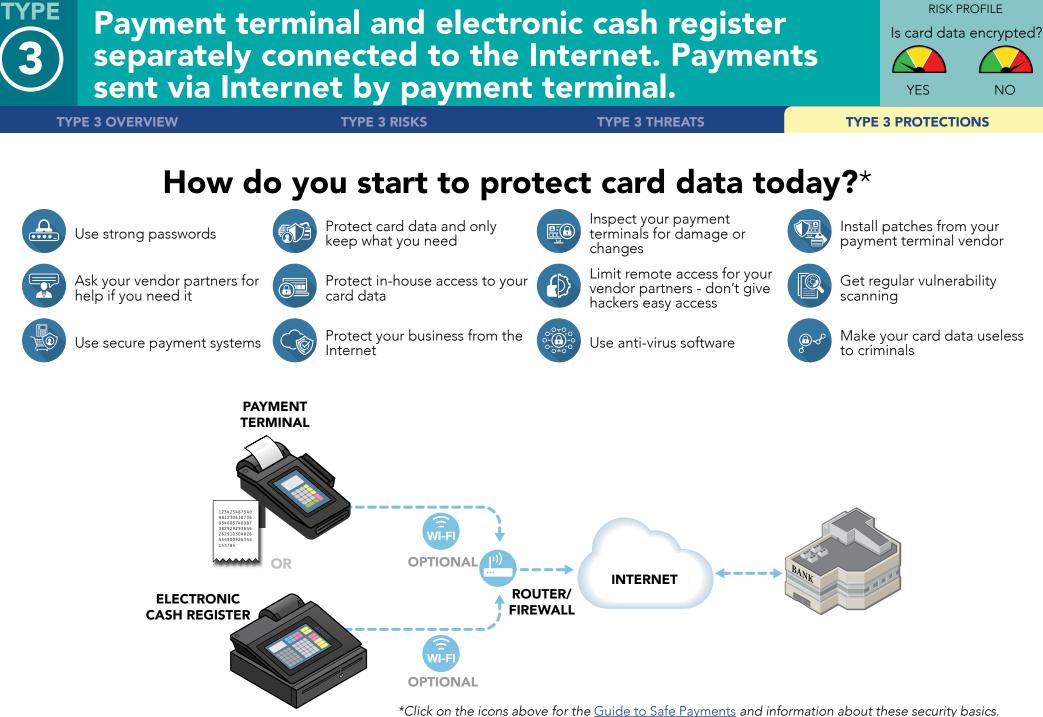






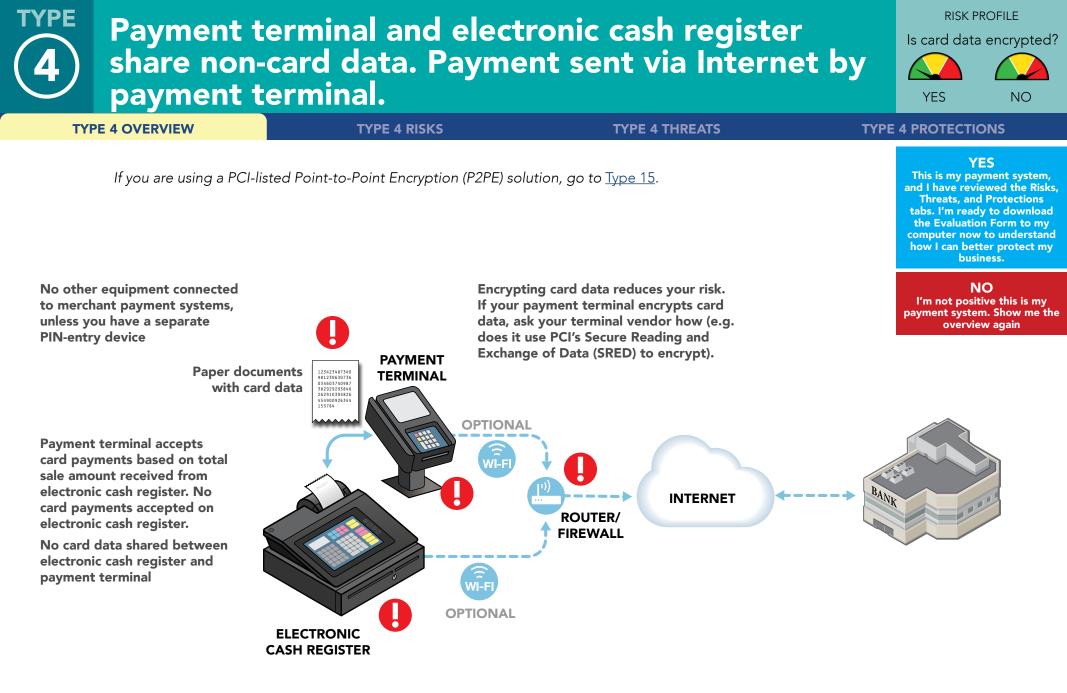






For simple definitions of payment and security terms, see our Glossary.

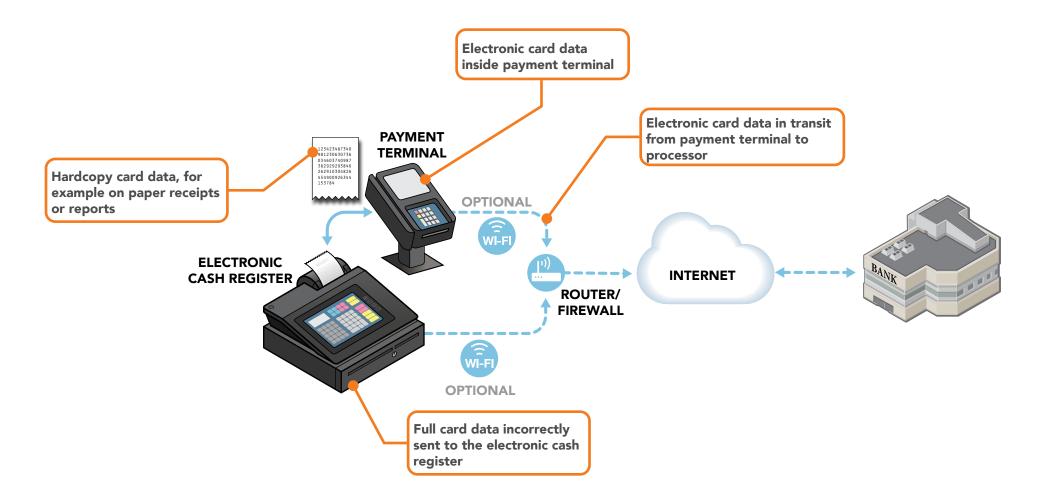




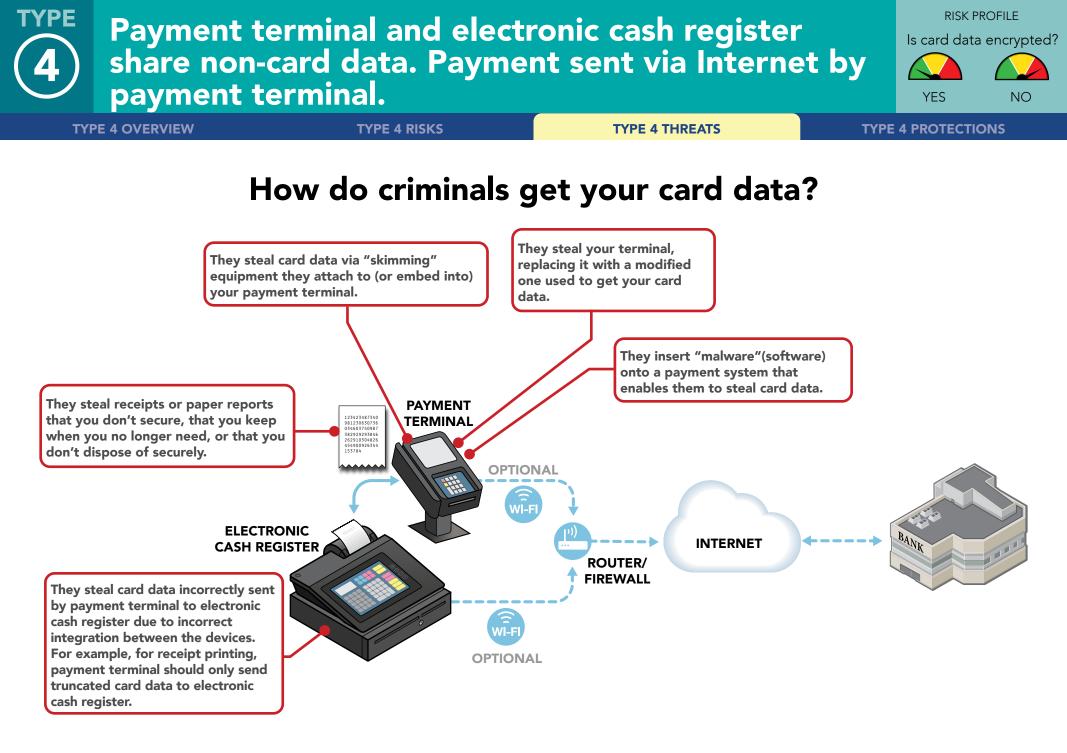
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Where is your card data at risk?





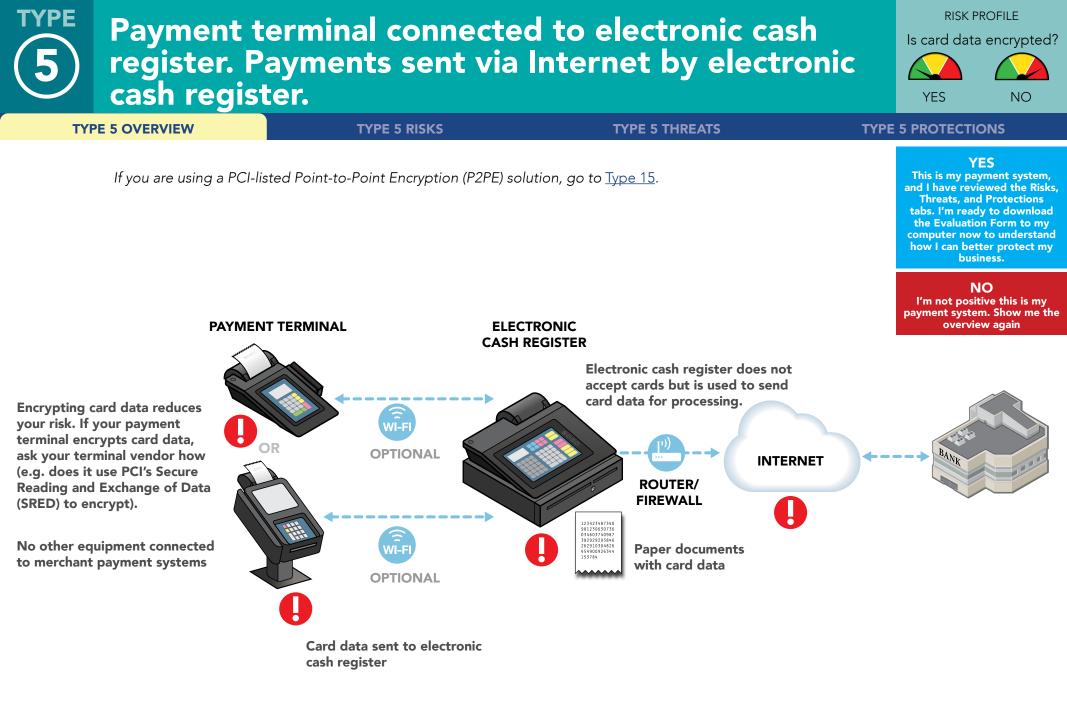




TYPE **RISK PROFILE** Payment terminal and electronic cash register Is card data encrypted? share non-card data. Payment sent via Internet by payment terminal. NO YES **TYPE 4 OVERVIEW TYPE 4 RISKS TYPE 4 THREATS TYPE 4 PROTECTIONS** How do you start to protect card data today?* Inspect your payment Protect card data and only Install patches from your Use strong passwords terminals for damage or ****_ keep what you need payment terminal vendor changes Limit remote access for your $\langle \rangle$ Get regular vulnerability Ask your vendor partners for Protect in-house access to your vendor partners - don't give help if you need it card data scanning hackers easy access Protect your business from the Make your card data useless Use secure payment systems Use anti-virus software to criminals Internet PAYMENT 123423487340 **TERMINAL** 981230630736 382929293846 262910304826 454900926344 153784 **OPTIONAL** WI-FI **ELECTRONIC** INTERNET **CASH REGISTER ROUTER**/ **FIREWALL** WI-FI **OPTIONAL**

> *Click on the icons above for the <u>Guide to Safe Payments</u> and information about these security basics. For simple definitions of payment and security terms, see our Glossary.

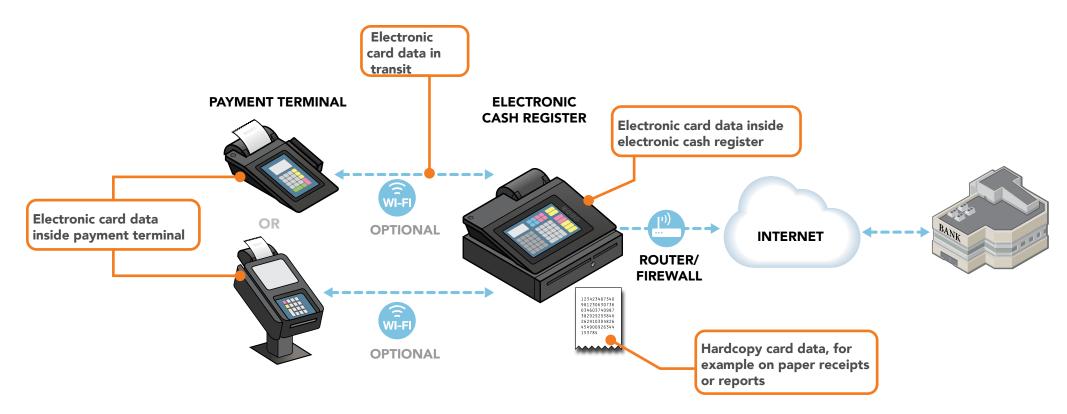




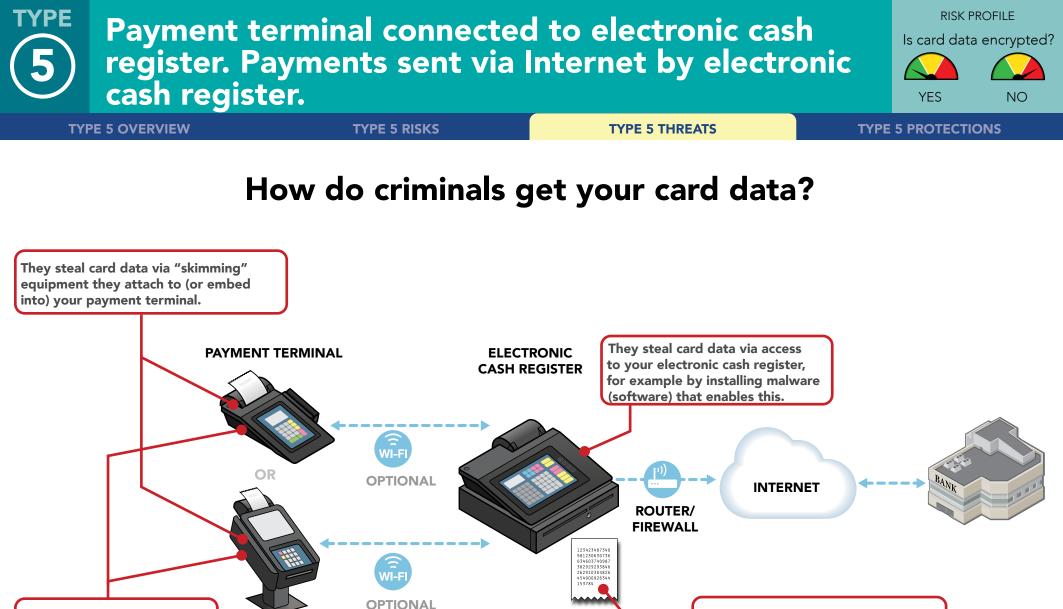




Where is your card data at risk?







They steal receipts or paper reports that you don't secure, that you keep when you no longer need, or that you don't dispose of securely.

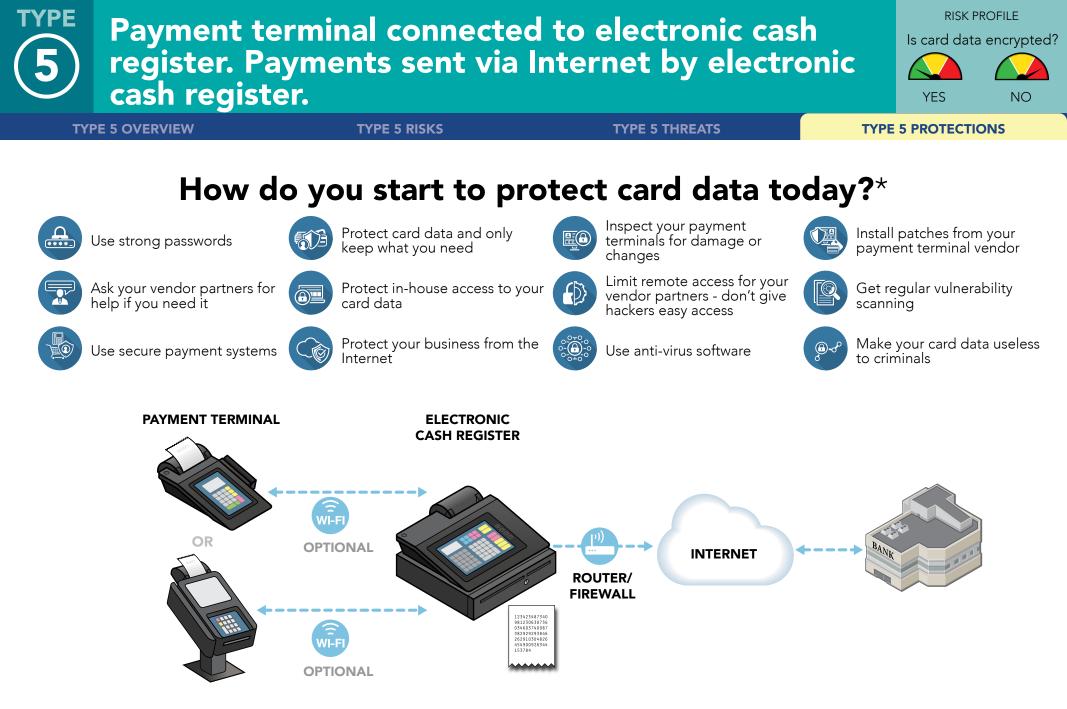


vour card data.

They may also steal your

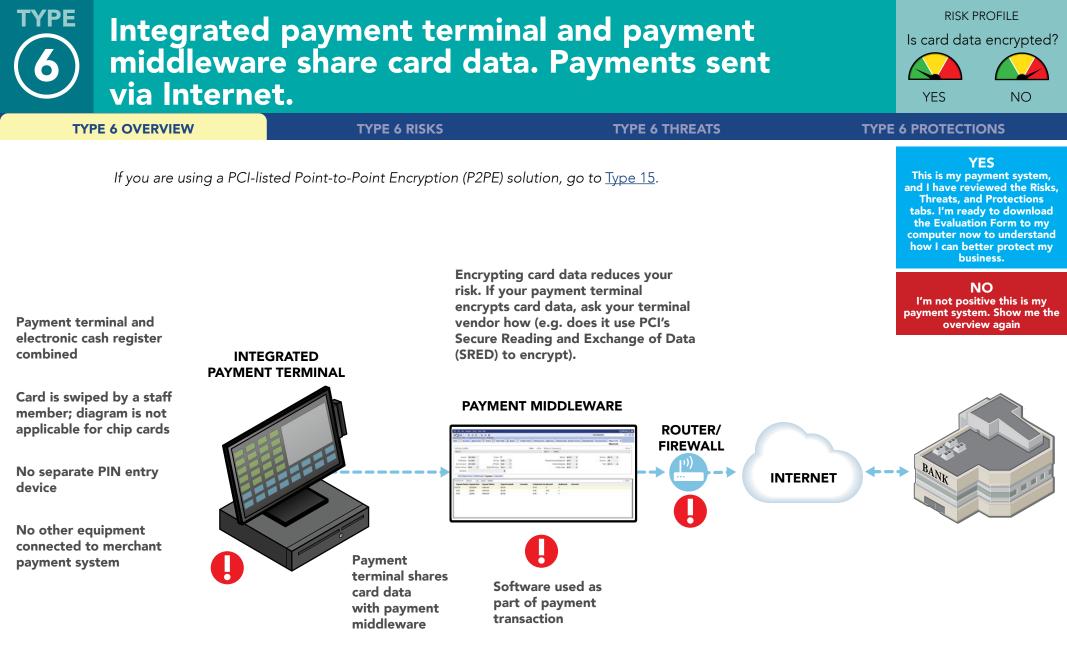
terminal, replacing it with

a modified one used to get

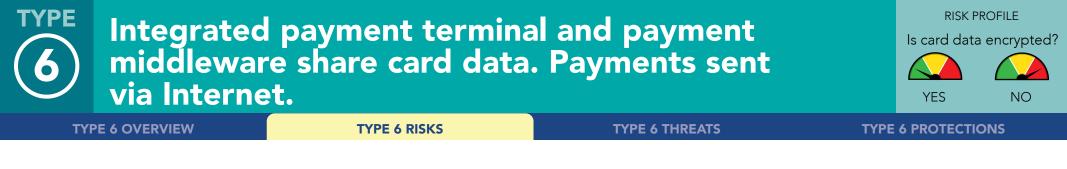


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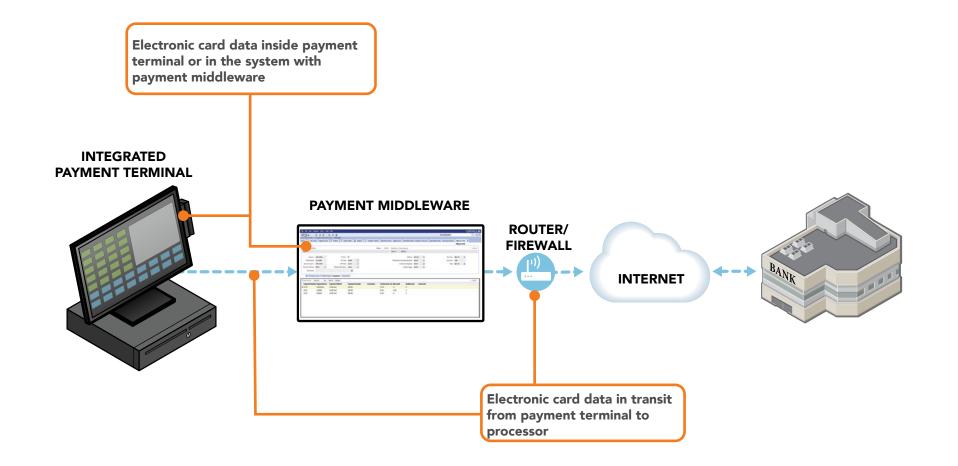




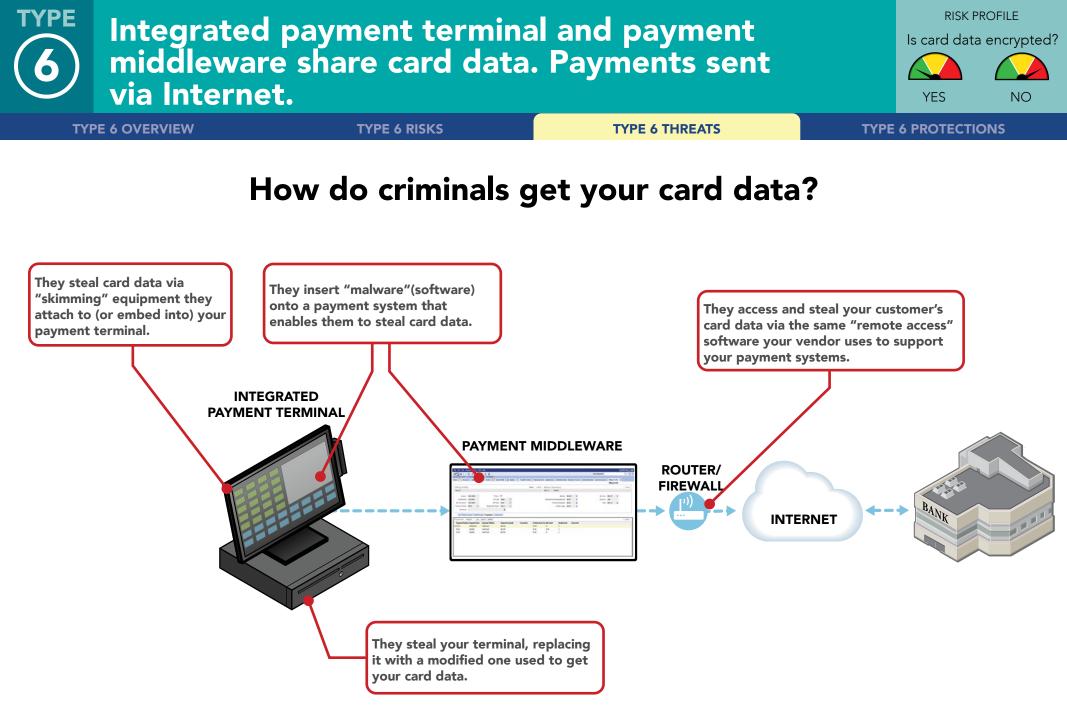




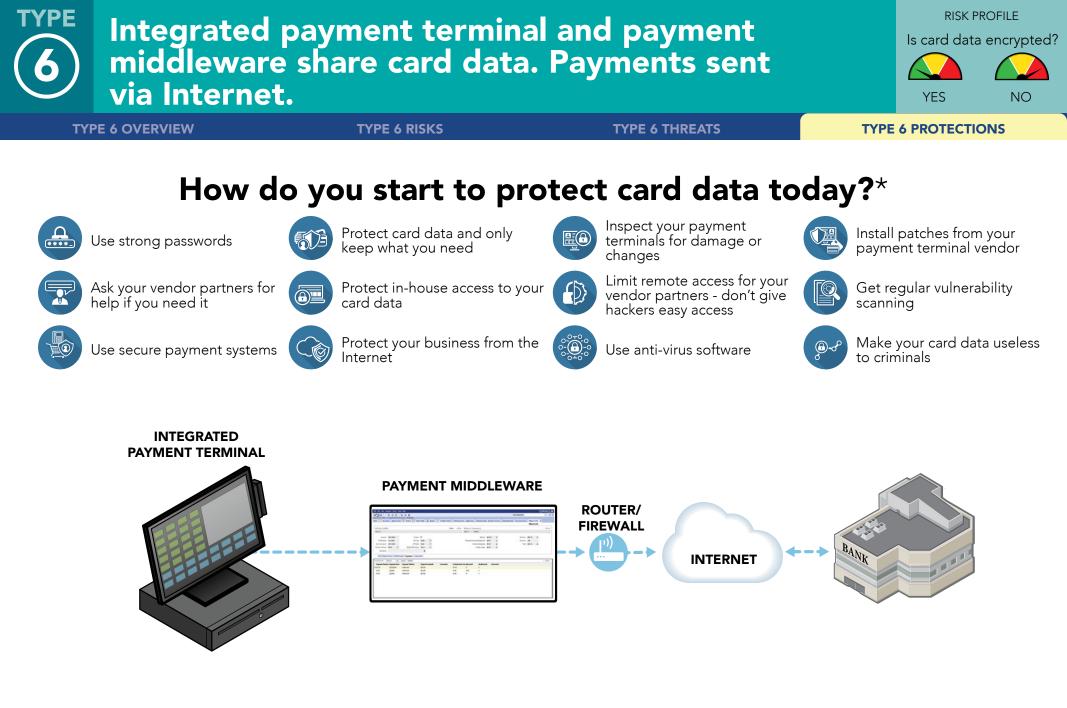
Where is your card data at risk?





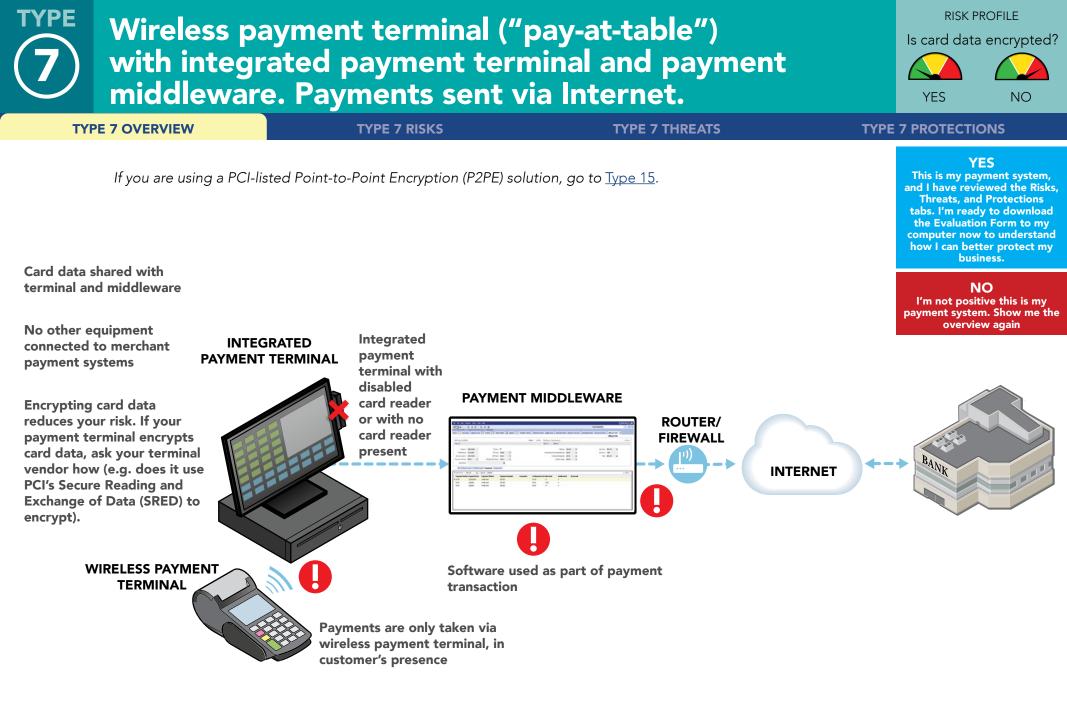




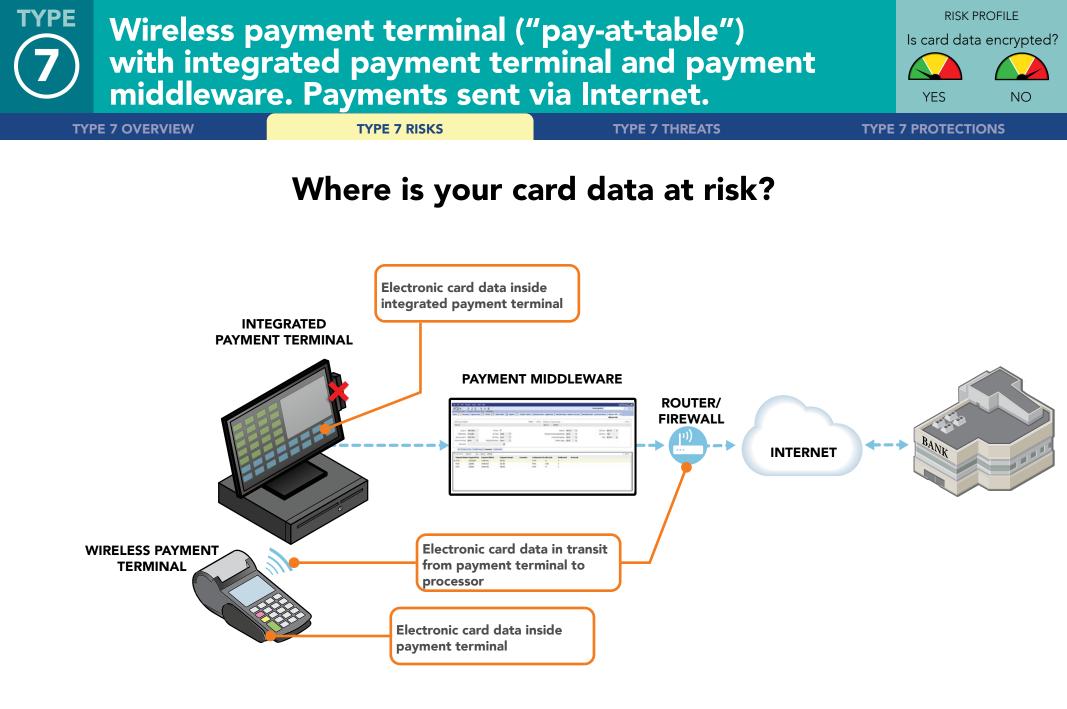


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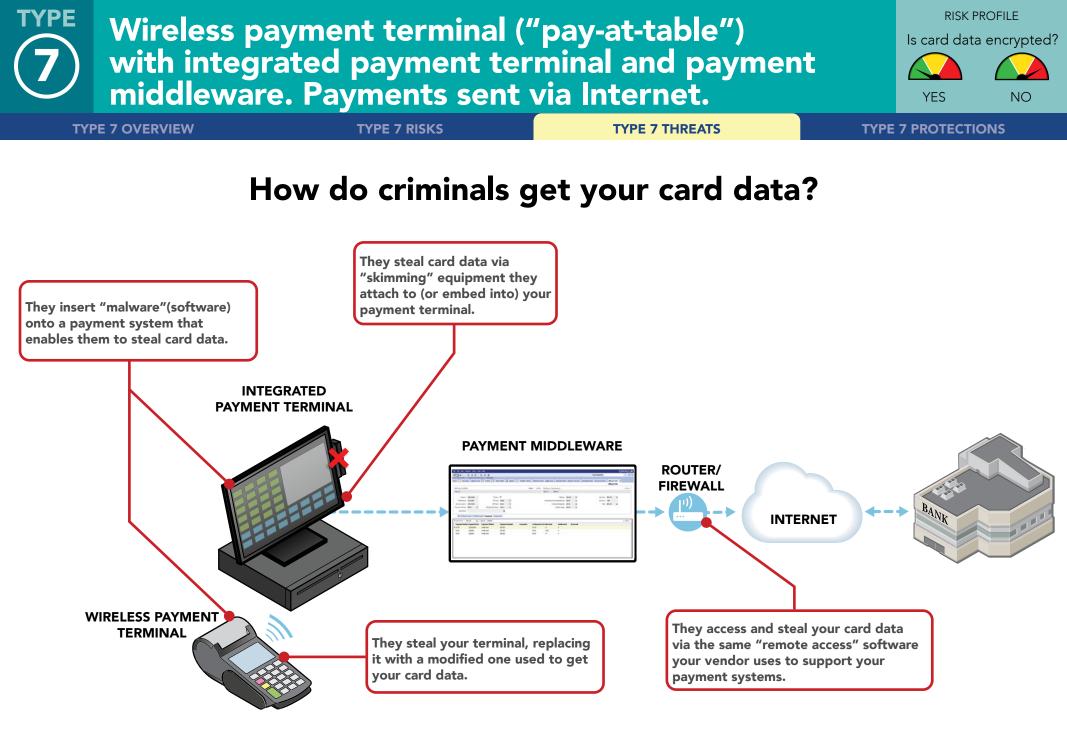




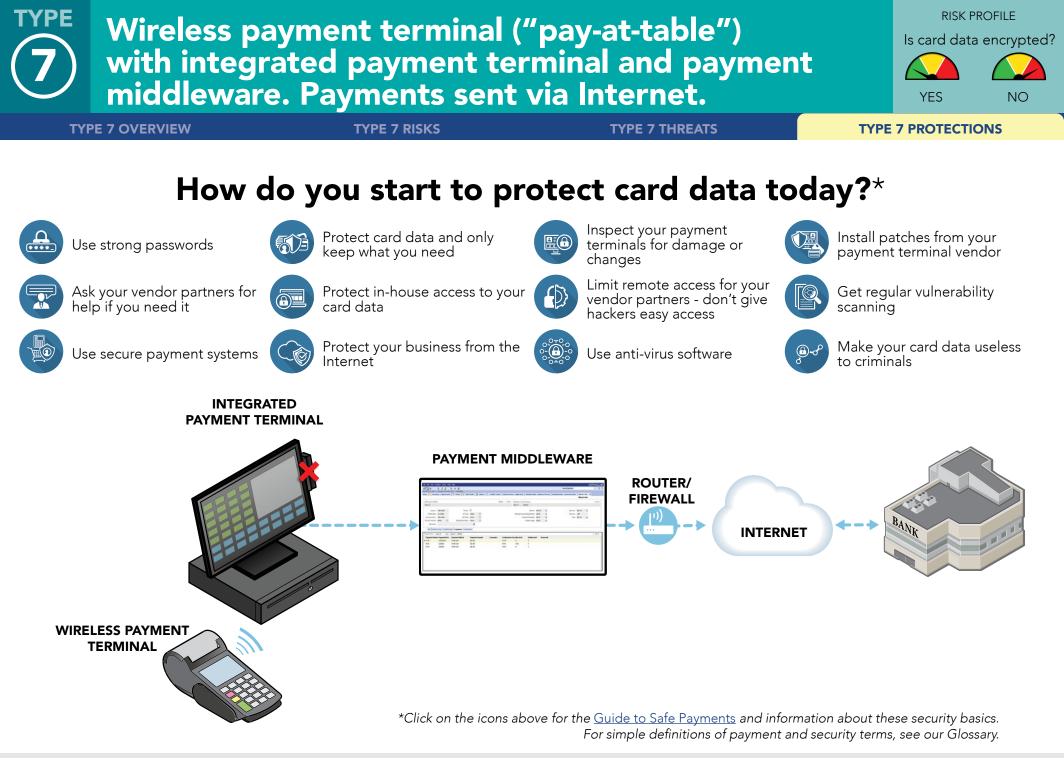




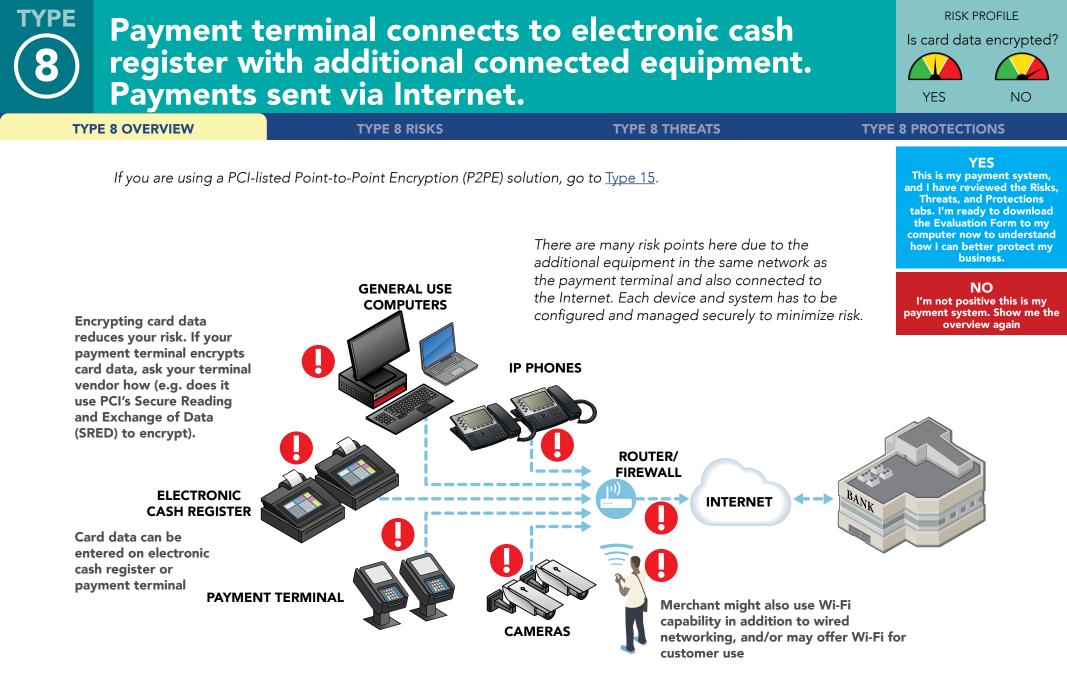
















Payment terminal connects to electronic cash register with additional connected equipment. Payments sent via Internet.

Is card data encrypted? YES NO

RISK PROFILE

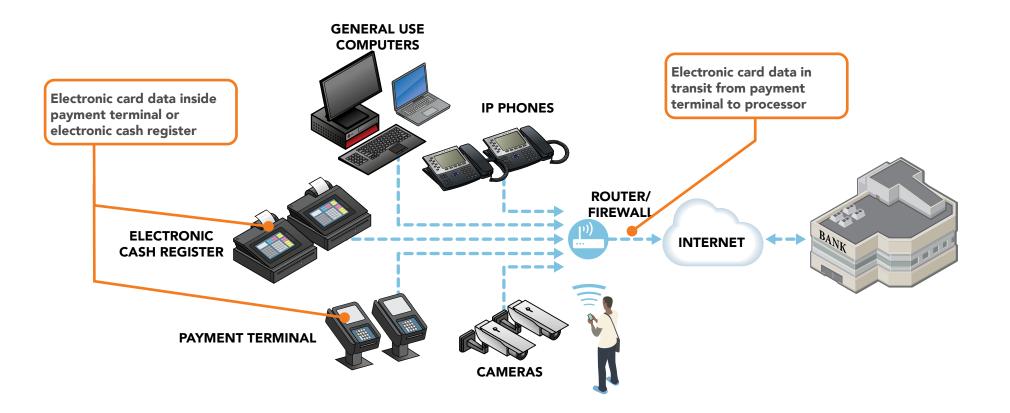
TYPE 8 OVERVIEW

TYPE 8 RISKS

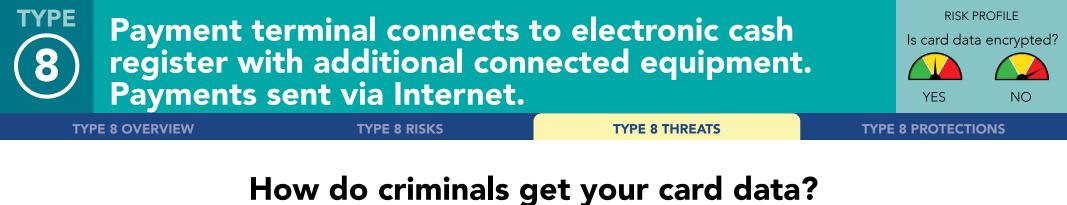
TYPE 8 THREATS

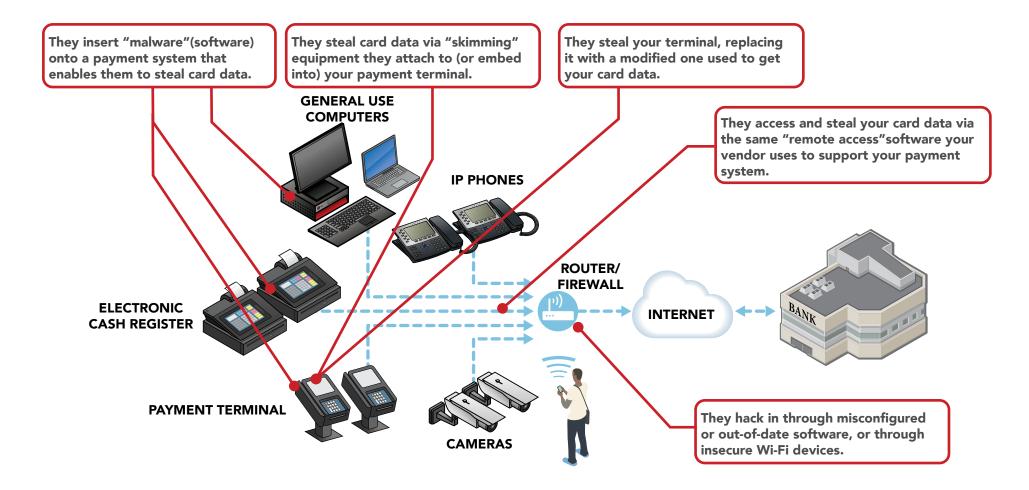
TYPE 8 PROTECTIONS

Where is your card data at risk?

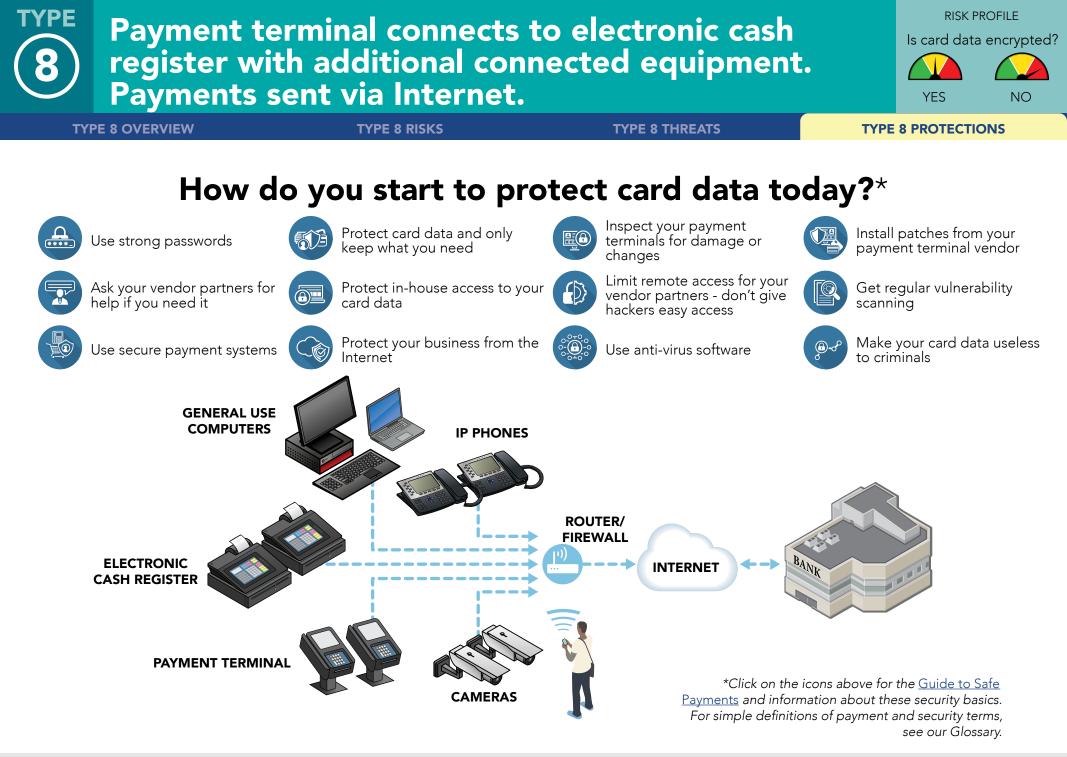




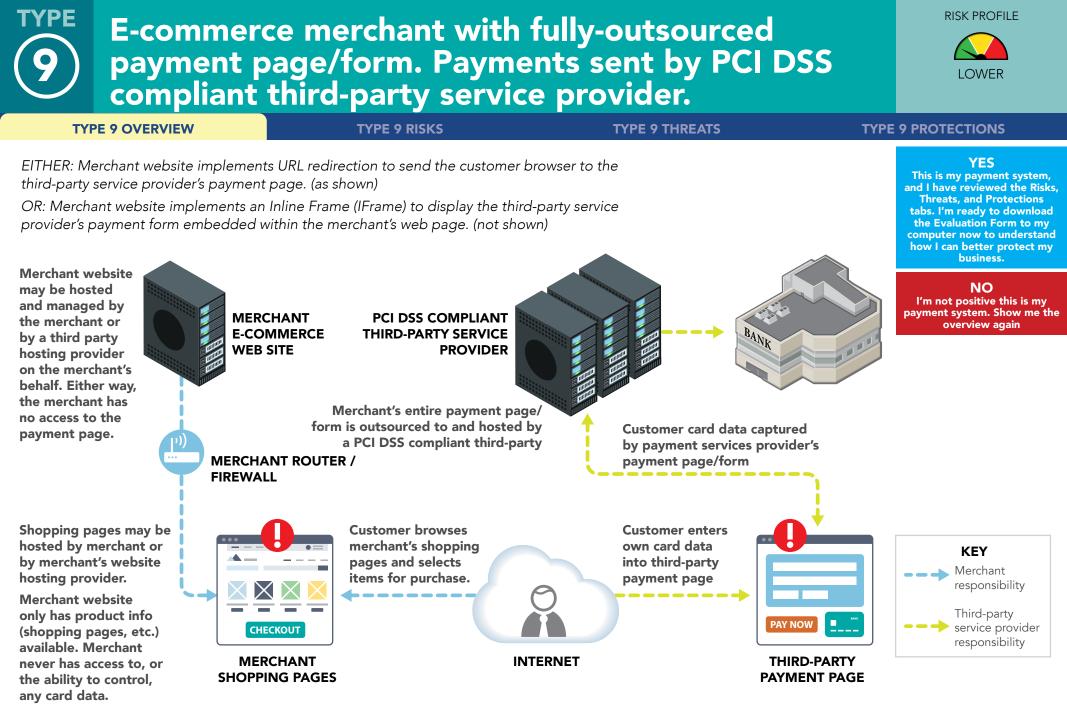




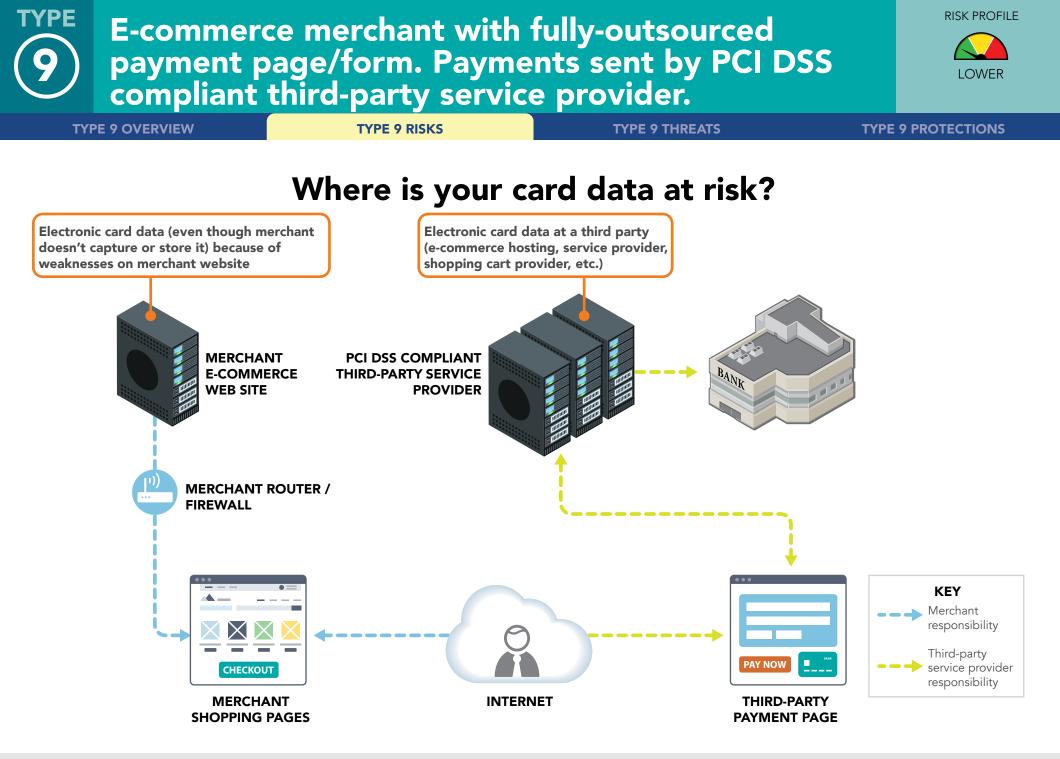




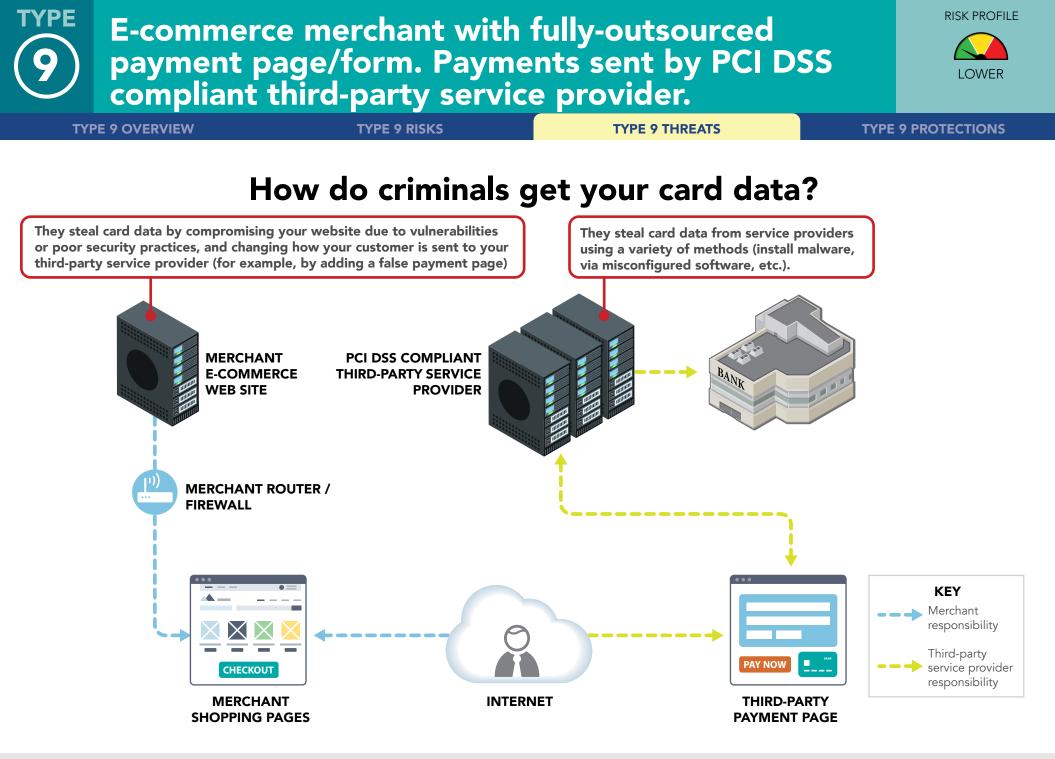




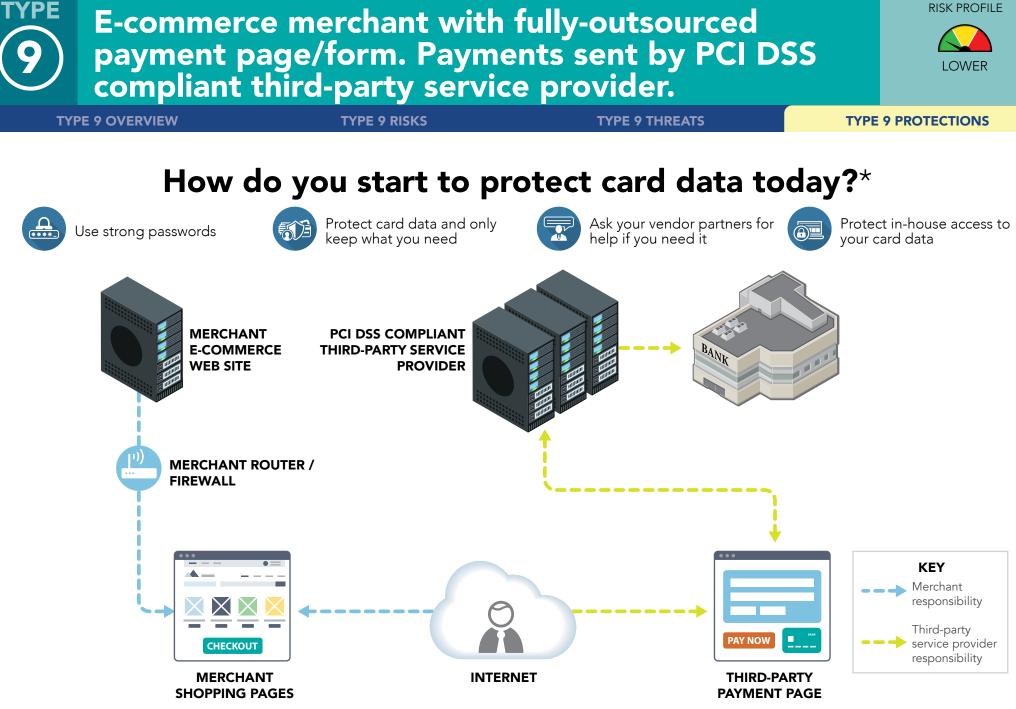










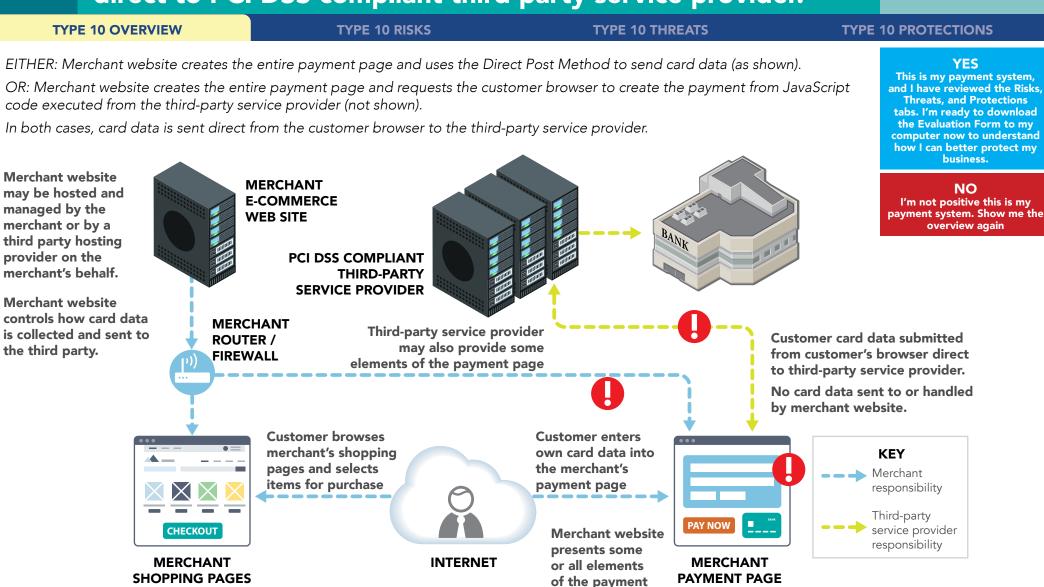


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E-commerce merchant fully or partially presents the payment page to customers. Payments sent from customer browser direct to PCI DSS compliant third-party service provider. RISK PROFILE



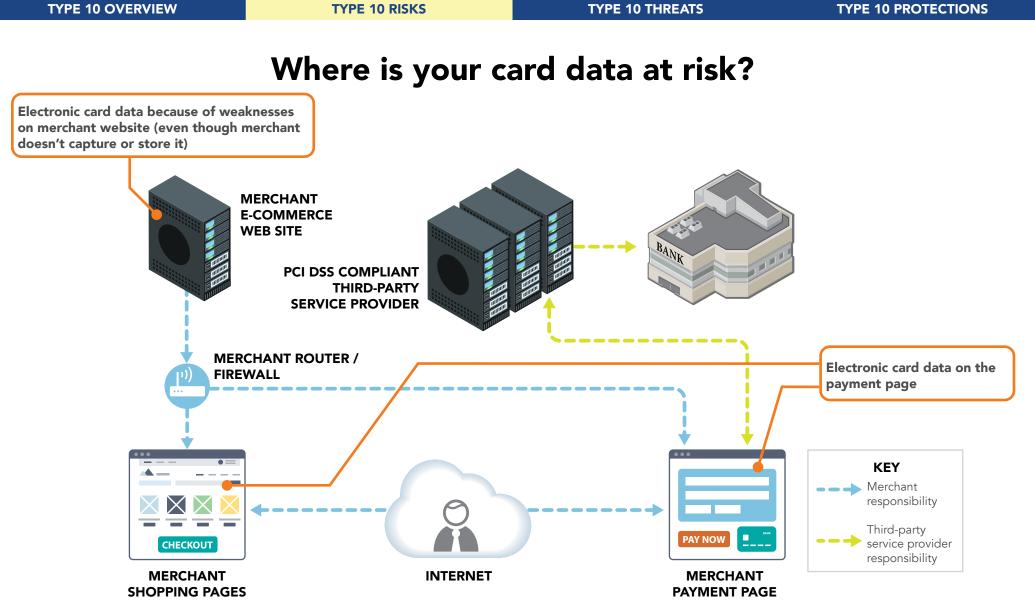
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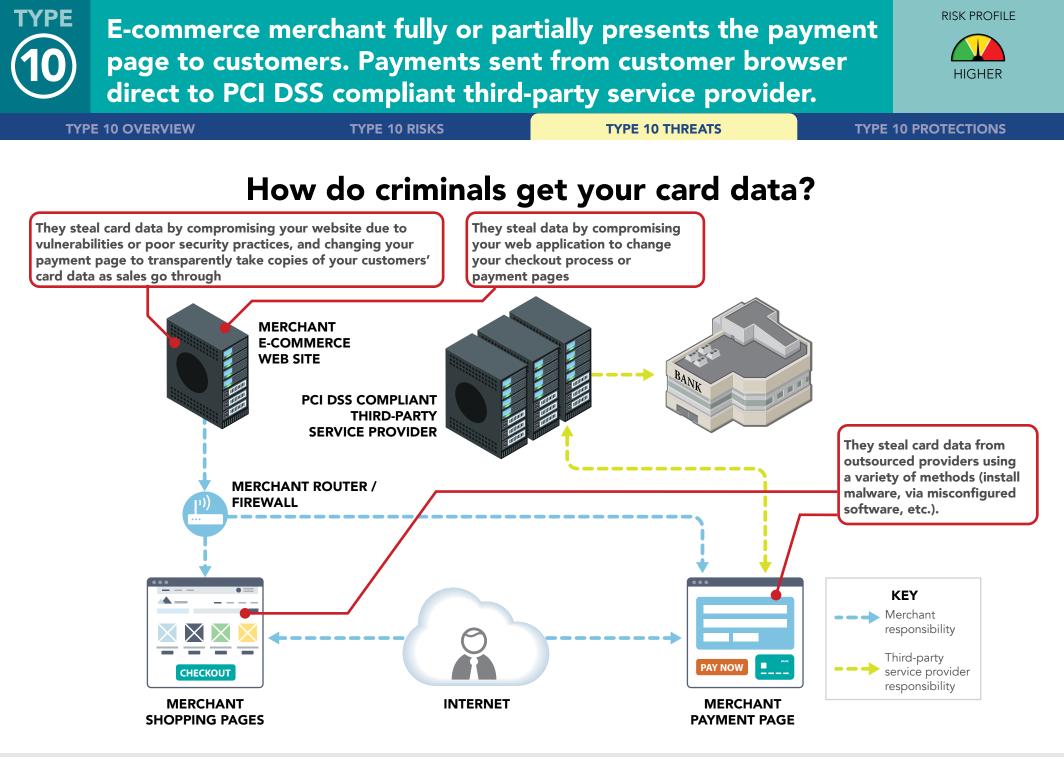


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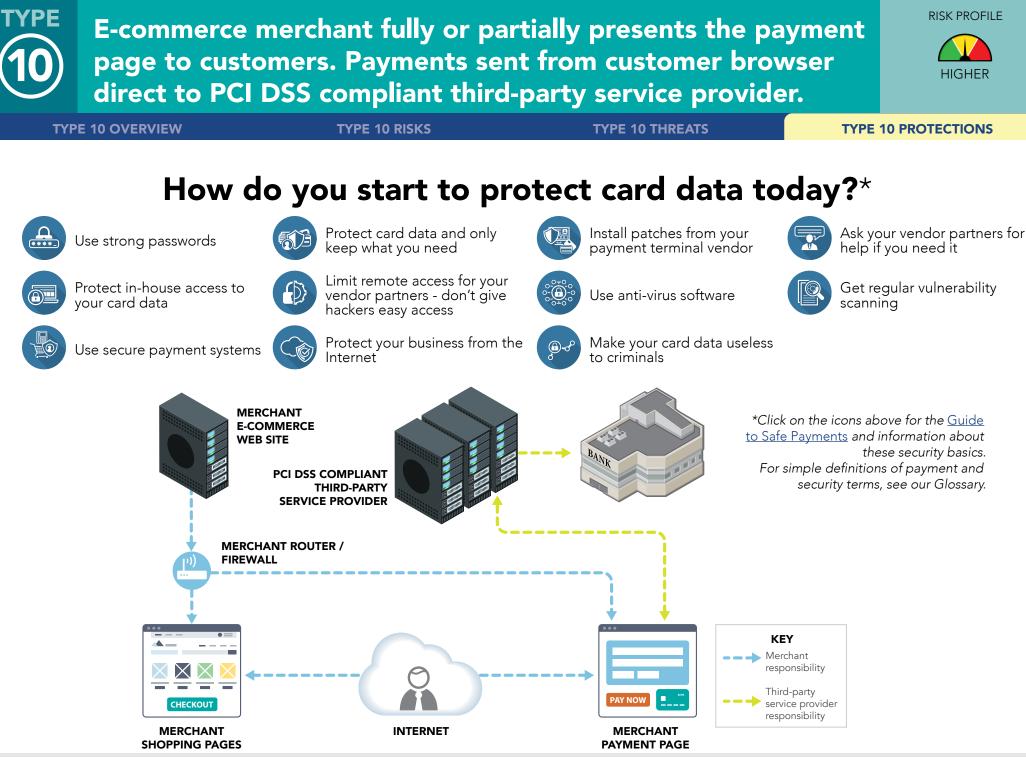


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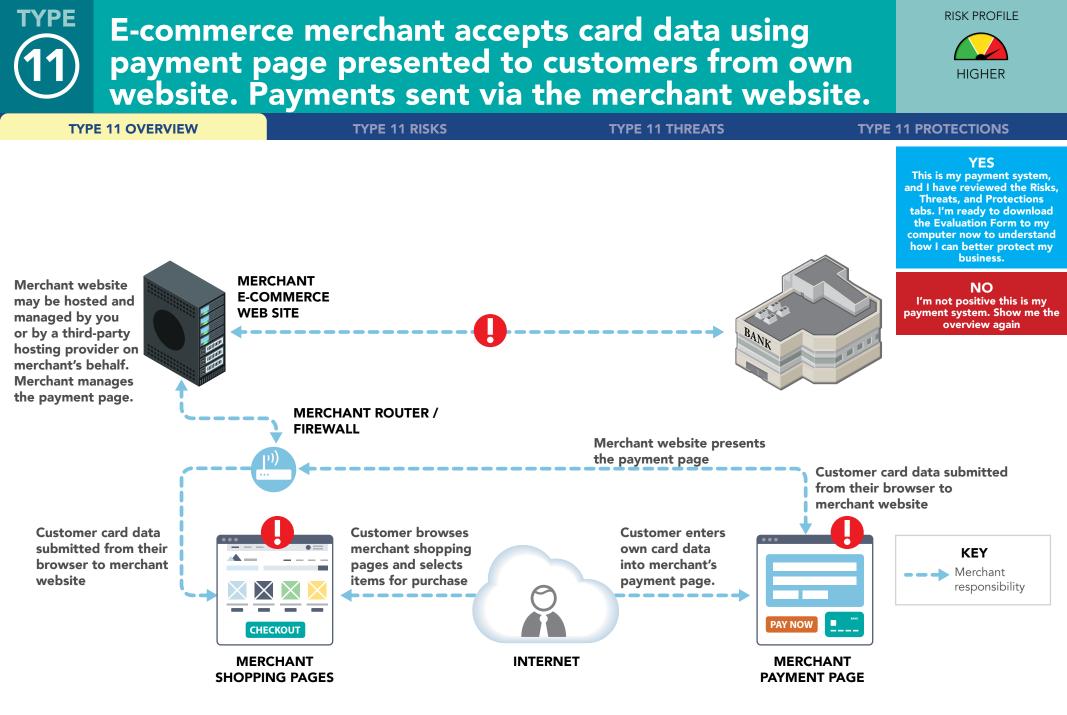
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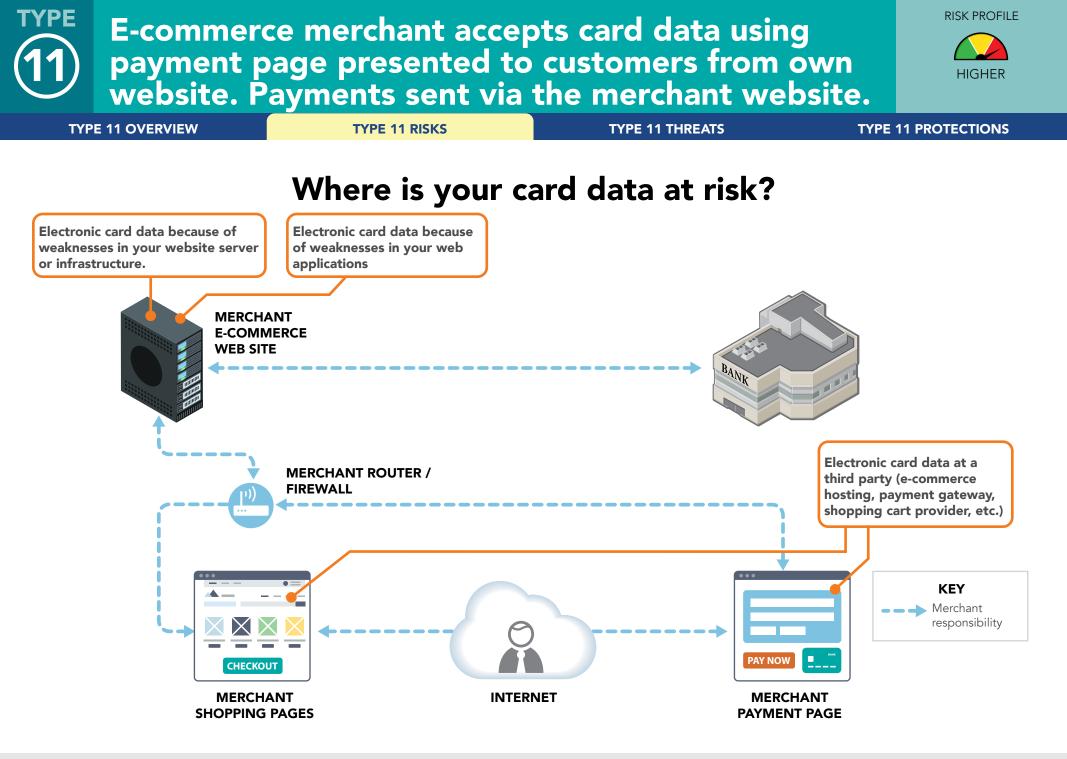




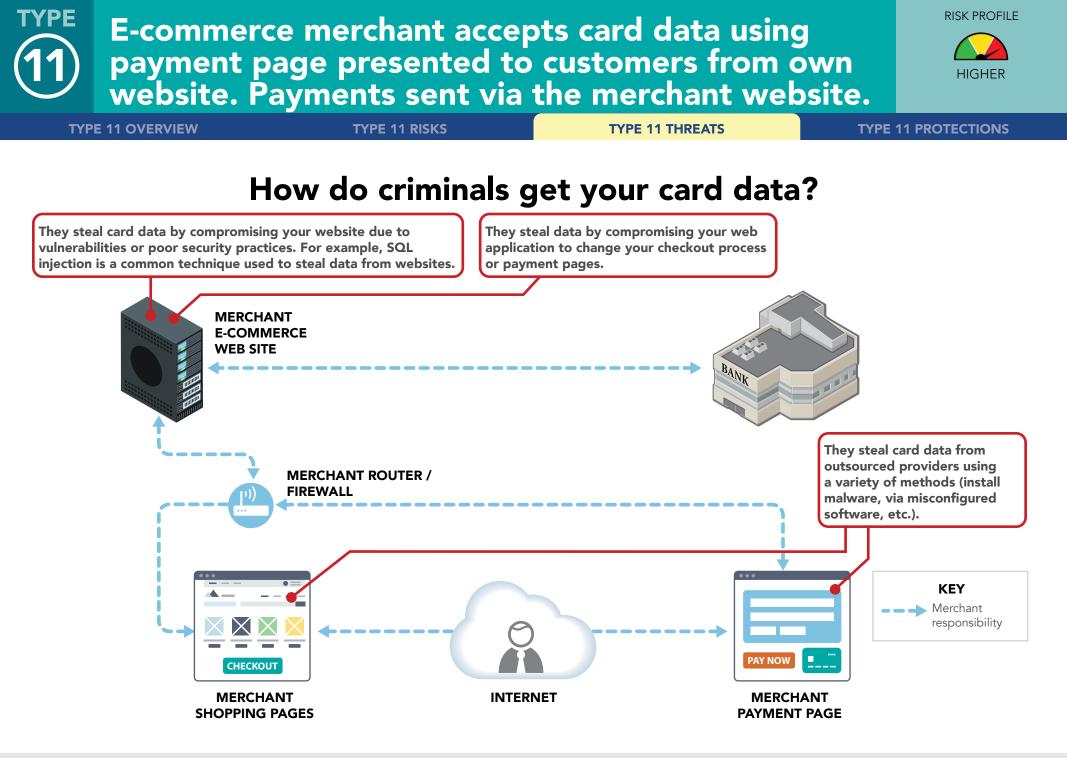
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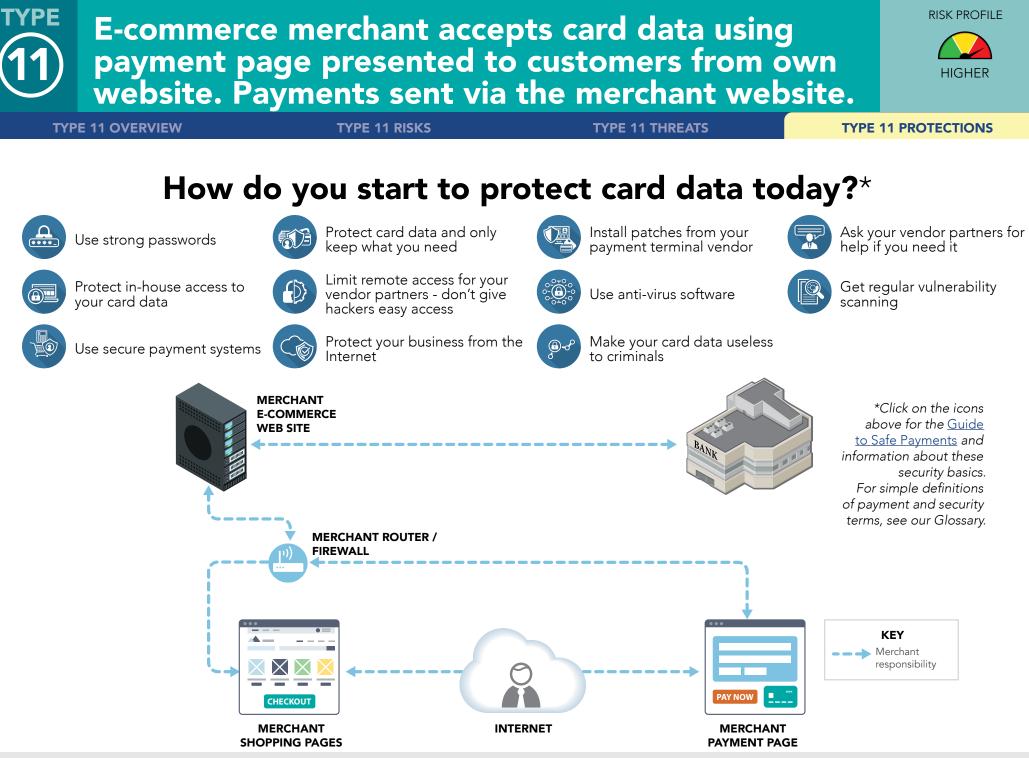




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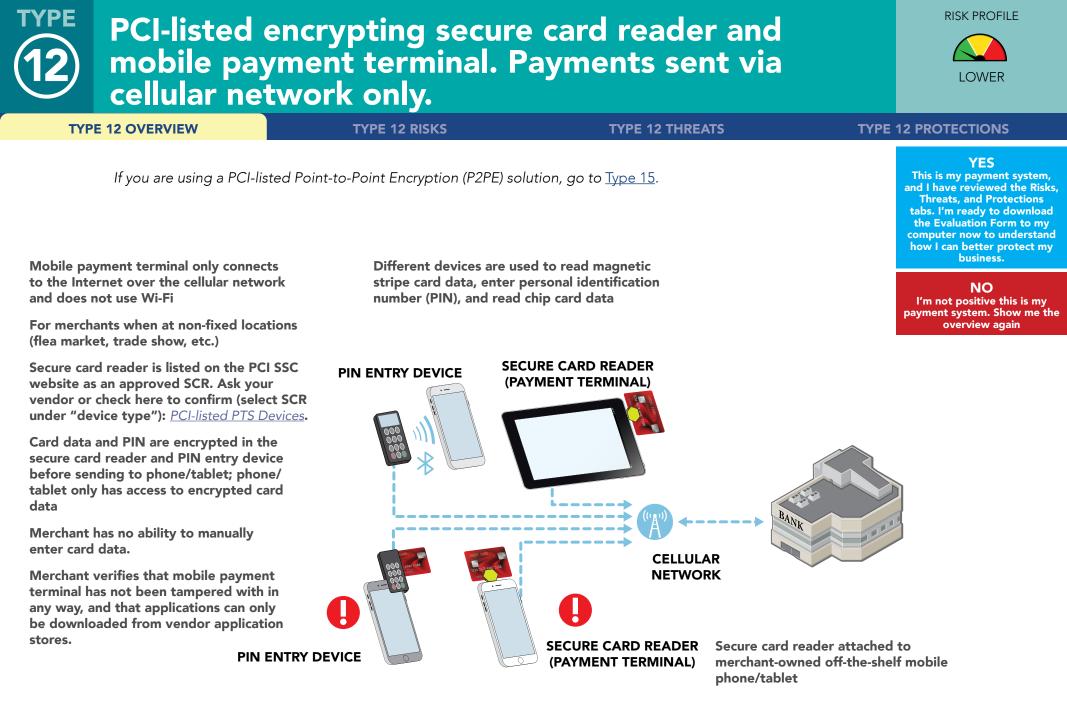




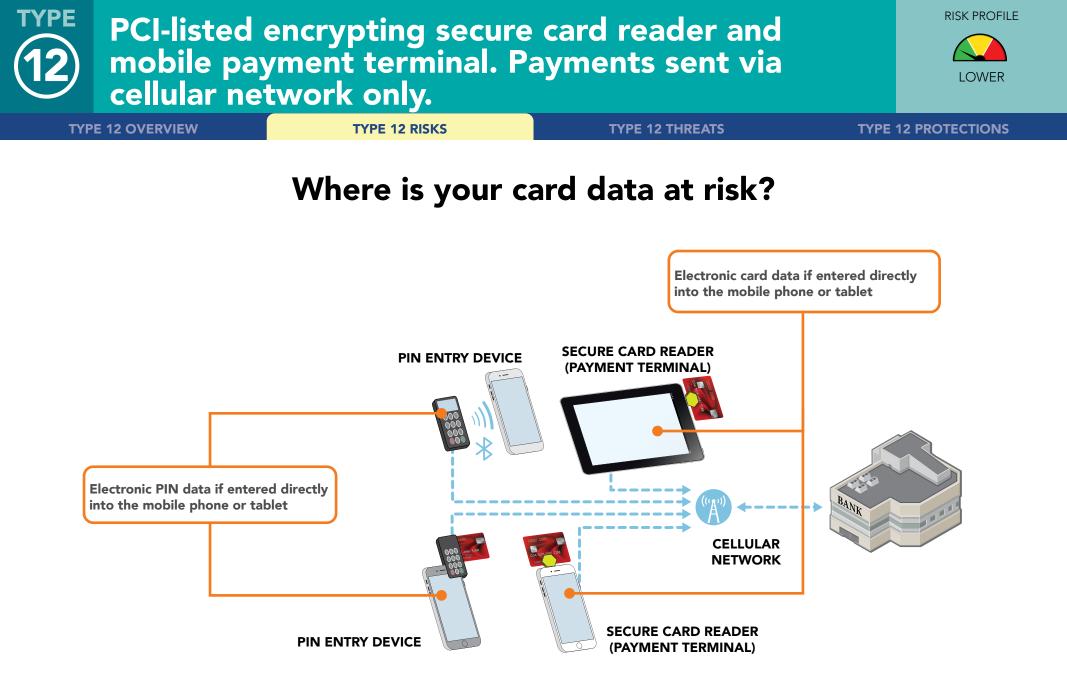




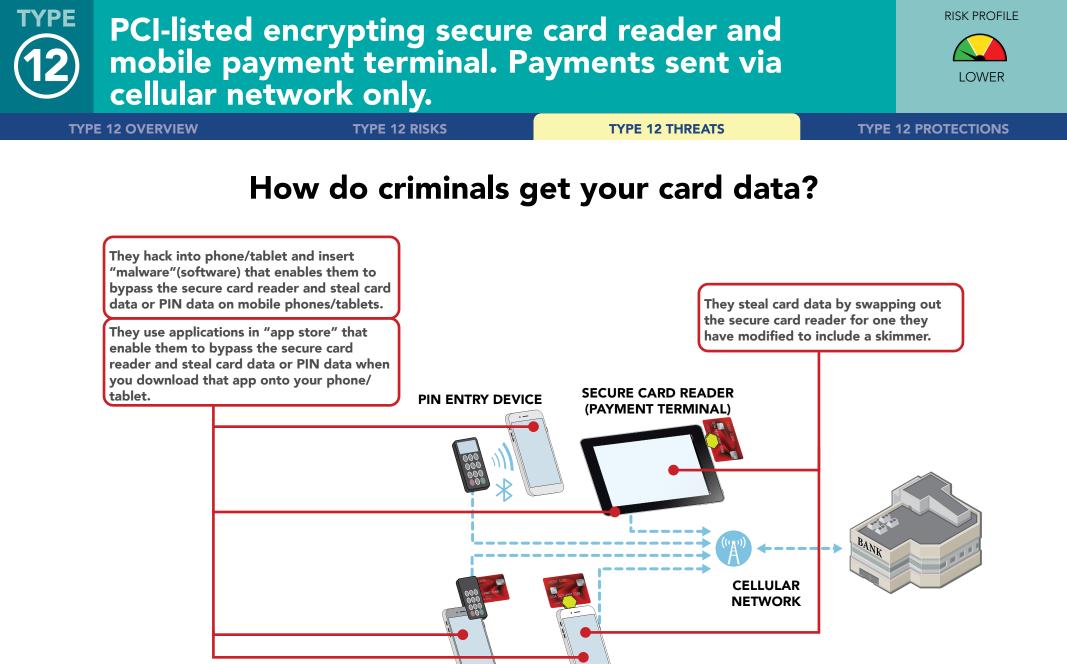
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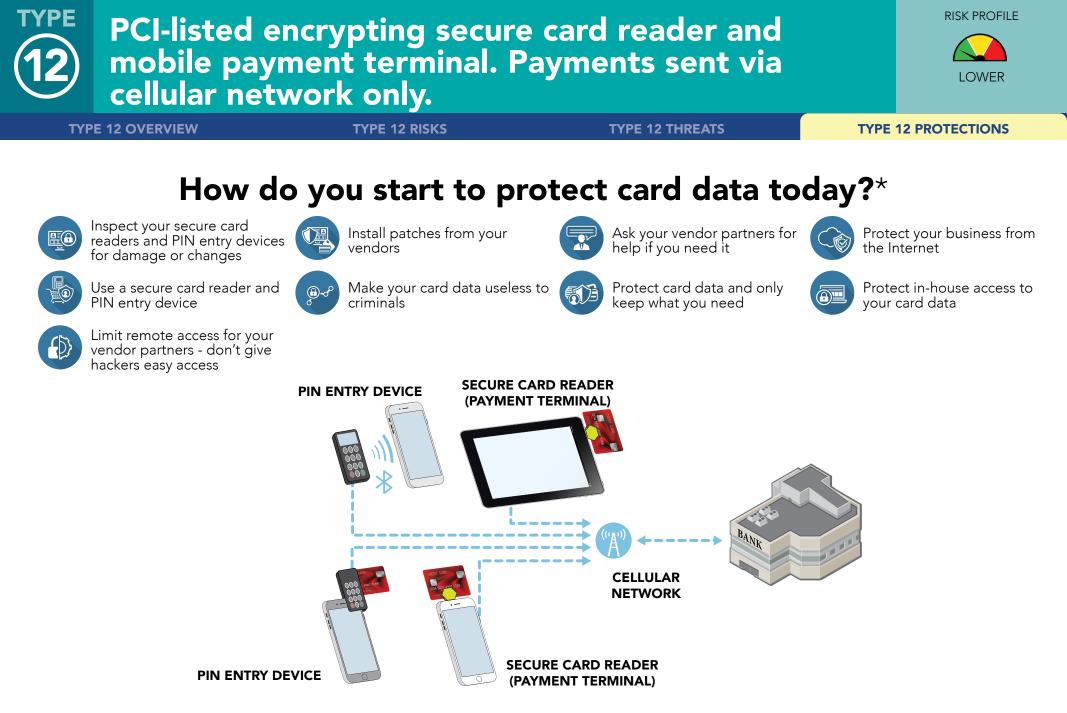


SECURE CARD READER

(PAYMENT TERMINAL)

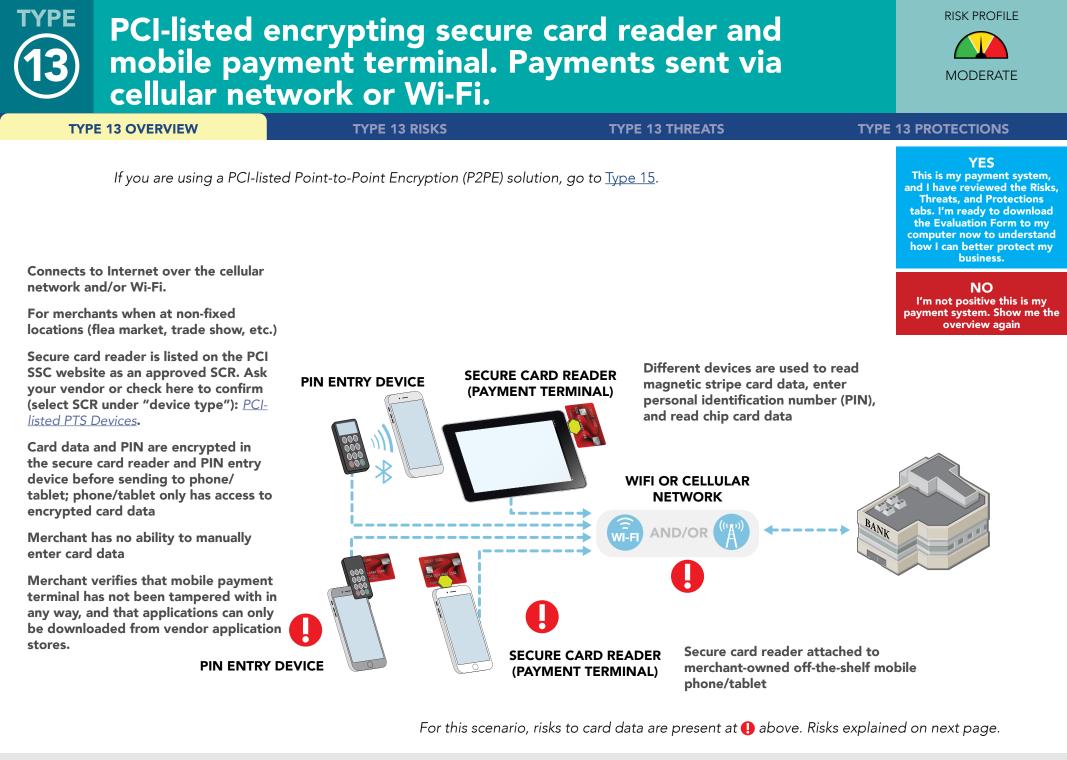


PIN ENTRY DEVICE



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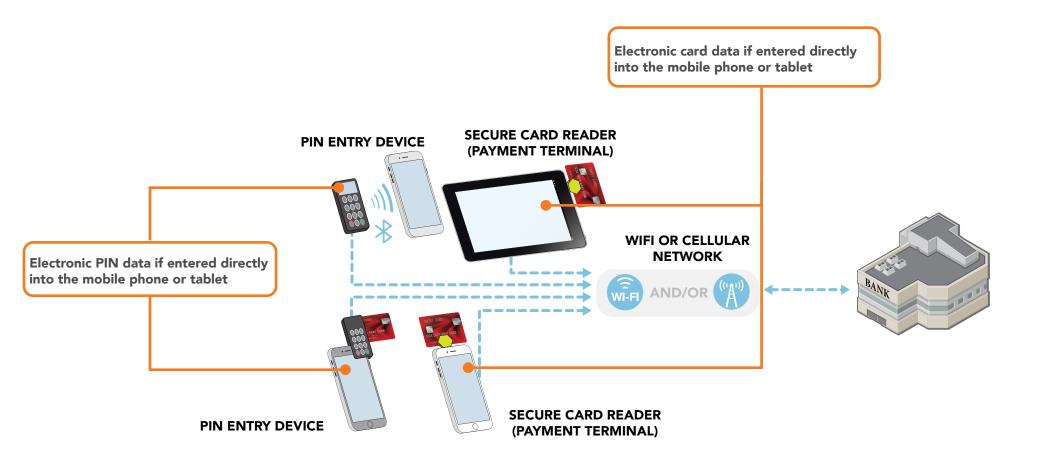




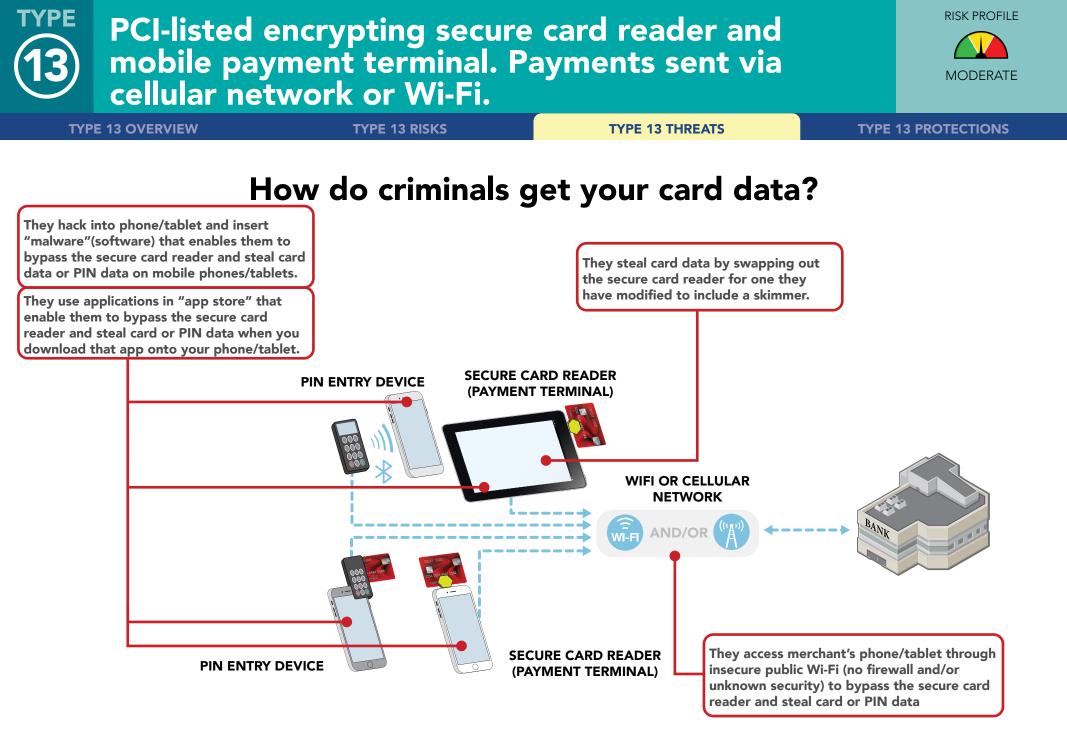




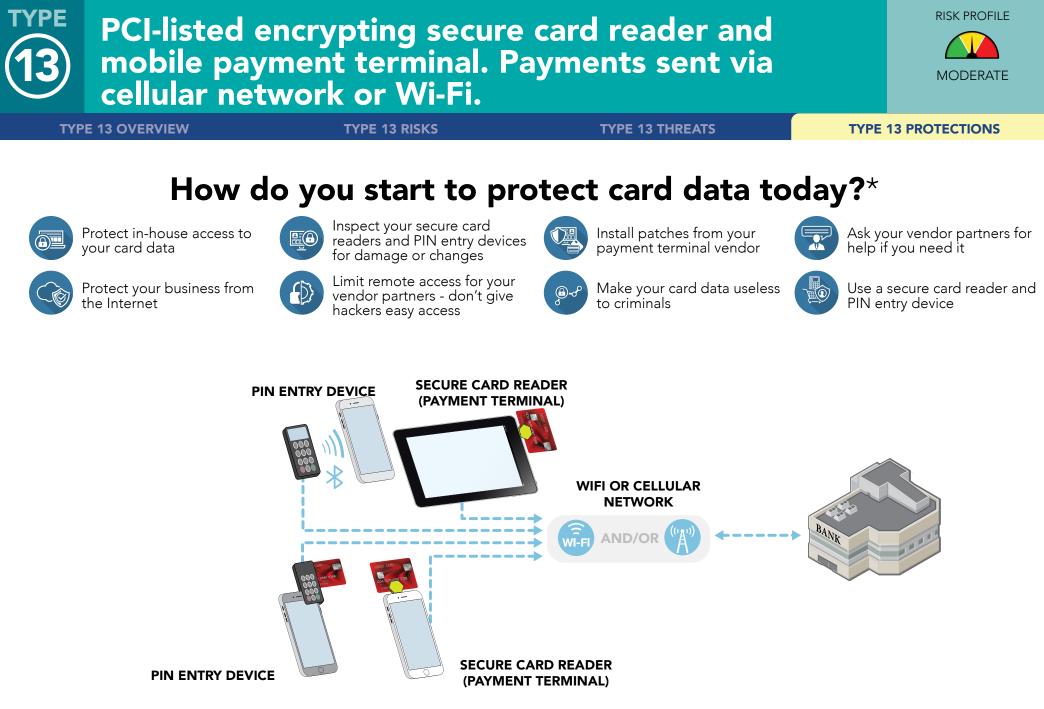
Where is your card data at risk?





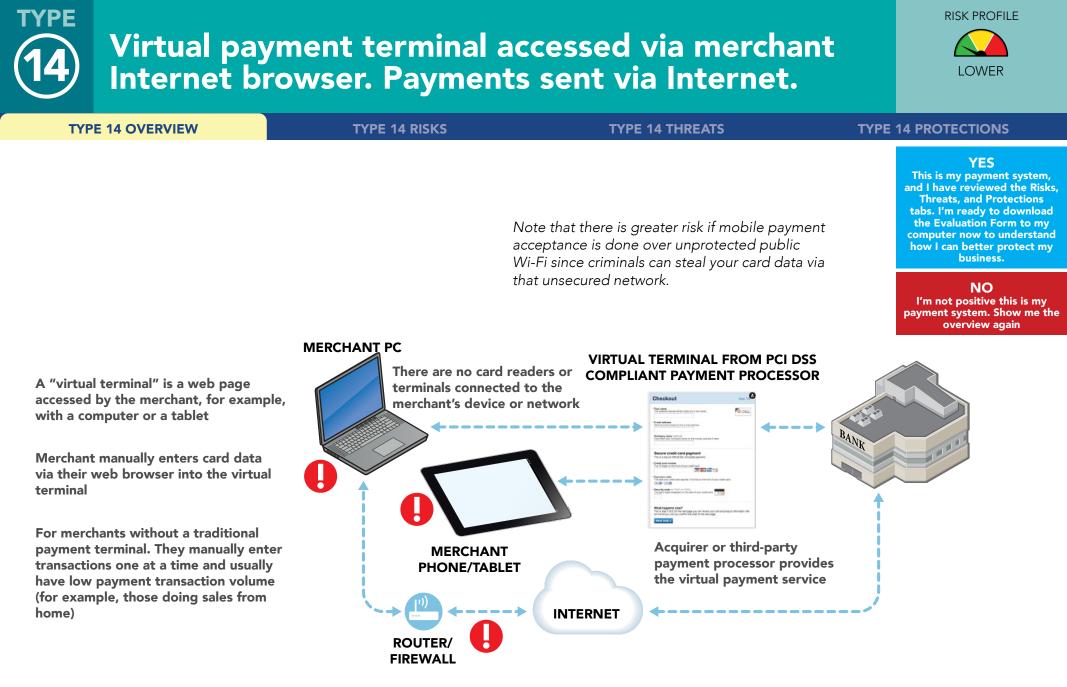




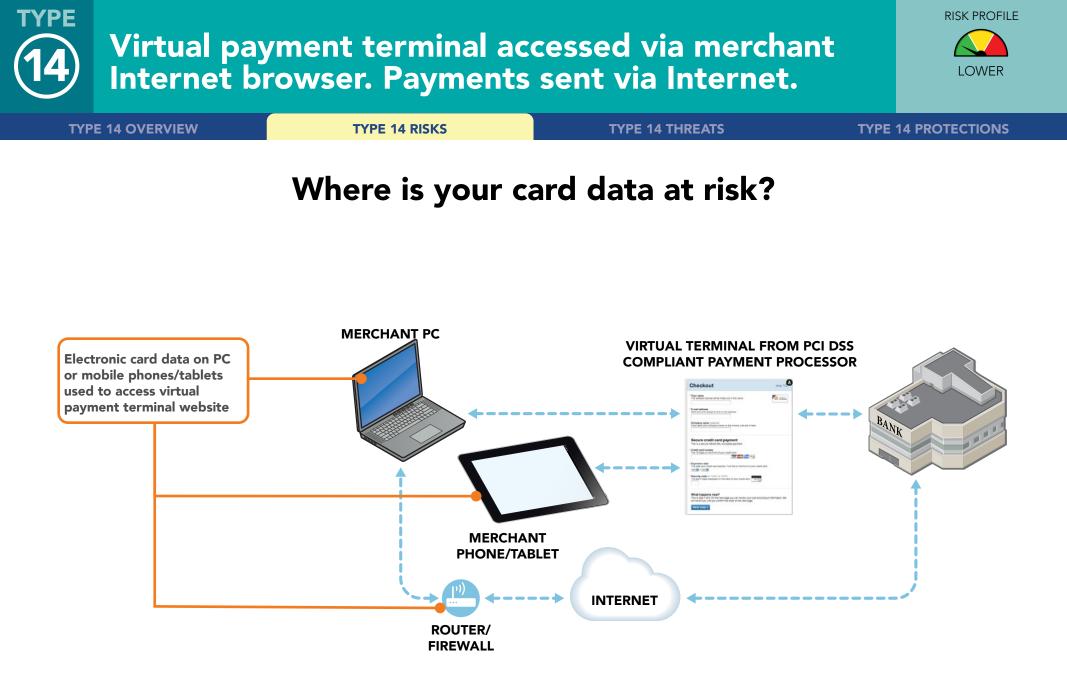


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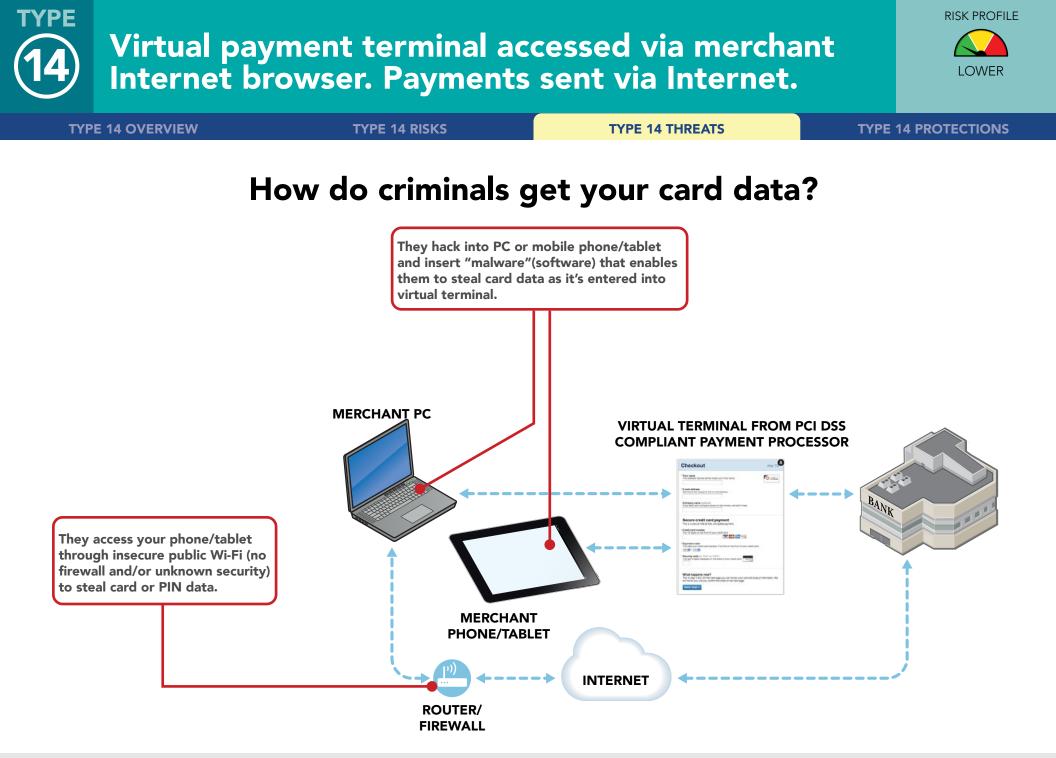




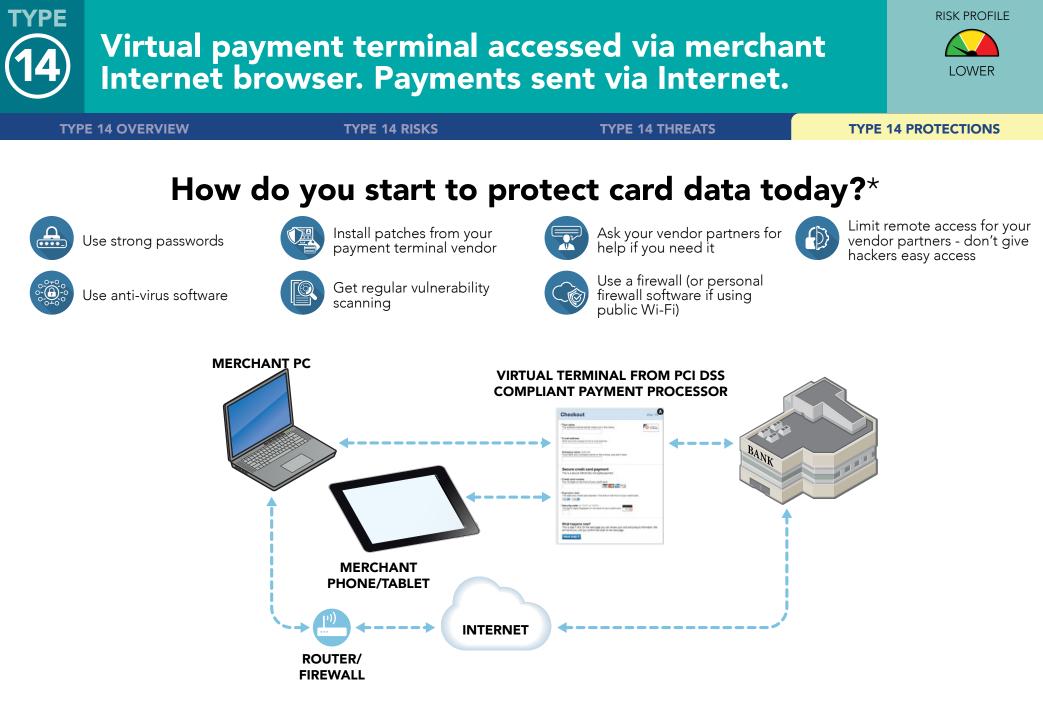












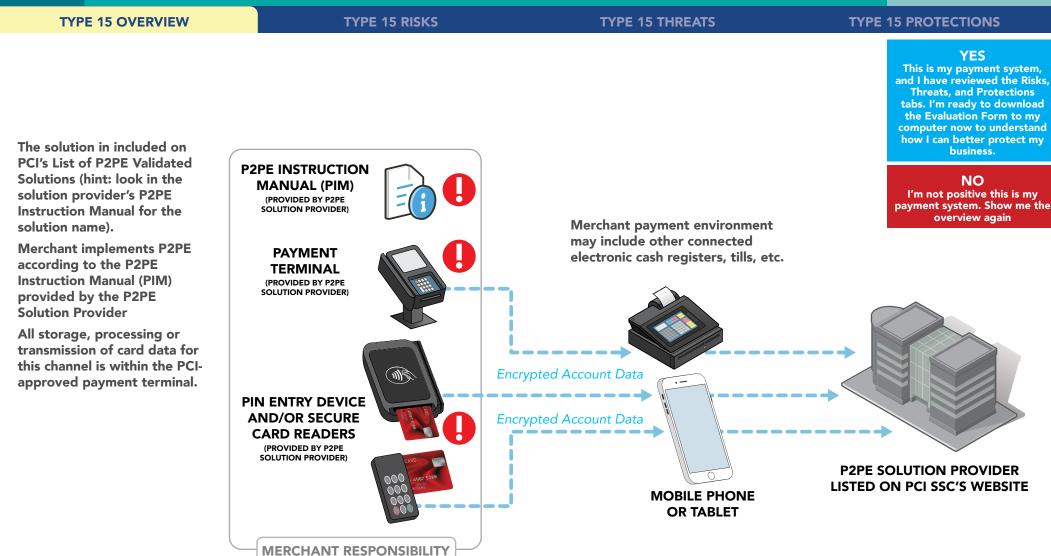
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Payment terminal encrypts card data via a PCIlisted Point-to-Point Encryption Solution. Payments sent to PCI-listed P2PE Solution Provider.









Payment terminal encrypts card data via a PCIlisted Point-to-Point Encryption Solution. Payments sent to PCI-listed P2PE Solution Provider.



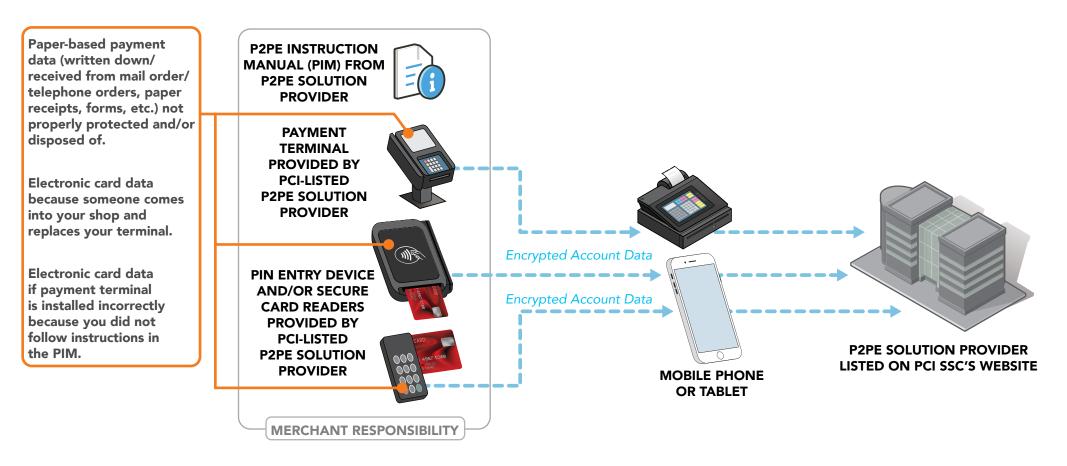
TYPE 15 OVERVIEW

TYPE 15 RISKS

TYPE 15 THREATS

TYPE 15 PROTECTIONS

Where is your card data at risk?







Payment terminal encrypts card data via a PCIlisted Point-to-Point Encryption Solution. Payments sent to PCI-listed P2PE Solution Provider.



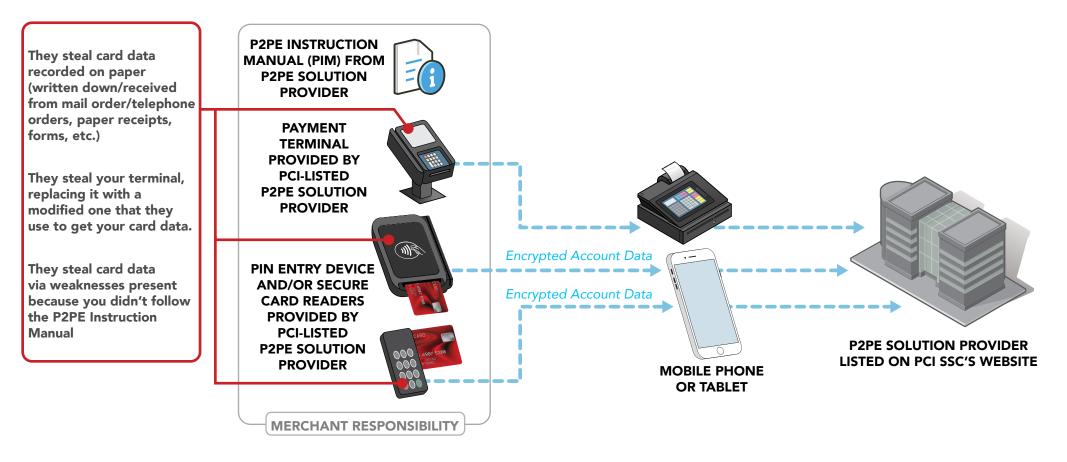
TYPE 15 OVERVIEW

TYPE 15 RISKS

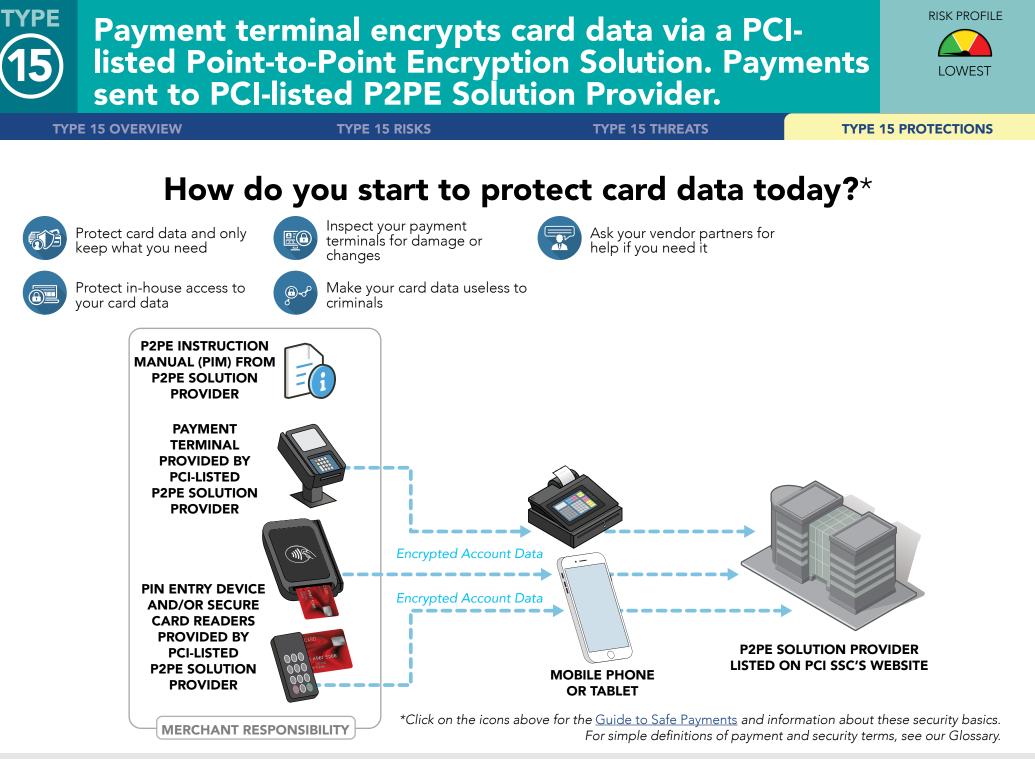
TYPE 15 THREATS

TYPE 15 PROTECTIONS

How do criminals get your card data?











Common Petroleum & Fuels Environment

RISK PROFILE



TYPE 16 OVERVIEW

TYPE 16 RISKS

TYPE 16 THREATS

This typical petroleum retail point of sale has connections to the fuel dispensers residing in the forecourt, allowing consumers to pay for directly at the pump / fueling station. This is similar to an unattended terminal. However, pay at the pump also offers fleet card holders the ability to pay with their fleet card and other, accurate qualifications such as a Driver or Vehicle ID number.

Outside at the fuel island:

The consumer presents their card to the fuel dispenser card reader (wave, tap, or insert). The card reader sends the payment information to the fuel/site controller, which then sends the payment information to the EPS, which then sends the payment information to the payment processor / acquirer.

Inside the convenience store:

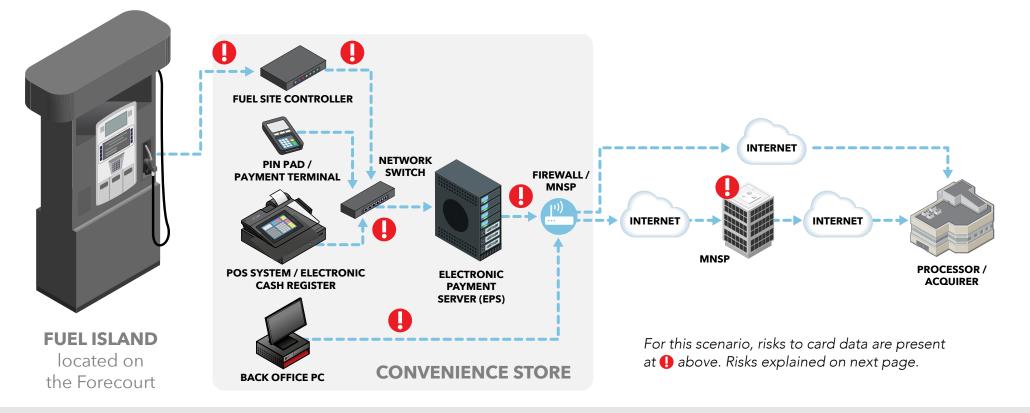
The consumer presents their card to the PIN Pad/Payment terminal card reader (wave, tap, or insert). The PIN pad sends the payment information either to the POS system or directly to the Electronic Payment Server (EPS), which then sends the payment information to the payment processor / acquirer.



YES

This is my payment system, and I have reviewed the Risks, Threats, and Protections tabs. I'm ready to download the Evaluation Form to my computer now to understand how I can better protect my business.

NO I'm not positive this is my payment system. Show me the overview again







RISK PROFILE



TYPE 16 OVERVIEW

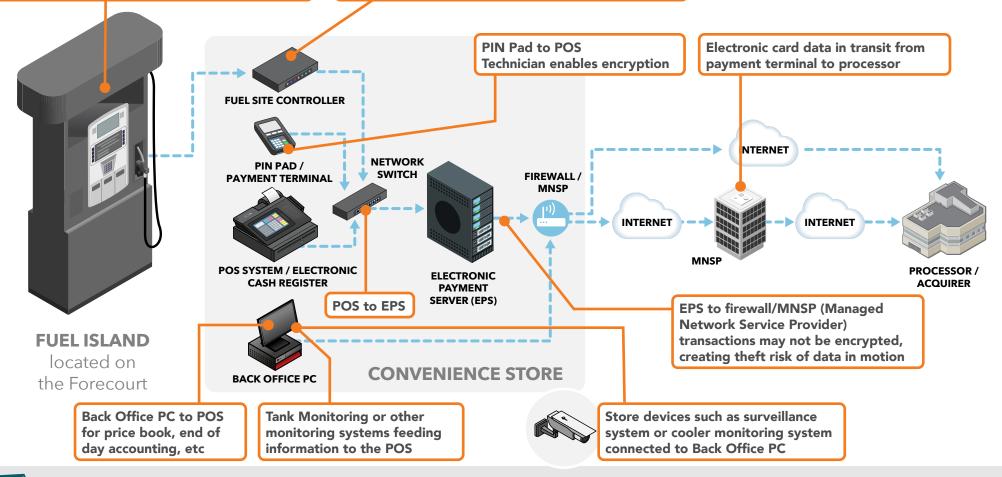
TYPE 16 RISKS

TYPE 16 THREATS

TYPE 16 PROTECTIONS

Where is your card data at risk?

Skimmers or Shimmers to skim card data. Most often skimmers and shimmers are found inside the fuel dispenser. Regular inspections will aid in detection of rogue devices inserted into this equipment Fuel Dispenser PIN Pad to Fuel Site controller is typically not encrypted and is susceptible to attack if intercepted. Fuel/Site controller password must be reset from default – may be overlooked by installation technicians



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RISK PROFILE

HIGHER

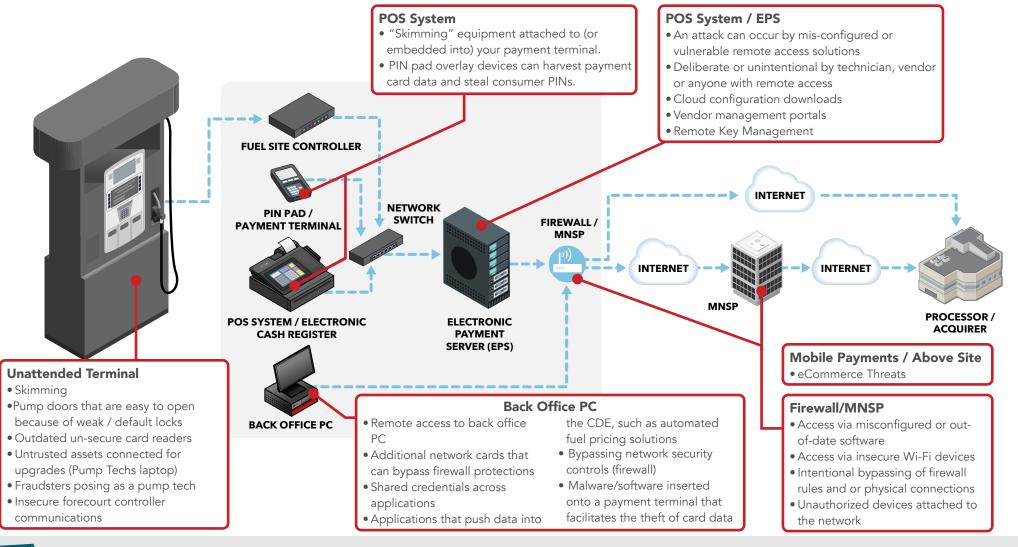
TYPE 16 OVERVIEW

TYPE 16 RISKS

TYPE 16 THREATS

TYPE 16 PROTECTIONS

How do criminals get your card data?



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Common Petroleum & Fuels Environment



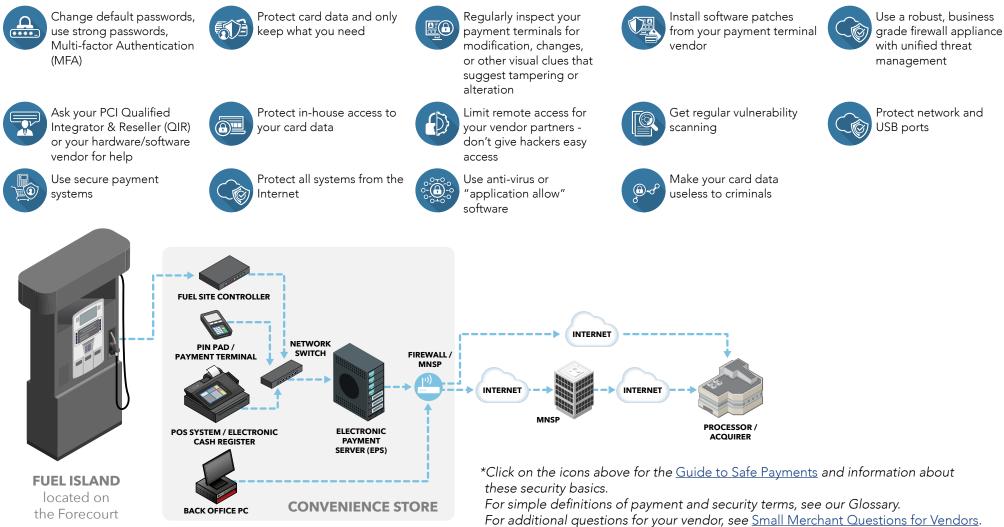
TYPE 16 OVERVIEW

TYPE 16 RISKS

TYPE 16 THREATS

TYPE 16 PROTECTIONS

How do you start to protect card data today?*





Resources

Infographics and Videos	
Resource	Link
Infographic: It's Time to Change Your Password	https://listings.pcisecuritystandards.org/pdfs/its_time_to_change_your_password_infographic.pdf
Infographic: Fight Cybercrime by Making Stolen Data Worthless to Thieves	https://listings.pcisecuritystandards.org/documents/PCI-CyberCrime-FinalR.pdf
Infographic: Remote Access	<u>https://listings.pcisecuritystandards.org/documents/Payment-Data-Security-Essential-Secure-Remote-Access.pdf</u>
Infographic: PCI Firewall Basics	https://listings.pcisecuritystandards.org/pdfs/Small-Merchant-Firewall-Basics.pdf
Video: Passwords	https://www.youtube.com/watch?v=dNVQk65KL8g
Infographic: Passwords	<u>https://listings.pcisecuritystandards.org/documents/Payment-Data-Security-Essential-</u> <u>Strong-Passwords.pdf</u>
Video: Patching	https://www.youtube.com/watch?v=0NGz1mGO3Jg
Infographic: Patching	https://listings.pcisecuritystandards.org/documents/Payment-Data-Security-Essential-Patching.pdf
Video: Remote Access	https://www.youtube.com/watch?v=MxgSNFgvAVc

PCI Data Security Essentials for Small Merchants and Related Guidance

Resource	Link
Common Payment Systems	https://listings.pcisecuritystandards.org/pdfs/Small_Merchant_Common_Payment_Systems.pdf
Small Merchant Questions for Vendors	https://listings.pcisecuritystandards.org/pdfs/Small_Merchant_Questions_To_Ask_Your_Vendors.pdf
Small Merchant Glossary	https://listings.pcisecuritystandards.org/pdfs/ Small_Merchant_Glossary_of_Payment_and_Information_Security_Terms.pdf
Evaluation Tool: Acquirer Overview	https://listings.pcisecuritystandards.org/pdfs/PCI-DSE-Overview-for-Acquirers.pdf
Evaluation Tool: Small Merchant Overview	https://listings.pcisecuritystandards.org/pdfs/PCI-DSE-Overview-for-Small-Merchants.pdf

