

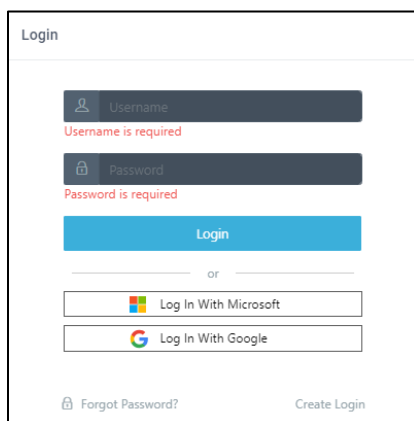
How to Complete the annual Self-Assessment Questionnaire validation and/or upgrade version

The following guide only applies to merchants that still retain the same payment system infrastructure that was evaluated in their previous SAQ (Self-Assessment Questionnaire) exercise.

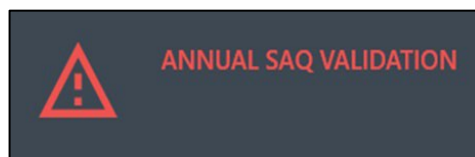
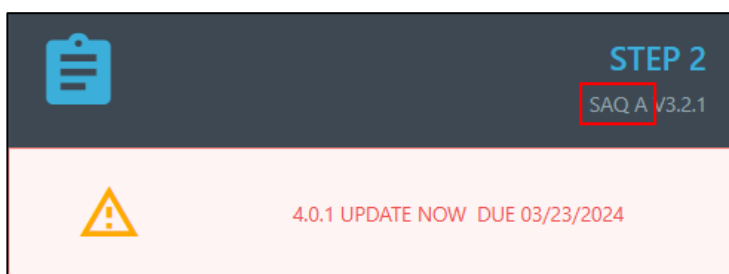
Notes: If you received the email “*Notification 30 days prior to the annual date / You are within 30 days of your annual Self-Assessment Questionnaire*”, proceed to step **B**.

A. Complete the SAQ Annual Validation through the Portal and/or upgrade version:

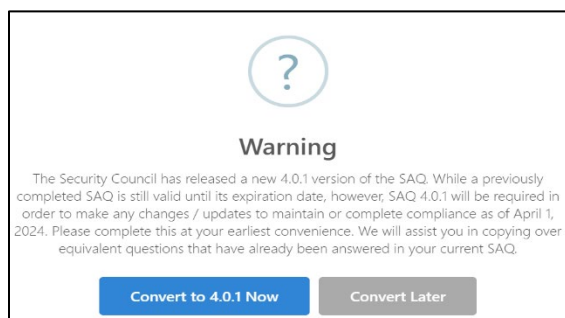
1. Log on to <https://pciportal.gmsectec.com> and enter your credentials.



2. Identify and/or note your SAQ type, in STEP 2 of your Control Panel and select the *Annual SAQ Validation*.



3. In the pop-up message select **Convert to 4.0.1 Now**



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4. Manually Select SAQ

CHANGE SAQ TYPE

Do you store, process, or transmit payment card information for (choose one)

☐ Your Customers

☐ Your Clients Customers

Cancel

Manually Select Saq

5. In the list of SAQs, select the same type of questionnaire you identified in STEP 2

SUMMARY

SAQ A

SAQ A merchants confirm that, for this payment channel:

- Your company accepts only card-not-present (e-commerce or mail/telephone-order) transactions;
- All payment acceptance and processing are entirely outsourced to PCI DSS validated third-party service providers;
- Your company has no direct control of the manner in which cardholder data is captured, processed, transmitted, or stored;
- Your company does not electronically store, process, or transmit any cardholder data on your systems or premises, but relies entirely on a third party(s) to handle all these functions;
- Your company has confirmed that all third party(s) handling acceptance, storage, processing, and/or transmission of cardholder data are PCI DSS compliant; and
- Your company retains only paper reports or receipts with cardholder data, and these documents are not received electronically.

Additionally, for e-commerce channels:

- The entirety of all payment pages delivered to the consumer's browser originates directly from a third-party PCI DSS validated service provider(s).

This SAQ is not applicable to face-to-face channels.

This shortened version of the SAQ includes questions that apply to a specific type of small merchant environment, as defined in the above eligibility criteria. If there are PCI DSS requirements applicable to your environment that are not covered in this SAQ, it may be an indication that this SAQ is not suitable for your environment. Additionally, you must still comply with all applicable PCI DSS requirements in order to be PCI DSS compliant.

Guidance for Non-Applicability of Certain, Specific Requirements: If any requirements are deemed not applicable to your environment, select the "N/A" option for that specific requirement, and complete the "Explanation of Non-Applicability" worksheet in Appendix C for each "N/A" entry.

Guidance for Yes with CCW response, Specific Requirements: Use Yes with CCW when 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.

Back

Update to the selected 4.0.1 SAQ above

☒ Manually Select Saq

SAQ A

SAQ A-EP

SAQ B

SAQ B-IP

SAQ C

SAQ C-VT

SAQ D

SAQ D-SP

SAQ P2PE-HW

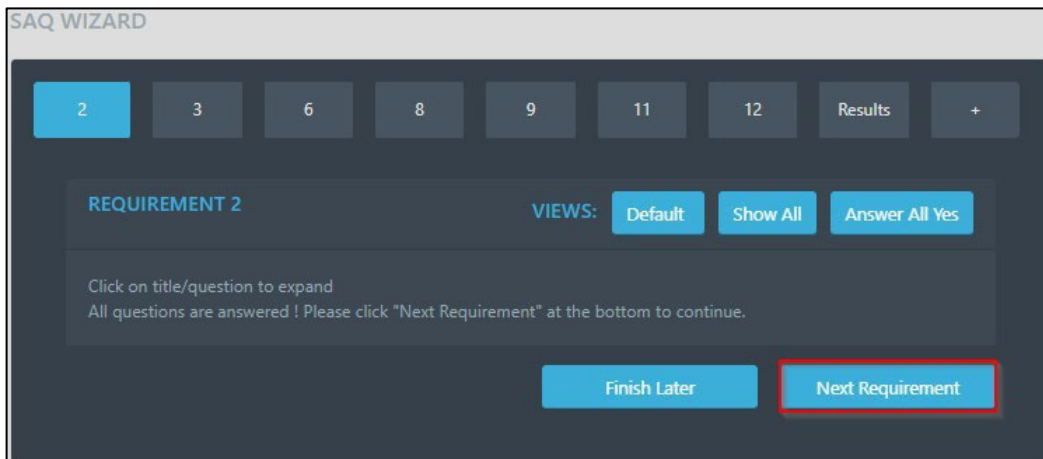
SAQ SPOC

6. Then press Update to the selected 4.0.1 SAQ above.

Update to the selected 4.0.1 SAQ above

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- The Portal will present you with the requirements applicable to your SAQ, and a message indicating that all questions have been answered. Select **"Next Requirement"** until the questionnaire is complete.

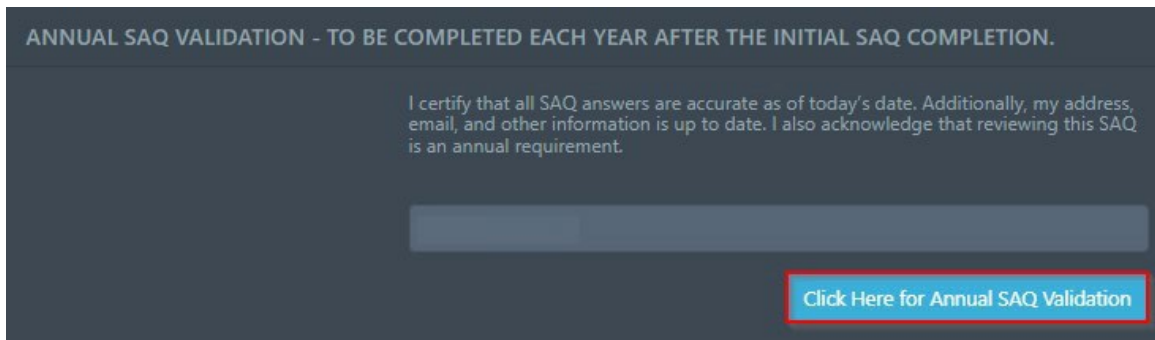


Note: *The requirements applicable to each SAQ are constantly reviewed and updated by the PCI Council. For this reason, there may be new questions that you need to answer. If this is the case, answer the question and press **Next Requirement**.*

- Click Finish to finalize your questionnaire.

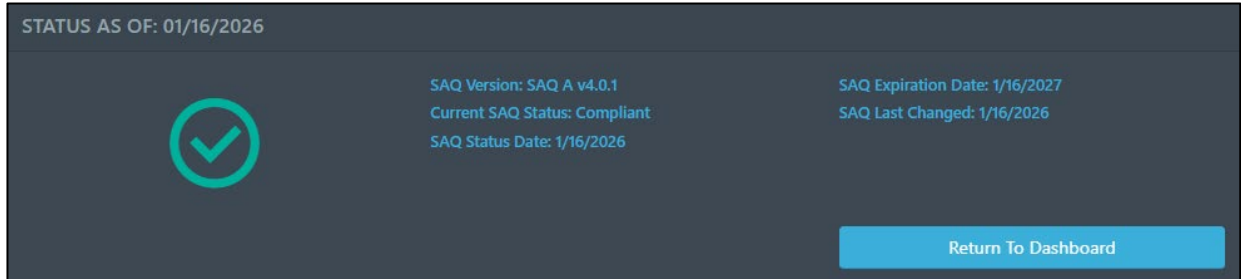


- Then **Click Here for Annual SAQ Validation**



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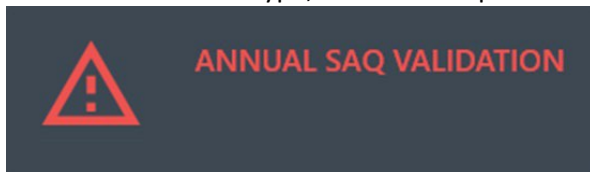
10. You will observe that once the questionnaire is successfully completed, the Portal will indicate that your SAQ is complying for one year.



- B. Complete the Annual SAQ Validation using the email address you provided *“Notification 30 days prior to the annual date / You are within 30 days of your annual Self-Assessment Questionnaire”*.**

If you registered your email within our Portal, you will be receiving an email 30 days prior to the expiration of your SAQ.

1. If you have no changes in your payment system infrastructure, and you need to perform your Annual Validation under the same SAQ type, click on the option **“Annual SAQ Validation”**



2. Then select the **Click here for SAQ Annual Validation** option.



3. You will observe that once the questionnaire is successfully completed, the Portal will indicate that your SAQ is valid for one year.