

UPay Checklist

Department Name: _____

- Initial meeting to go over marketplace. Date: _____
- Ecommerce Application on file with Accounting Services
- Ecommerce Departmental Agreement on file with Accounting Services
- New credit card merchant service request form on file with Accounting Services
- Account number to charge fees to: _____
- Initial PCI Questionnaire on file with Accounting Services
- Test web site developed. (UPay site owner)
- Test payments submitted thru test site. (UPay site owner)
- Merchant ID received from Global Pay. (Bank Accountant)
- Payment Gateway set up. (Bursar)
- User set up in Production (Comptroller's Office)
 - PCI Compliance Training for all users
 - Approved Touchnet Marketplace Access form on file
- UPay Merchant set up and linked to Payment Gateway in Production (Comptroller's Office)
- Link website to Marketplace payment site (UPay site owner)
- Preferences updated and new site set to "ONLINE" in Marketplace Production Miscellaneous table (UPay site owner)
- Test payments and refunds through production website. (Upay site owner in conjunction with Comptroller's Office)
- Go Live.

Reminder that department is required to submit an updated PCI form annually in June of each year.