Dear Merchant,

1) Navigate to https://pci.trustwave.com/bbt

2) Click on Get Started to begin the process of registering for your TrustKeeper account.

3) Select the choice for how you accept credit cards or credit card numbers.

Each box describes a different way that businesses can be presented with a credit card. Choose the one that is the best fit for your business. Some examples:

- You have an e-commerce website that collects credit card numbers. Click “Website.”
- You take phone or mail orders that include credit card numbers. Click “Mail/Telephone.”
- You have an e-commerce website AND people make purchases at your office or shop, click “Multiple Ways.”

4) Depending on which box you clicked, you’ll see the following:
   Website:
How should you answer?

Click on “My Website” if your web address is in the address window when your customers are typing in the credit card numbers and expiration date.

Click “A Third Party” if your website re-directs to another company’s website or if another web address appears in the address bar upon checkout.

In Person:

Click on “High-Speed Internet” if you type credit card numbers into a virtual terminal/software interface or if your POS terminal is connected to your computer.

Click on “Dial-Up” or “Paper” if you have a POS terminal connected to a land-line or use an imprint machine.

Mail/Telephone:

Click on “My Company” if you physically receive the credit card numbers and then process them by typing them into a terminal or a computer-based interface.

Click on “A Third Party” if you never see the credit card numbers and a third party accepts the credit card numbers from the customer on your behalf.

Multiple Ways:
The Multiple Ways option will guide you by having you choose the first method by which you process credit card transactions. When done, you will detail the second method.

5) The manner in which you process credit card transactions will be listed on the left side of the window. You then proceed through the process by clicking on Click Here to Register!!

6) Register your company or organization’s information:
7) Enter your administrative information in the fields below. REMINDER: Your user name has to be unique to your account and your password has to be AT LEAST 7 characters long and include a capital letter and a number. After accepting the terms of the agreement, click on Save and Complete.

After your registration is complete, you may continue on to perform your compliance actions. Depending on how you process credit cards, you will need to perform a Self-Assessment Questionnaire (SAQ) or a SAQ and an external vulnerability scan. You will begin by being presented with the following screen:

The Step-By-Step Wizard is recommended. The Wizard will guide you through a set of simple questions to help answer the SAQ on your behalf. If you would like to take the PCI Security Council’s version of the questionnaire, click on Certification Forms Only.
If the screen below is presented to you, then you must enter a scan target.

Physical Location: Click on “Select Location to Scan.” If you enter credit card numbers into a virtual terminal, process using software or have a POS terminal attached to your computer, you will be choosing “Physical Location” as the location to scan. You will be presented with this page:

Enter the name of location (Ex. home office, store, etc.) and type in the external IP address of that location. Click Save and Review in the lower right corner. **TIP: It helps to enter this scan target from the computer you process credit card transactions from.**
**E-Commerce** - Click on “Select Location to Scan”. If your customers enter credit card numbers onto your web site, you will be choosing “E-Commerce” as a location to scan. You will then be presented with this page:

![PCI Scan Setup & Management](image)

You should then enter the target (Ex. www.mywebsite.com) and choose how credit card numbers are entered on the web site. After that click, Save and Review.

TrustKeeper Support Line: 1-800-363-1621

From this point, you will proceed to perform your self-assessment questionnaire.

Have a great day!