

# Process for Obtaining Board of Finance Approval to Accept Payment Cards

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## STEP 1:

Send an email to Ashley Leach, Director of the State Board of Finance (SBOF), expressing interest in accepting payment cards.

- Acknowledge awareness of the NMAC 2.60.8 and Department of Information Technology (DoIT) review requirements.
- Acknowledge that you will be working with a Qualified Security Assessor (QSA) vendor, such as RiskSense, to set up a PCI program and become PCI compliant.
- Acknowledge that card services will be provided by Wells Fargo Merchant Services per the Fiscal Agent Agreement.
- Copy Charmaine Cook at the State Treasurer's Office (STO) and Clark Crowdus at the DFA.

## STEP 2:

Contract with a QSA vendor for guidance in implementing an appropriate PCI program with policies and procedures.

## STEP 3:

Ask Charmaine Cook at STO to arrange an introductory meeting with Steven Le at Wells Fargo Merchant Services (WFMS) to determine which card product solutions best fit the agency's payment strategy. Note that:

- The agency can continue to work with WFMS to define services and fee models.
- If the agency opts to use the Service Fee Model, WFMS will determine what service fee percentage will be charged to cardholders when they pay by card.
- For the Service Fee Model, WFMS will provide the agency with a Service Fee Addendum to be signed by the agency and WFMS. This will later be sent to Ashley Leach at SBOF for her signature as part of Step 7.

Note: The above steps must be completed with WFMS before the agency receives SBOF approval to accept payment cards, but WFMS will not start an implementation until they receive a copy of approval letter from the SBOF.

## STEP 4:

Obtain documentation from the QSA vendor stating that the agency is PCI compliant. The agency is responsible for any contract expense for QSA services prior to obtaining approval from the SBOF Director.

## STEP 5:

Send required documentation via email to DoIT's Enterprise Project Management Office (EPMO) at [epmo@state.nm.us](mailto:epmo@state.nm.us) for PCI compliance review. Include a memo addressed to Raja Sambandam, State CISO, DoIT, to cover the areas below, or as separate attachments. The memo should be signed by the agency CIO and/or Cabinet Secretary.

- NMAC 2.60.8 requirements – agree to meet all of the requirements within the administrative code section with respect to accepting card payments
- Network diagram – do not include sensitive information such as IP addresses
- Description of card services to be received and name of service provider
- Verification of agency PCI compliance from QSA vendor (include Prioritized Approach Tool -PAT, if desired)
- Spreadsheet of fee types to be implemented

## STEP 6:

Once PCI compliance review has been completed, receive an approval email from Kami Gupta, Director, DoIT EPMO, which will also copy SBOF, DFA, and STO.

## STEP 7:

Complete the SBOF checklist and required documentation, as detailed in the checklist and listed below. The agency Cabinet Secretary or CFO should send the request for approval to Ashley Leach, Director of the SBOF.

- SBOF Checklist for Accepting Card Payments
- Attestation letter or memo addressing NMAC 2.60.8 requirements
- Approval letter/memo from DoIT
- Letter/memo from WFMS on compliance with Fiscal Agent requirements
- Service Fee Addendum signed by agency and WFMS (if applicable)

## STEP 8:

Ashley Leach will issue a letter of approval for the agency to accept payment cards, copying Steven Le at WFMS and other members of the PCI Steering Committee.

## STEP 9:

WFMS will start the implementation once the approval letter from SBOF has been received.