

Paypal User Request Form

Paypal is a web-based system used by University Departments to process credit card payments at UNO. The Paypal system is used solely as a back-end to an existing web site which is the responsibility of the department. Cashiering/Student Accounts is not responsible for web design as a result of this agreement.

Each Paypal user must be authorized to have an account by the department head and must adhere to the credit card processing guidelines included with this request form. A user will not be granted a Paypal Account without a signed consent from the department head and a signed agreement from the user. The dean/director/department chair will be required to indicate authorization for this employee to access Paypal and accept responsibility for the security regulations listed below.

Each person accessing Paypal must have his/her own Paypal account. Sharing of accounts is not allowed.

Once all pages of the attached Paypal User Request Form are returned to Cashiering/Student Accounts, your request will be processed. You will receive your account information via telephone. Please allow up to one week for this process to be completed.

**University of Nebraska at Omaha
Paypal User Request Form**

**All fields are required
Please Print**

Last Name: _____ First Name: _____

Job Title: _____ NUID: _____

Department Name: _____

Check one that applies:

- Replacing Current Position New Position Existing Position, new access

Person Replacing (if applicable): _____

Office Location: _____ Campus Phone: _____

Campus E-mail Address: _____

Employee Signature: _____ Date: _____

By signing this form, I agree to comply with the Credit Card Information Security Guidelines and to attend training upon request by Cashiering/Student Accounts based on new policies/regulations set by the credit card companies.

Credit Card Information Security Guidelines For Departments Using Paypal

The following guidelines are to be used by departments when collecting credit card information from individuals in order to process payments for services, purchases, registrations, etc. Please strictly adhere to the following guidelines in order to safeguard credit card information:

When accepting credit card information for payments where the card is not present, use the UNO "Departmental Credit Card Authorization Form" to document the transaction information if another form has not been developed in the department. These must be forwarded to Cashiering/Student Accounts for processing unless you have an existing credit card terminal available to you.

Access to credit card account numbers should be restricted to users on a need-to-know basis.

Accept credit card information by mail or in person only, NEVER through electronic mail. Accepting credit card information by telephone has more risk since a copy of the authorizing signature is not received for use in potential dispute resolution. It is the department head's choice to accept credit card information by telephone.

Under no circumstances should credit card information be emailed out of the department.

When it is necessary to record an entire credit card number on a document in order to process the transaction (for example, cardholder information received via mail), "black out" all but the last 4 digits of the credit card number on the document as soon the transaction is processed. Partial credit card records should be destroyed when a dispute is no longer acceptable on a transaction, preferably within 60 days. In no case should any credit card information be retained for more than 18 months.

Store paper records in a locked room or cabinet when unattended.

Allow only authorized employees to have access to the secure record storage area(s).

Wherever possible, storage areas should be protected against destruction or potential damage from physical hazards, like fire or floods.

If cardholder data is compromised, contact the Cashiering/Student Accounts Office immediately.

The department head is responsible for maintaining internal controls over the department's money collection processes. Recommended controls can be found at http://cashiering.unomaha.edu/faculty_staff.php

Valuable information is available from VISA on minimizing fraud and other merchant issues at <http://usa.visa.com/merchants/protect-your-business/fraud-control/index.jsp>

The department will be charged a discount fee on all credit card receipts. This fee will be based on charges assessed to UNO by the credit card acquirer on the monthly merchant account bank statement. Any questions regarding the assessment of discount charges should be directed to Accounting Services at x2320.

Questions regarding credit card security should be directed to Tammy Goldsberry, Cashiering/Student Accounts, x3440.

Your signature on this form will indicate that you have authorized the above employee to access your Paypal Account and that the employee has read, understands and agrees to abide by the UNO Credit Card Information Security Guidelines. Any changes to authorized employees will not be allowed access to Paypal or credit card data until separate user authorization form has been filed with Cashiering/Student Accounts for that employee. You agree to notify Cashiering/Student Accounts regarding termination, resignation or retirement of an employee who has been authorized Paypal access so that their account access can be removed.

Signature of Department Head

Date

Print or Type Name of Department Head