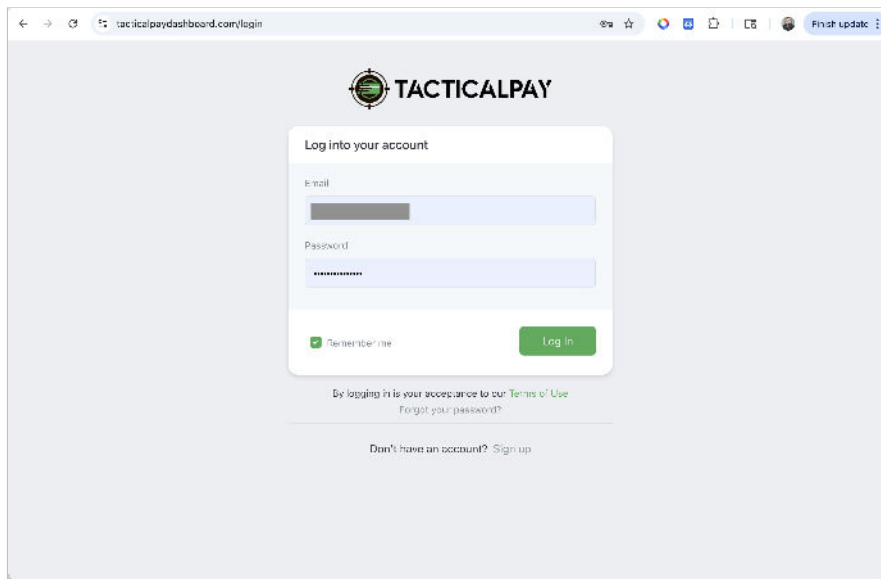


This guide walks **Legacy Merchant Portal** users (Merchant IDs starting with **6799**) through PCI compliance. The Legacy Merchant Portal uses the same Encyrtro PCI compliance platform as the main TacticalPay Merchant Portal — to complete your compliance, you'll log in, find the PCI Compliance section on your dashboard, then complete a short electronic signature, a self-assessment questionnaire (typically about 20 minutes), and a security scan. Once you pass, you receive a compliance certificate valid for one year and avoid a non-compliance fee on your monthly statement. This guide walks you through the process step by step.

Part 1 — Log Into Your Legacy Merchant Portal

Step 1 — Log in

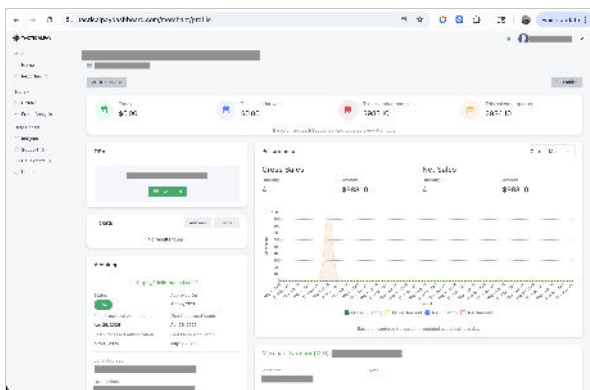
Open your browser and go to tacticalpaydashboard.com/login. Log in with your username and password. Your login credentials were emailed when your merchant account was approved. If you cannot access your account, contact support@tacticalpay.com.



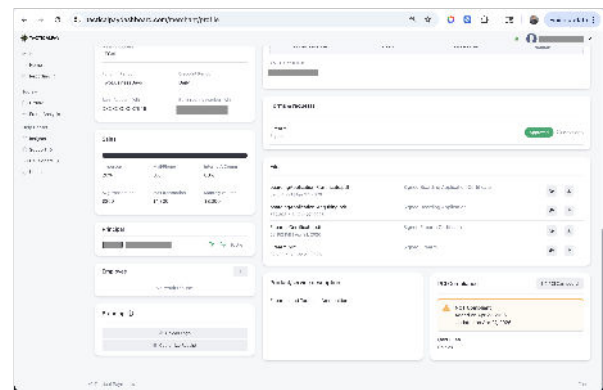
Login at tacticalpaydashboard.com — credentials were emailed at the time of account approval.

Step 2 — Find your PCI compliance status

Once logged in, you'll land on your **Merchant Profile** dashboard showing sales performance, batches, and acquiring details. **Scroll down to the bottom of the page** to find the **PCI Compliance** section in the lower right. If it shows **NOT Compliant**, click the **PCI Dashboard** button to begin.



Your Merchant Profile dashboard. Scroll down to find the PCI Compliance section.



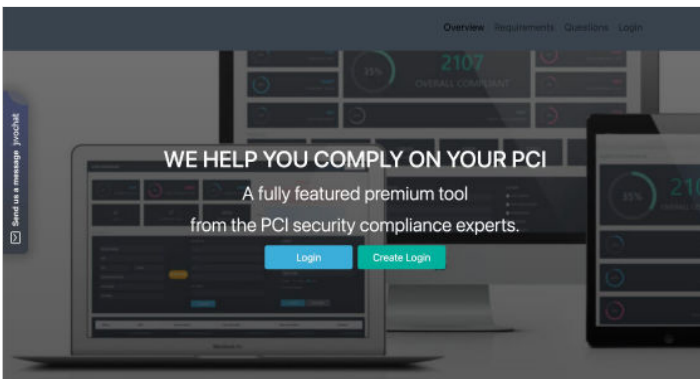
PCI Compliance shows in the lower right. Click PCI Dashboard to begin.

Part 2 — Complete PCI Compliance

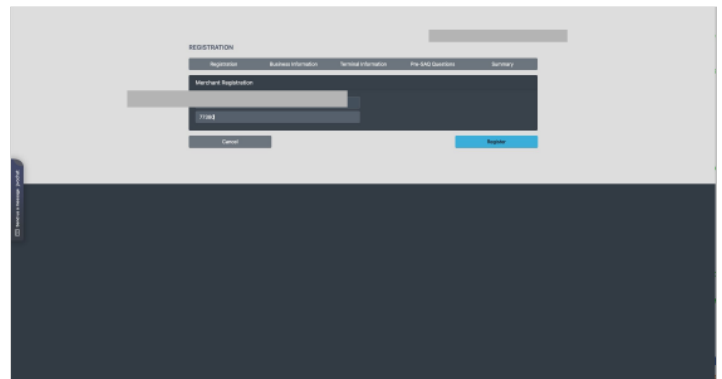
Clicking the **PCI Dashboard** button takes you to Encyto, the platform that handles PCI compliance for TacticalPay merchants. You'll complete three steps here: Electronic Signature, SAQ Questionnaire, and a Security Scan.

Step 3 — Create Login For PCI

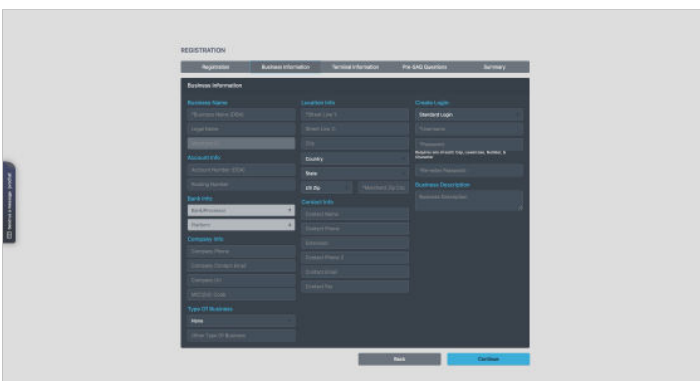
Click **Create Login**. Enter your Merchant ID and ZIP code to register. Your Merchant ID can be found in your TacticalPay Legacy Merchant Portal at the top of the screen.



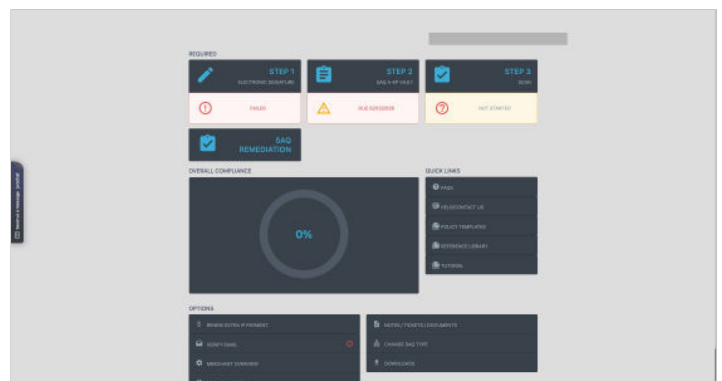
PCI Compliance landing page. Click *Create Login* to begin registration.



Enter your Merchant ID and business ZIP code, then click *Register*.



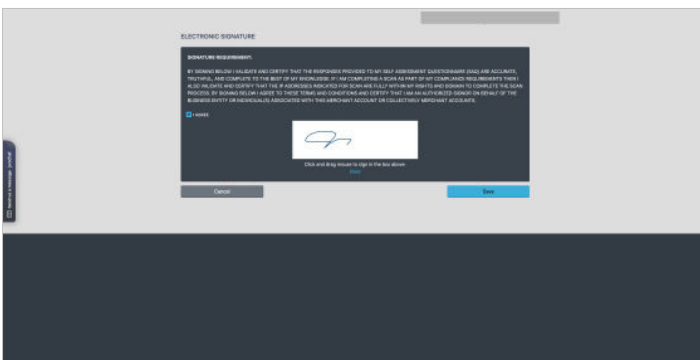
Complete the *Business Information* form, then click *Continue*.



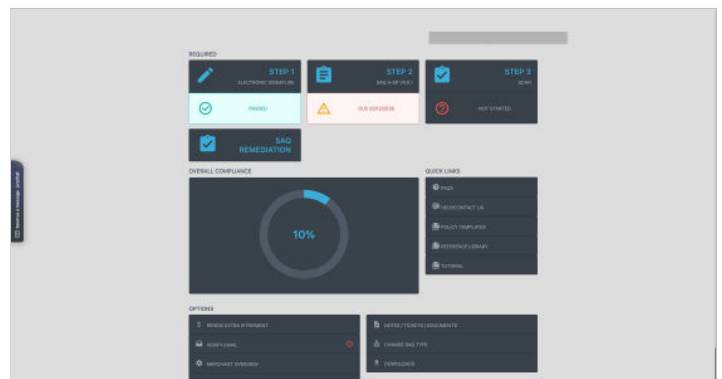
Your Encyto dashboard shows 3 required steps. Complete them in order.

Step 4 — Complete the Electronic Signature (Step 1)

Click on **Step 1 — Electronic Signature**. Read the signature requirement statement, check the **I Agree** box, then use your mouse to draw your signature in the box. Click **Save** when done. Step 1 will show *Passed* on your Encyto dashboard.



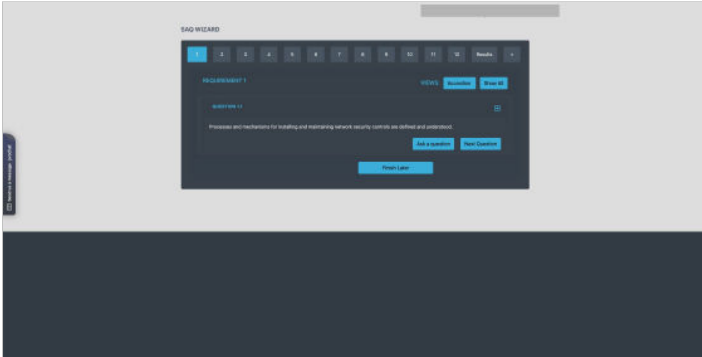
Check the *I Agree* box and e-sign in the box, then click *Save*.



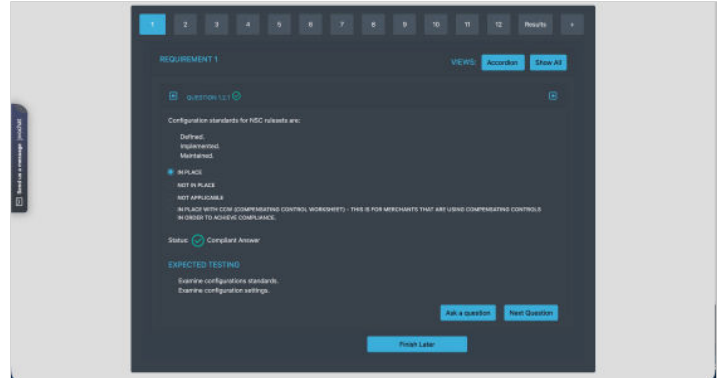
Dashboard after completing Step 1. *Electronic Signature* now shows *Passed*.

Step 5 — Complete the SAQ Questionnaire (Step 2)

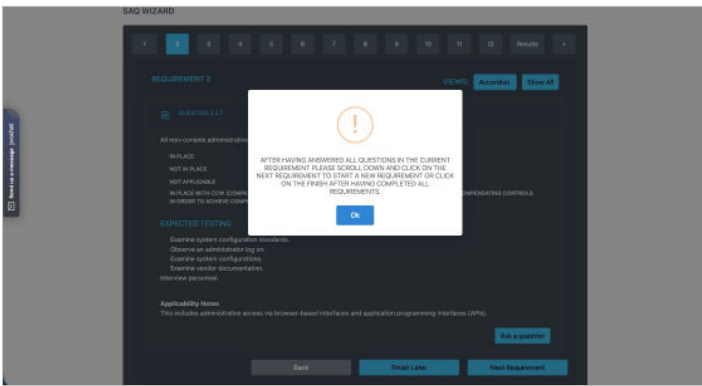
Click **Step 2 — SAQ A-EP** to open the Self-Assessment Questionnaire. This is a series of approximately 100 security questions across 12 requirement sections. For each question, select **In Place**, **Not In Place**, or **Not Applicable**. Most merchants will answer *In Place* for the majority of questions. Work through all 12 tabs using **Next Question**, then **Next Requirement**.



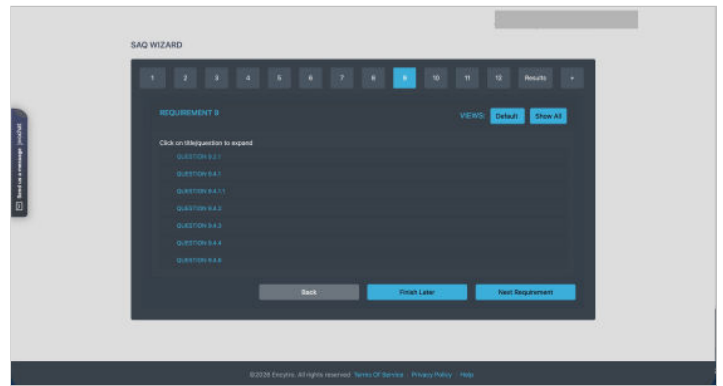
SAQ Wizard — 12 requirement tabs across the top. Start with Requirement 1.



For each question, select your answer. "In Place" means the control is active.

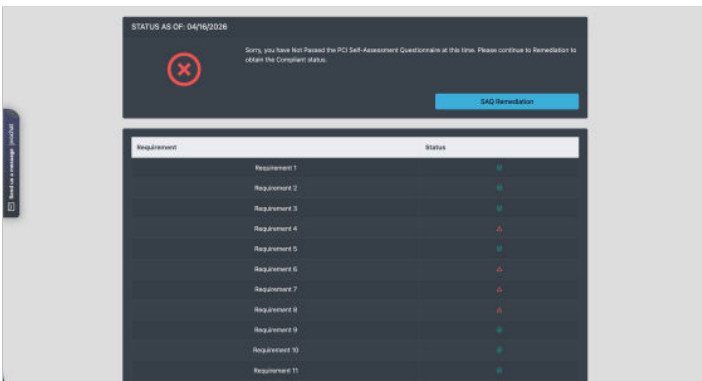


After finishing a section, click OK on this prompt, then click Next Requirement.

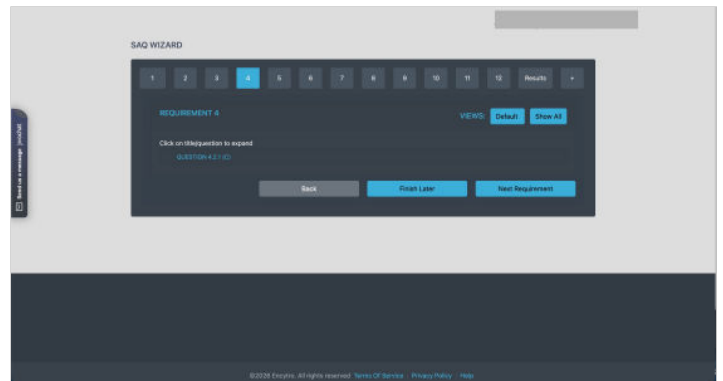


Switching to Accordion view allows you to better see every question. Click each one to expand and answer.

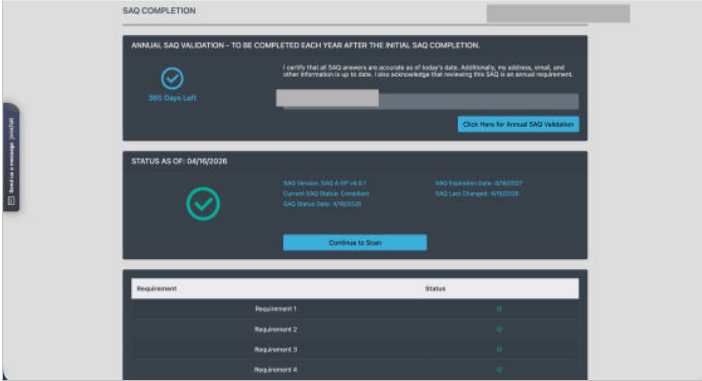
After completing all 12 requirements, click **Results** to see your score. If any requirements show a warning triangle, use the **SAQ Remediation** button to review and correct those answers. Once all are green checkmarks, your SAQ is complete.



Results page — warnings mean some answers need remediation. Click SAQ Remediation.



Remediation takes you back to flagged questions. Review and update your answers.



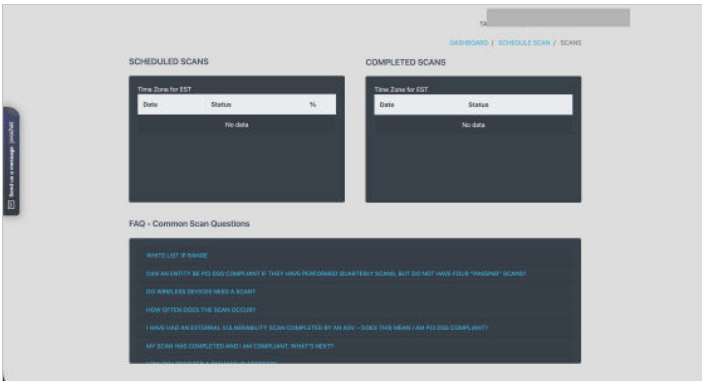
SAQ Completion screen showing Compliant status. Step 2 is now complete.



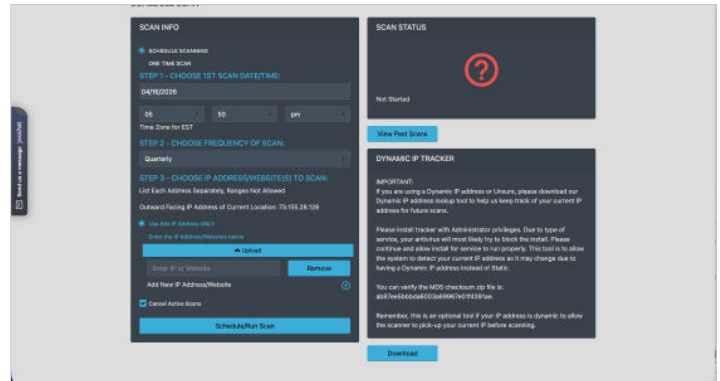
Dashboard with Steps 1 and 2 passed. Overall compliance is now at 75%.

Step 6 — Schedule Your Security Scan (Step 3)

The final step is scheduling a quarterly security scan of your network or website. From your dashboard, click **Step 3 — Scan**, then click **Schedule Scan** in the top menu.

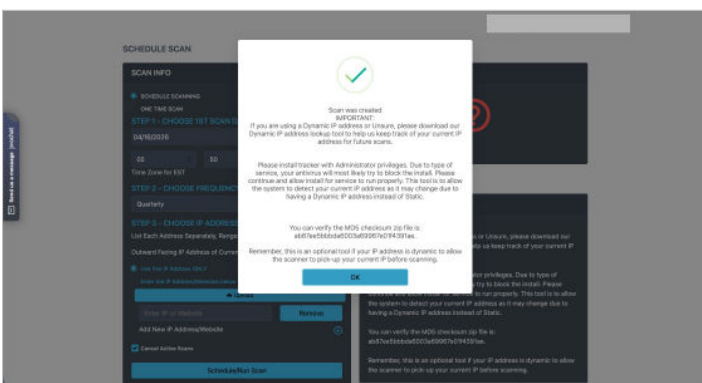


Step 3 — Scan. Click Schedule Scan in the top navigation to set up your scan.

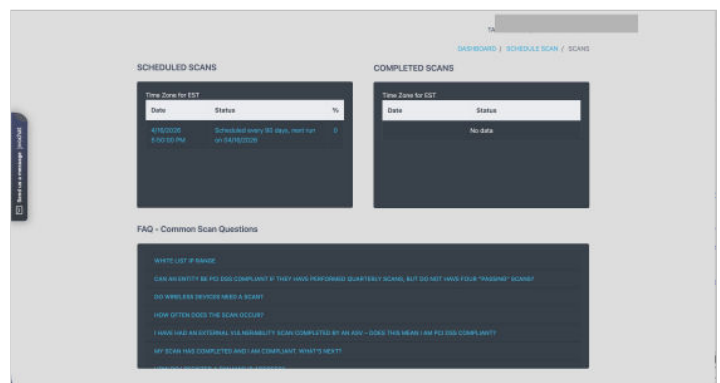


Schedule Scan form: choose a date, set frequency to Quarterly, confirm your IP address.

On the Schedule Scan page: choose a start date and time, set frequency to **Quarterly**, and confirm the IP address shown is correct. If your IP address changes frequently, download the Dynamic IP Tracker tool shown on the right side. Click **Schedule/Run Scan** to submit.



Scan created confirmation. Click OK to dismiss.

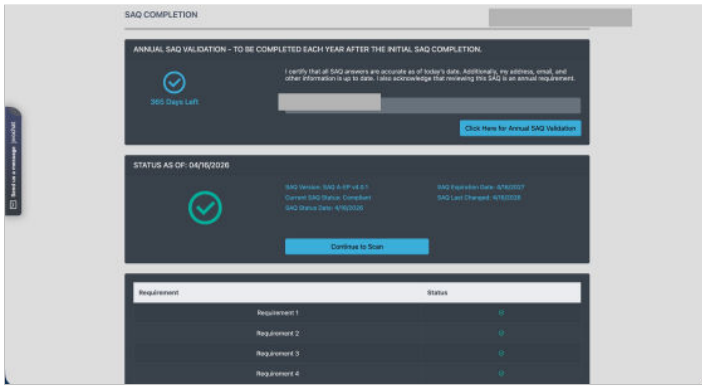


Scheduled scans list now shows your quarterly scan. Step 3 is underway.

Annual Renewal

PCI compliance must be renewed each year. You'll receive an email reminder when it's due. Log back into your Legacy Merchant Portal, click the **PCI Dashboard** button, and on the SAQ Completion page you'll see an **Annual SAQ Validation** button. Click it, confirm your information is still accurate, and submit. Most of your previous answers carry over automatically.

TIP Once you have passed, you'll receive a digital certificate. Download and save a copy for your company's records.



The screenshot shows the 'SAQ COMPLETION' page. At the top, there is a section for 'ANNUAL SAQ VALIDATION - TO BE COMPLETED EACH YEAR AFTER THE INITIAL SAQ COMPLETION.' Below this, there is a 'STATUS AS OF: 04/16/2026' section with a green checkmark and a 'Continue to Step' button. At the bottom, there is a table with columns for 'Requirement' and 'Status'.

Requirement	Status
Requirement 1	✓
Requirement 2	✓
Requirement 3	✓
Requirement 4	✓

Annual SAQ Validation appears on the SAQ Completion page each year. Click to renew.



The screenshot shows a 'PCI DSS COMPLIANCE SAQ Compliance Certificate' for TACTICALPAY. It includes the company name, certification level (A-EP), date completed (04/16/2026), and expiration date (04/16/2027). There is a signature field and a 'Signed Title' field. The certificate is powered by mytrn.

Your PCI DSS Compliance Certificate — download and save this for your records.

Questions? Contact support@tacticalpay.com