



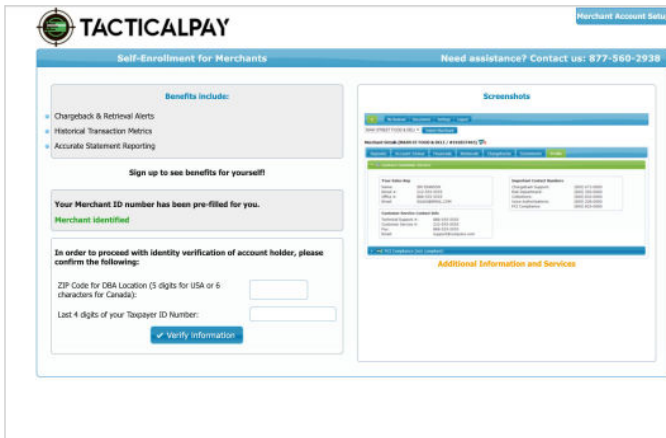
PCI compliance is a security standard required of all businesses that accept credit cards. It exists to protect your customers' payment information. To become compliant, you complete a self-assessment questionnaire — typically about 20 minutes — which you can access through your TacticalPay Merchant Portal. 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 — Create Your TacticalPay Merchant Portal Account

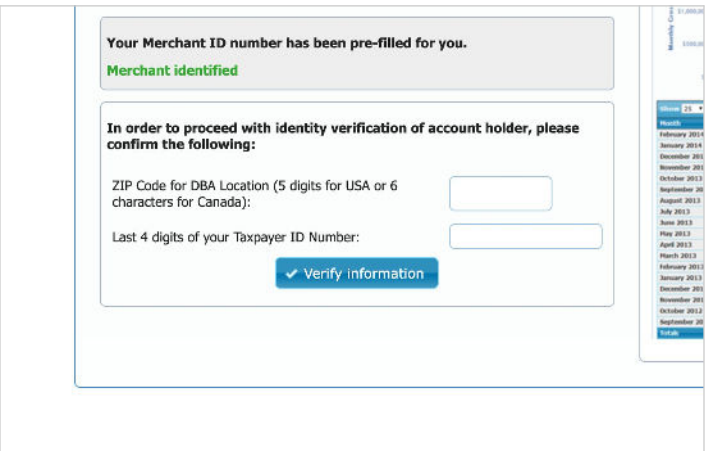
If you have already logged into your TacticalPay Merchant Portal before, skip to Part 2. If this is your first time, follow these steps to create your account.

### Step 1 — Go to the self-enrollment page

Open your browser and go to **dashboard.tacticalpay.com**. You'll land on the Self-Enrollment for Merchants page. Your Merchant ID has been pre-filled — you just need to verify your identity.



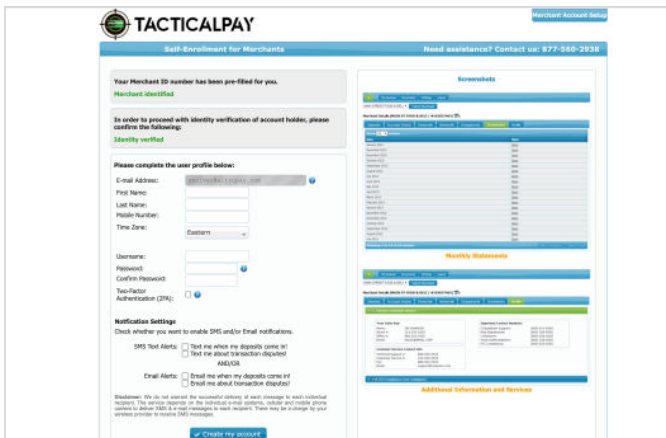
The Self-Enrollment page. Your Merchant ID is pre-filled on the left.



Identity verification: enter your business ZIP code and the last 4 digits of your Tax ID (EIN).

### Step 2 — Complete your profile

After identity is verified, fill in your profile: first and last name, mobile number, time zone, and create a username and password. You can also set up deposit and dispute notification alerts. Click **Create my account** when done.



Fill in your profile details and create your username and password.



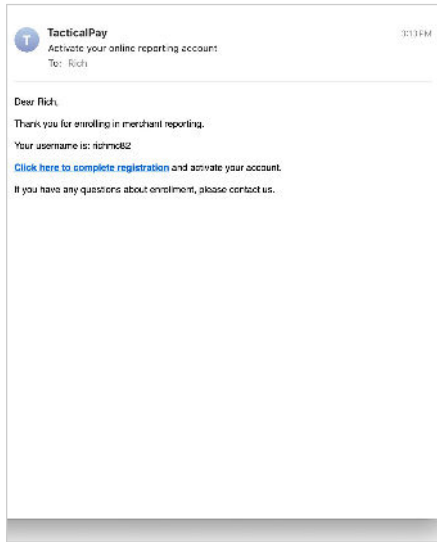
Registration complete. An activation email has been sent to your inbox.

### Step 3 — Activate your account via email

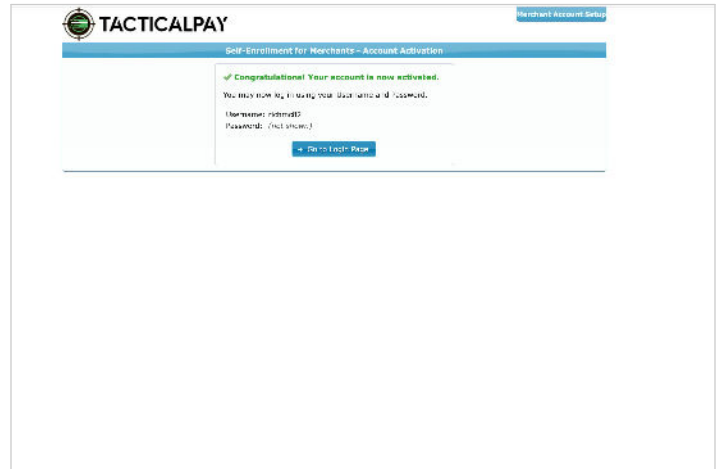
Check your inbox for an email from TacticalPay with the subject “**Activate your online reporting account.**” Click the link inside to activate. You’ll see a confirmation page with your username.



*Check your spam or junk folder if you don’t see the email within a few minutes.*



Activation email from TacticalPay. Click the link to complete registration.

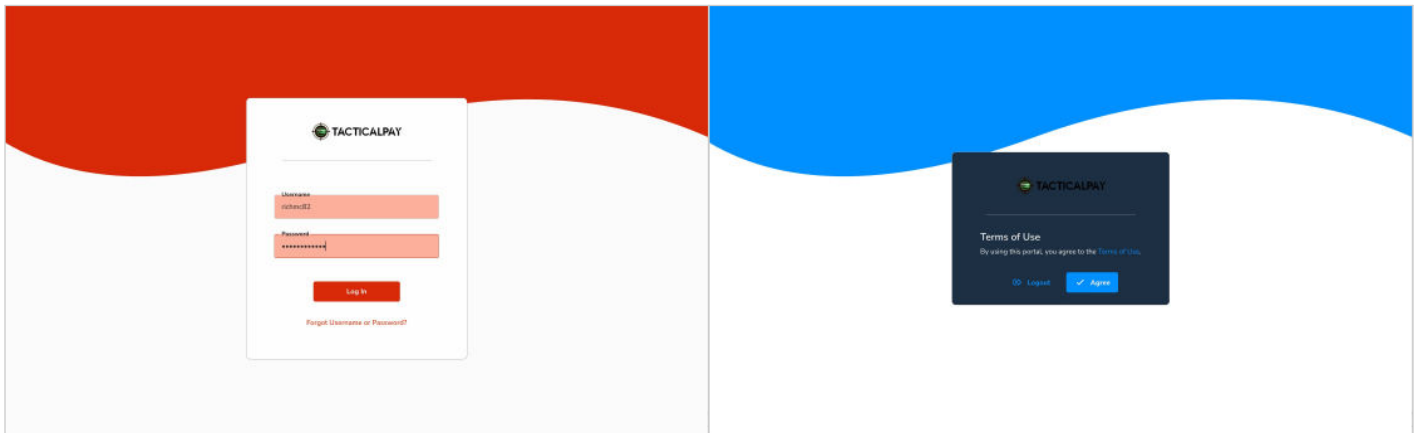


Account activated. Your username is confirmed — click Go to Login Page.

## Part 2 — Log Into Your TacticalPay Merchant Portal

### Step 4 — Log in and agree to Terms of Use

Go to **dashboard.tacticalpay.com** and log in with your username and password. On first login you’ll be prompted to agree to the Terms of Use — click **Agree** to proceed.

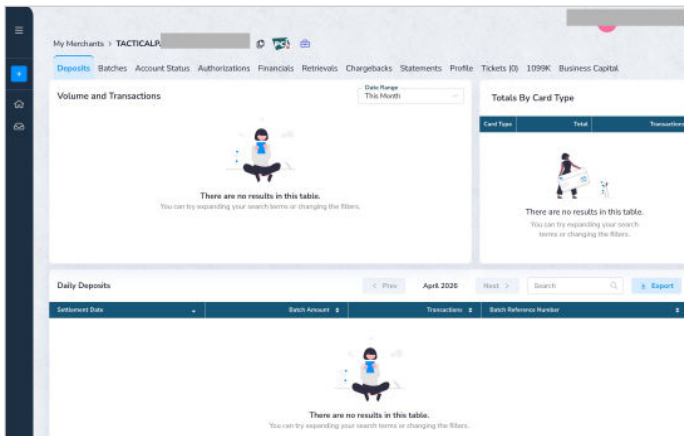


TacticalPay login page at dashboard.tacticalpay.com.

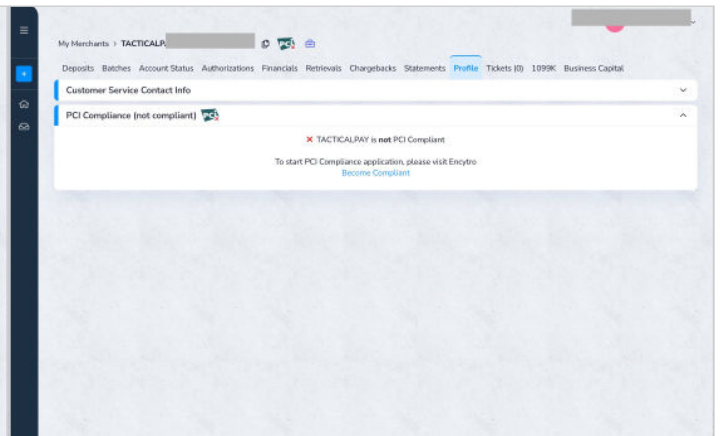
Accept the Terms of Use to enter your TacticalPay Merchant Portal.

### Step 5 — Find your PCI compliance status

Once inside your TacticalPay Merchant Portal, click the **Profile** tab in the top navigation. You’ll see a section labeled **PCI Compliance**. If it shows “not compliant,” click the **Become Compliant** link to begin.



Your merchant dashboard. Click the Profile tab in the top navigation.



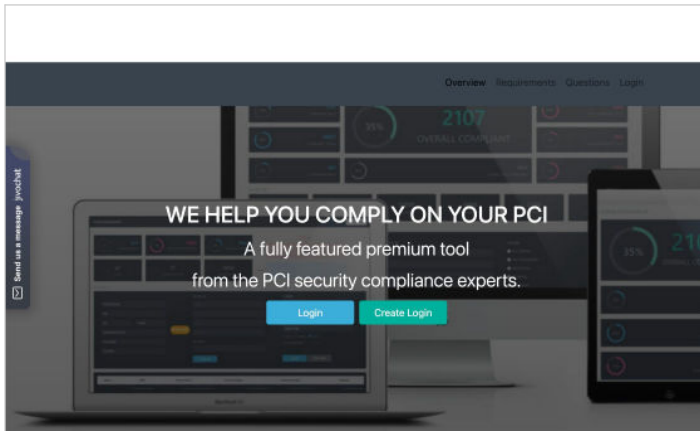
Profile tab shows PCI Compliance status. Click “Become Compliant” to start.

### Part 3 — Complete PCI Compliance on Mentom Payments

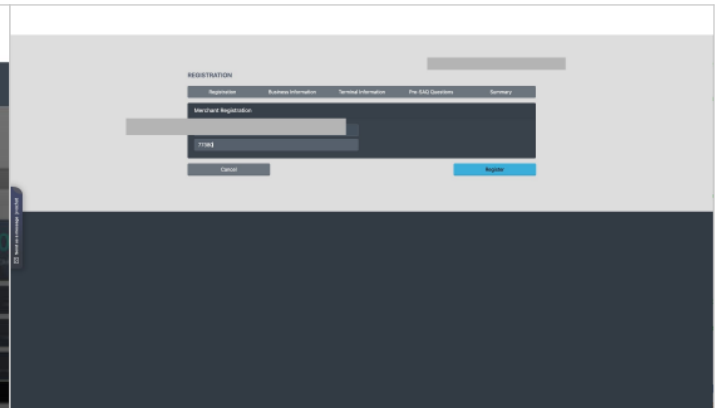
Clicking the Become Compliant link takes you to **Mentom Payments** (powered by Encyrtio), the platform that handles PCI compliance for TacticalPay merchants. You'll complete three steps here: Electronic Signature, SAQ Questionnaire, and a Security Scan.

#### Step 6 — Register on Mentom Payments

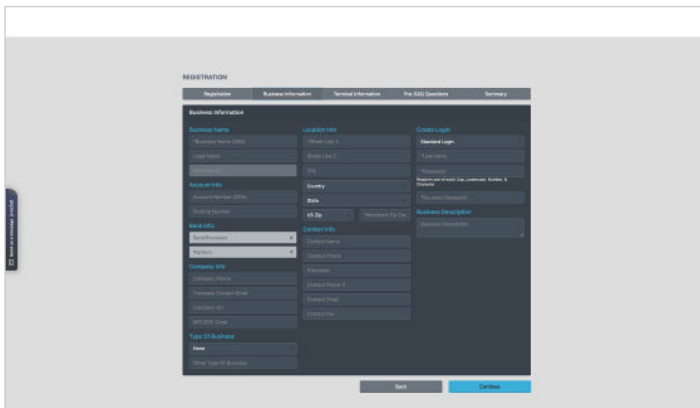
On the Mentom Payments site, click **Create Login**. Enter your Merchant ID and ZIP code to register. Your Merchant ID can be found in your TacticalPay Merchant Portal at the top of the screen.



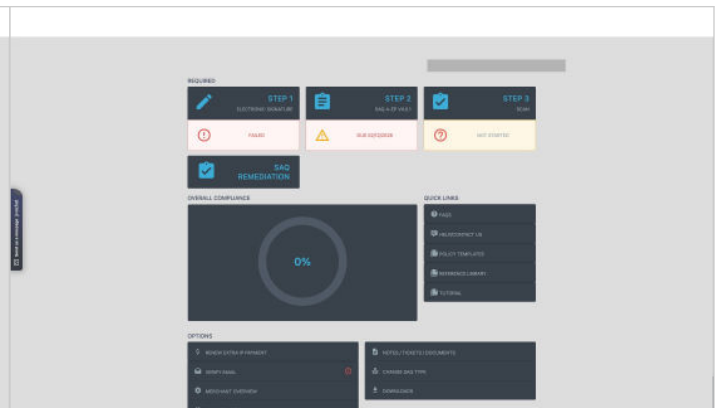
Mentom Payments landing page. Click Create Login to begin registration.



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



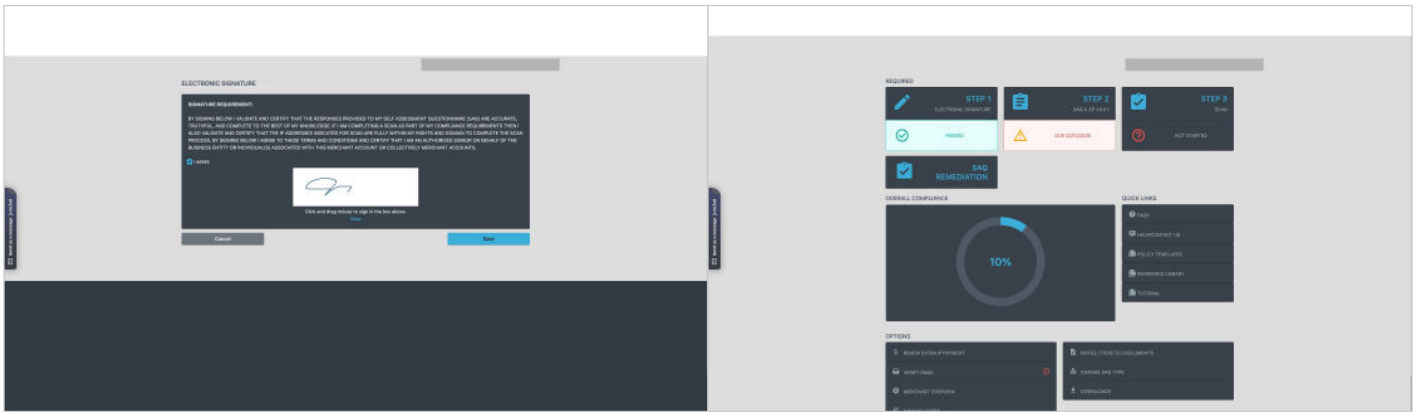
Complete the Business Information form, then click Continue.



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

#### Step 7 — 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 Mentom dashboard.

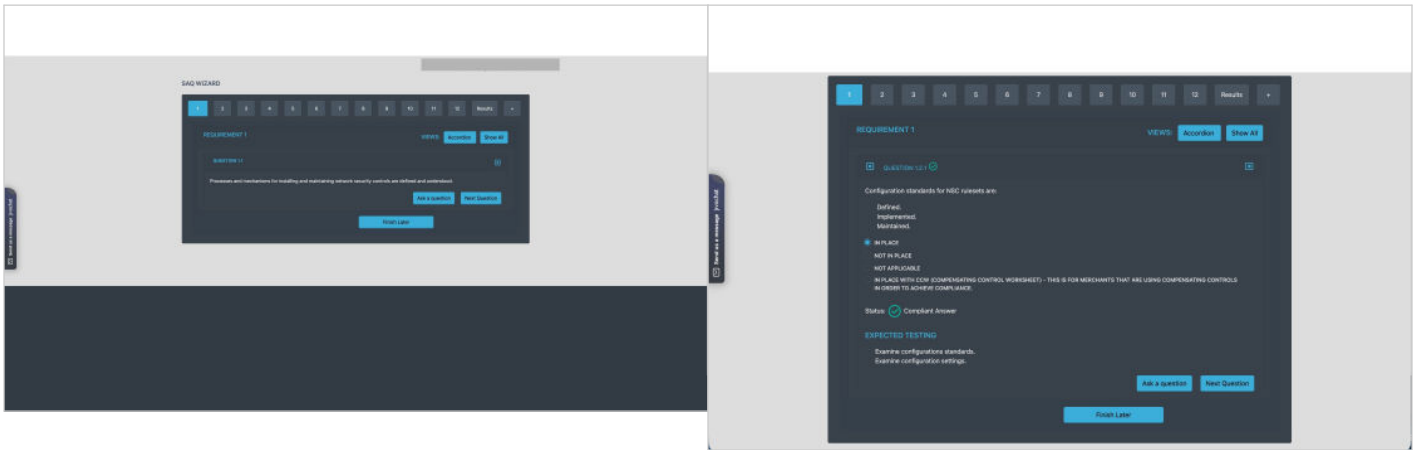


Check the I Agree box and e-sign in the box, then click Save.

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

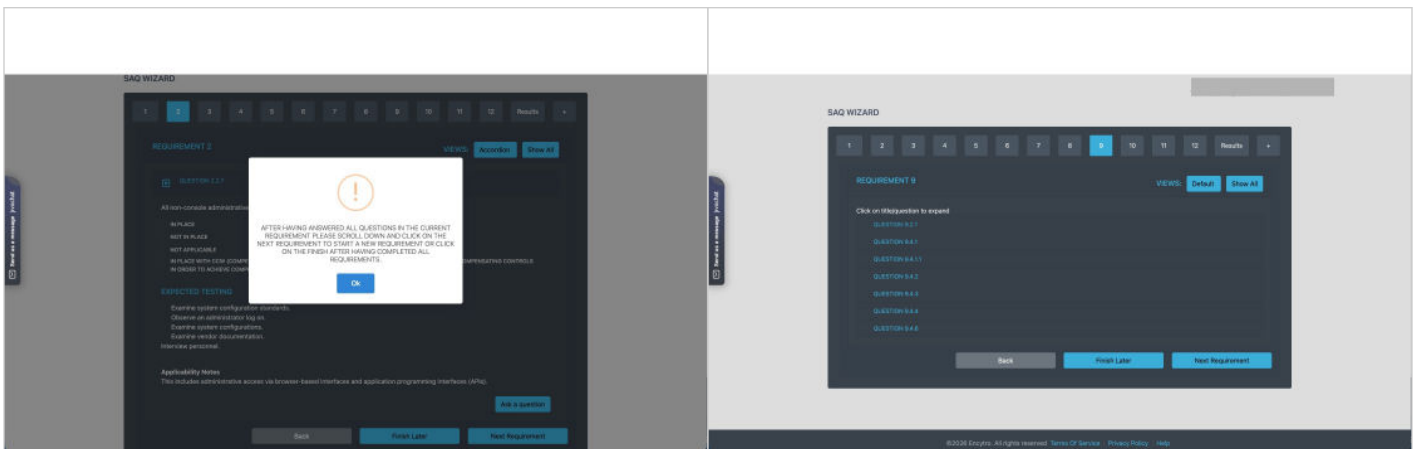
**Step 8 — Complete the SAQ Questionnaire (Step 2)**

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.

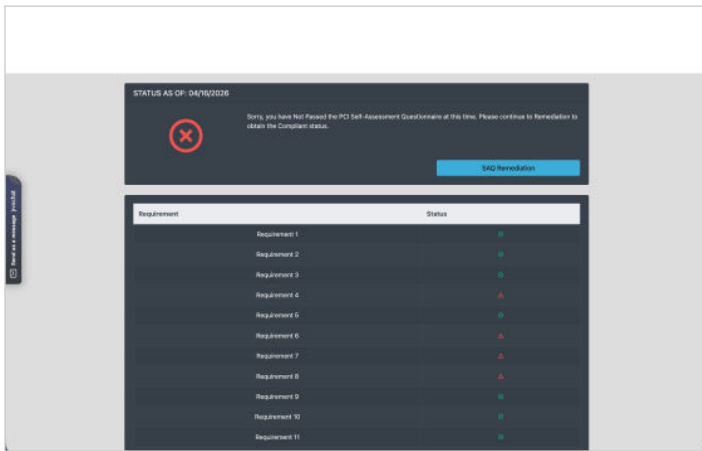
For each question, select your answer. “In Place” means the control is active.



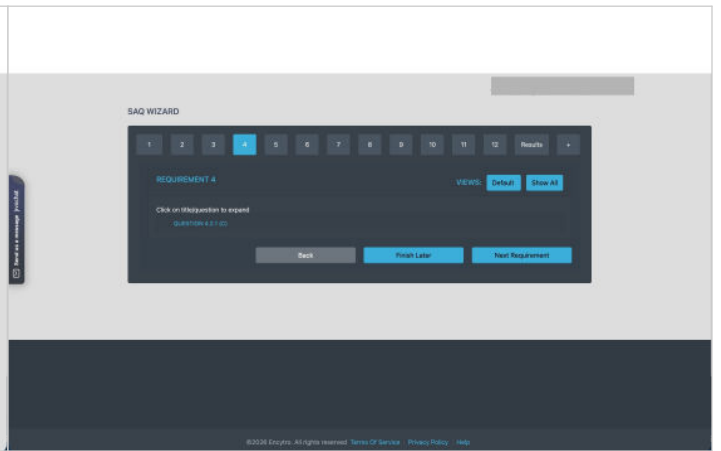
After finishing a section, click OK on this prompt, then click Next Requirement.

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

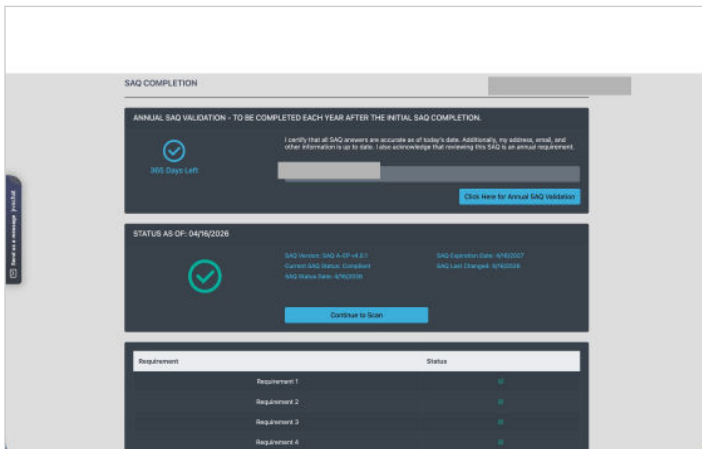
After completing all 12 requirements, click **Results** to see your score. If any requirements show a warning triangle, use the **SAQ Remediation** button to review and correct those answers. Once all are green checkmarks, your SAQ is complete.



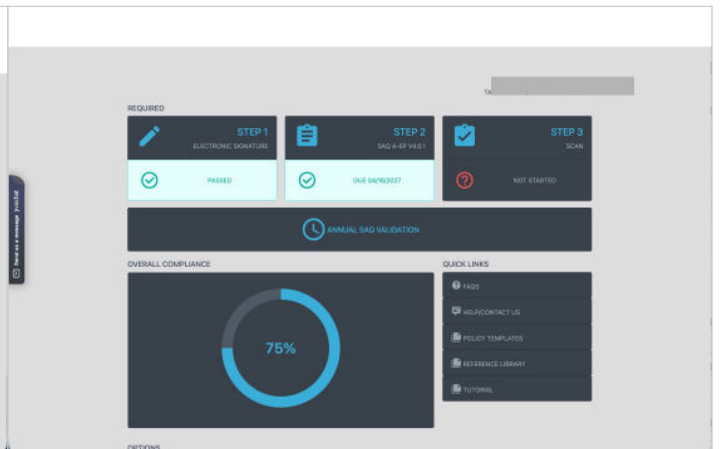
Results page — warnings mean some answers need remediation. Click SAG Remediation.



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



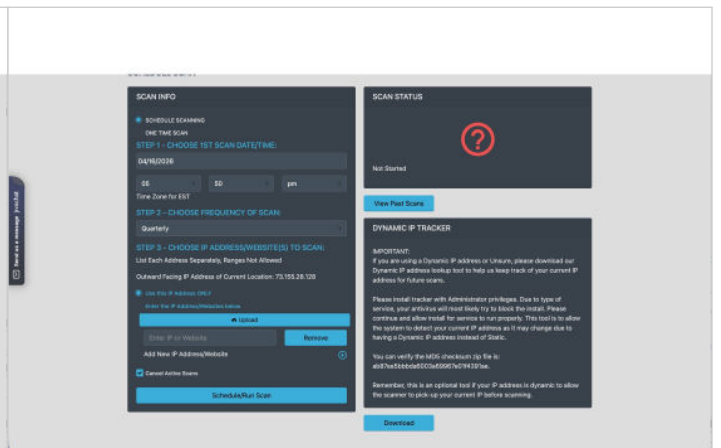
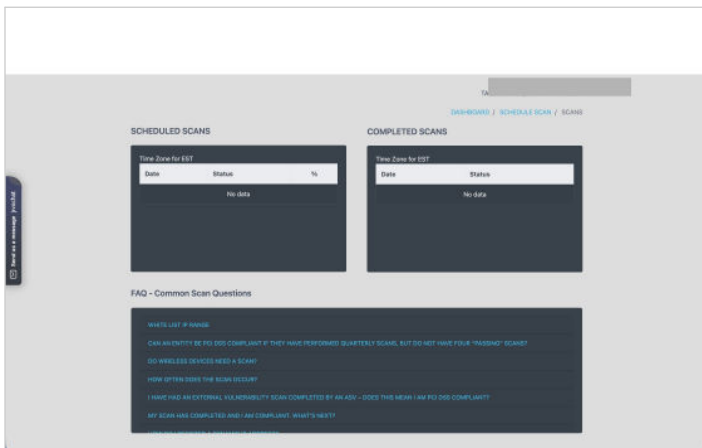
SAG Completion screen showing Compliant status. Step 2 is now complete.



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

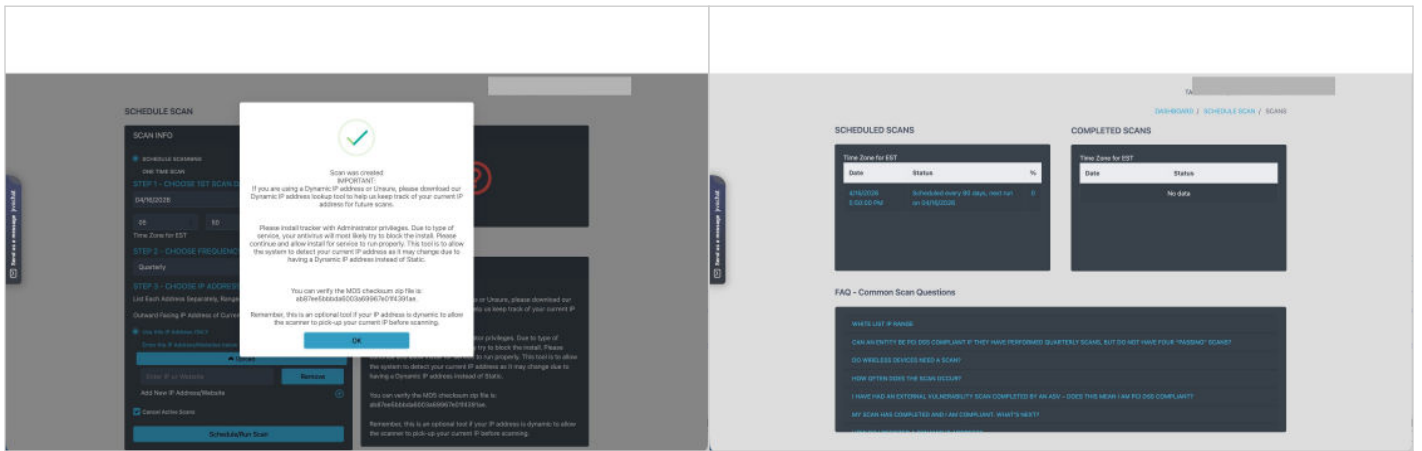
## Step 9 — Schedule Your Security Scan (Step 3)

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.



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.



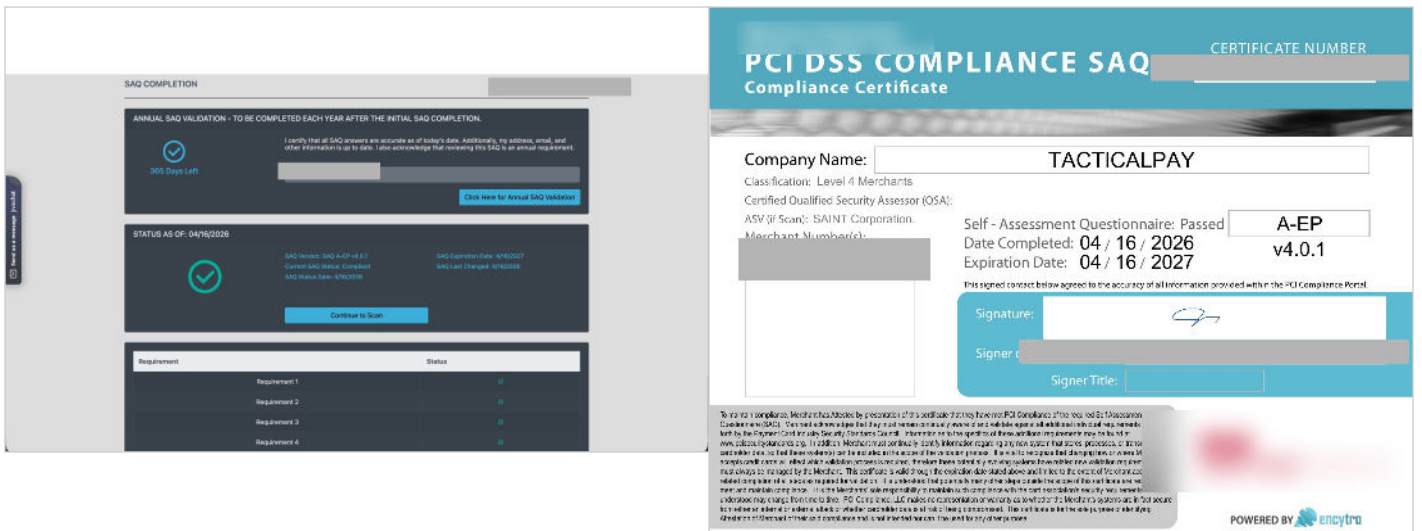
Scan created confirmation. Click OK to dismiss.

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 into Mentom Payments, 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.



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

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