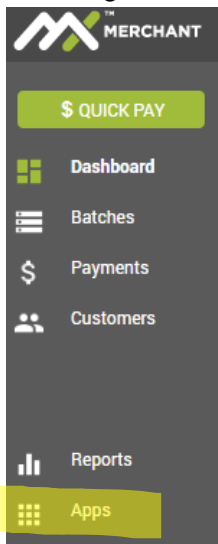


PCI Compliance Guide

1. Merchant is approved and boarded on MX Merchant
2. Merchant receives Welcome email to log into MX Merchant
3. Merchant goes to mxmerchant.com
4. Click Create New User
5. Enter the owners email address and click Verify
6. Merchant will receive a verification email, click on the verification link found within the email
7. Follow prompts to create and confirm a password for account
8. Click Continue and merchant will be signed into the merchant portal within MXMerchant
9. Once registered, Merchant goes to Apps



10. Merchant clicks on Apps and Activates SYSNET



11. When Merchant Activates SYSNET it will redirect them to register/enroll in SYSNET
12. Once registered/enrolled, they will be able to complete their PCI SAQ (Self-Assessment Questionnaire)
13. Merchant has 90 Days from date of Approval to complete their PCI SAQ, after that they are subject to fees for Non-Compliance

If merchant has any problems with enrollment, please contact Kristen or Cori at 973-324-2251