

## City of Lake Forest Card Holder Environment

The *Card Holder Environment* consists of any person, process or technology involved with any part of processing a credit card transaction.

This environment is protected by the enforcement of policy, procedures and change management by the PCI Change Management Committee.

### Environment

The PCI Change Management Committee maintains a list of positions authorized to store, process or transmit card holder data.

	Location / Component (Process & Technology)
	Finance
1	Credit Card Processing Device Make, Model, Location & Serial Number
2	Phone Line Location
3	Procedure for processing credit card transactions
4	List of positions who can process a credit card transaction
5	Software Processing Credit Card Transactions – Direct Response Resource/APT for vehicle registration decals, Pet Licenses, Parking Permits, and Business Parking Permits; SunGard Public Sector Click2Gov for online Water Billing payments
6	PCI Network Segment
	City Hall
1	Credit Card Processing Device Make, Model, Location & Serial Number
2	Phone Line Location
3	Procedure for processing credit card transactions
4	List of positions that can process a credit card transaction
	Golf Course Club House & Grill
1	Credit Card Processing Device Makes, Models, Locations & Serial Numbers
2	Phone Line Location
3	PCI Network Segments
4	POS PC's: (3) owned by EZLinks Golf, (1) in Grill owned by City
5	Networking Closet Access Log & Camera
6	Procedure for processing credit card transactions
7	List of positions who can process credit card transactions
8	EZLinks Golf POS software v 7.0 used for processing credit card transactions
	Parks & Recreation
1	Credit Card Processing Device Makes, Models, Locations and Serial Numbers
2	Phone Line Locations (Fax)

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3	PCI Network Segments
4	Wireless Credit Card Reader
5	POS PC's: (3) 91LSJK2 (REC-FRONT1), 902TJK2 (REC-FRONT2), & 909SJK2 (REC-FITNESS2).
6	List of positions who can process credit card transactions
7	List of people who have access to VSI Admin. Account
8	List of people who have access to keys to (1) cage area where Registration Forms are stored
9	Procedure for processing Registration Forms containing credit card numbers
10	Procedure for Processing Credit Card Transactions
11	Procedure for destruction of credit card numbers on registration forms, hard copy stored credit card numbers and online stored credit card numbers
12	Networking Closet Access Log & Camera
13	Fax (Printer) Machine
14	FORTIS redaction software on PC (Asset # G81J7Y1)
15	Shredders (cross or diamond cut) – front counter & fitness office
16	Copies of all forms with credit card number notation tear strips
17	Lower Level office and cage areas – stored paper forms
Police Department	
1	Credit Card Processing Device Make, Model, Location and Serial Number
2	Phone Line Location
3	Procedure for processing credit card transactions
4	List of positions who can process a credit card transaction
5	Software Processing Credit Card Transactions – MSI violations software, Total Parking Solutions, and Park Mobile
Senior Center	
1	Credit Card Processing Device Make, Model, Location and Serial Number
2	Phone Line Location
3	Procedure for processing credit card transactions
4	POS PC's: (3) 2FHW12 (GCC-BECKER), F2WKM52 (GCC-LOBBY), & DZZ7N22 (GCC-SCHWALL)
5	PCI Network Segments
6	Procedure for processing Registration Forms containing credit card numbers
7	Procedure for destruction of credit card numbers on registration forms & hard copy stored credit card numbers
8	Shredder (cross or diamond cut) in the office of the Assistant Manager/Program Coordinator

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9	Copies of all forms with credit card number notation tear strips
10	List of positions who can process a credit card transaction
	IT Data Center
1	VSI Server Environment, SSL Certificate to gateway payment processor
2	Online Water Bill Payment - SSL Certificate from Internet to DMZ; CityClick2Gov Server; Firewall ports 80 and 443; Keystore opkeys.jks; iSeries Cash Receipts
3	PCI Network Segments
	<b>Positions Authorized for Payment Processing</b>
	City Hall
1	Administrative Assistant, City Hall
2	City Clerk
3	OCM Management Intern
	Finance
1	Finance Director
2	Assistant Director Finance
3	Accountant
4	Account Clerk III
	CROYA
1	None
	Golf Course
1	General Manager
2	Golf Head Professional
3	Front Counter Clerk
4	Food Server
	Recreation Center
1	Part-Time Office Staff
2	Office Manager
3	Building Manager
4	Superintendent of Parks and Recreation
	Police Department
1	Records Division of Police Department
	Senior Center
1	Dickinson Hall Administrative Assistant
2	Dickinson Hall Manager
3	Dickinson Hall Program Manager

**Merchant Services**

Administrative Directive 3-13 Attachment

**City of Lake Forest Card Holder Environment**

Department	Merchant Services	
Golf	EZLinks Golf POS (AMS)	EZLinks Golf (AMS)
Golf Food and Beverage	EZLinks Golf POS (AMS)	EZLinks Golf (AMS)
Finance, City Hall, Police Dept, Senior Center	AMS	AMS
Parks & Recreation	VSI	Plug 'n Pay
Water	Click2Gov	SunGard Public Sector/AMS

**PIN Entry Devices (PED)**

Company	Make, Model & Serial Number	Software Version	PCI Expiration	Location
VeriFone	VX520 3374096	V3	4/30/2020	Finance
VeriFone	T4220 235600242037	V3	4/30/2020	City Hall
Ingenico	iWL2557314243 WL030075	V2	4/30/2017 *	WiFi – Beach
MagTek	IPAD 98CE046015161 A0D  98CE046016070 80D	V2	04/30/2017 *	P&R Front Counter -VSI
MagTek	IPAD  98CE04600D130 80D	V2	04/30/2017 *	P&R Fitness Center- VSI
VeriFone	VX520 285866862	V3	4/30/2020	Police

\* Until V3 compliancy, PIN entry is prohibited.

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**Point-to-Point Encryption (P2PE) Devices**

Company	Make, Model & Serial Number	Verified Encryption	Location
ID Tech	IDKE-534833BL  T135012892  T135012893  450T519152	TDES and AES	Golf – Club House & Grill