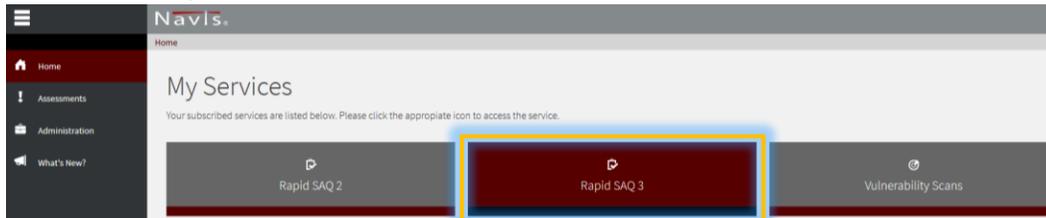


Completing an SAQ in Navis 2.0

Coalfire's Navis Portal

With the rollout of PCI DSS v3.0 and the corresponding SAQs, Coalfire updated the Navis portal and included a migration from Navis 1.0 SAQs to Navis 2.0 SAQs. All SAQs completed in Navis in 2015 will need to be completed in Navis 2.0.

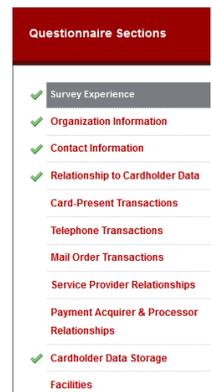
1. Login to [Navis](#) with your pre-established credentials from the 2014 SAQ completion cycle. If you need assistance, or a password reset, please inform cashandmerchant@ucr.edu.
2. Click on the "RapidSAQ 3" button.



3. On this Assessments page, you'll see the name of all cardholder data environments that are assigned to you.
4. Click on the Assessment Name link text that corresponds to the merchant environment you would like to complete. This then takes you to an Overview of that merchant.
5. Begin the SAQ by choosing "Environment" on the left column menu that has now refreshed.
6. You will see in that many of the questions have already been filled in based upon responses from previous years. Please confirm that information is up to date and accurate.



- a. Please leave the "Survey Experience > Self-Define SAQ" section as it is, since the appropriate SAQ was determined by a Needs Assessment call with Coalfire.
 - b. Note that green check marks will not be present for all "Questionnaire Sections" on the right menu, but only those that you have completed, that are also required by your specific SAQ.
7. Upon completion of all "Questionnaire Sections", then proceed to the "Controls" menu to the below the "Environment" menu.
 8. Review all sections listed in the right-panel "Questionnaire Sections", which will only show requirements for your specific SAQ validation.



- a. **The last section of this is the "Formal Attestation", and make sure you are still in agreement with all statements listed.**
9. Once all "Environment" and "Controls" sections are reviewed, updated as necessary, and completed, proceed to the "Reports" menu on the left.



10. Click on the SAQ paper icon, and this will download a "SAQ_x.pdf" for the organization selected.
 - a. Look for *Part 3b. Merchant Acknowledgment*, typically on the second or third from last page (24-25).

- b. This single page needs to be signed and returned to the Campus Credit Card Coordinator.

Part 3b. Merchant Attestation	
Signature of Merchant Executive Officer ^	Date:
Merchant Executive Officer Name:	Title:

- c. **Please remember that the SAQ must be signed by a Director, or higher-level executive, within your department.**

11. Once signed, scan and email, or send, to the Campus Credit Card Coordinator, Asirra Suguitan.
- a. Your **Annual Credit Card Merchant Agreement (ACCMA)** should be sent along with this signed page.

For assistance or questions, please contact cashandmerchant@ucr.edu or call Josh at x21950.