

ATM Activation Checklist

Dual Control / Split Knowledge

SECTION			Location Business Information		
Business Name		Business Address		City/State/Zip	
Merchant Name		Business Phone #		Business Lic. # - Type of Business (Store-Café-Hotel)	
		Merchant Cell Phone #			
SECTION 2			ATM Equipment Information		
ATM Terminal Serial #		ATM Terminal ID #		ATMC Code (optional)	
Software Version		Firmware Version		EPP/Keypad/TRSM Serial #	
TDES Compliant Write Yes or No		Keypad meets VISA Pin Security Standards and a copy of the www.pcisecuritystandards.org screen shot, showing proof of compliance, is on file. Yes No (circle one)			
SECTION 3			Wireless Host Connection Information		
Wireless Serial #		Wireless ESN-MAC-MEID #		Hardline Phone #	
U <input type="checkbox"/> DO <input type="checkbox"/> EO <input type="checkbox"/> LIE <input type="checkbox"/> LIWifi <input type="checkbox"/> Ldph <input type="checkbox"/> Shph <input type="checkbox"/> ATMCdph <input type="checkbox"/> Adph <input type="checkbox"/>					
SECTION 4			Master Key Injection Procedure		Key Custodian 1 & 2 Initials Required
Location of ATM is Safe _____, No Cameras Viewing PINS or Components _____, Merchant Provided with ATM Instructions Exhibit 7 _____, Privacy for Cardholders _____, Business Name Matches the outside Buildings' Business Name _____.					
Activating Key Custodian #1 PRINT NAME CLEARLY			Activating Key Custodian #2 PRINT NAME CLEARLY		
Initials		Offsite Temporary Key Custodians only - steps 1,2,3,4			
		<i>Upon receiving sealed envelopes 1 & 2 containing Convelopes, both Key Custodians must be present before opening.</i>			
		Offsite Temporary Key Custodian will read and sign Temporary Key Custodian Agreement before proceeding. (See attached)			
		Offsite Key Custodian 1 – Sealed Envelope was unopened and not tampered with and number verified prior to activation Sealed Envelope # 1			
		Offsite Key Custodian 2 – Sealed Envelope was unopened and not tampered with and number verified prior to activation Sealed Envelope # 2			
		Installation by Key Custodian 1 – Envelope was unopened and not tampered with. Convelope Serial #			
		Installation by Key Custodian 2 – Envelope was unopened and not tampered with. Convelope Serial #			
		Pre-Load Inspections			
C-1		Key Custodian will verify that the ATM Terminal Serial # is correct and matches the invoice if the ATM is new.			
C-2		Key Custodians will verify that the EPP Serial # is correct, if can be seen, and matches invoice if new.			
		Key Custodians will verify ATM locks have not been tampered with, broken, or marked.			
		Key Custodians will verify there are no unusual devices inside or outside the ATM.			
		Key Custodians will verify there are no security cameras or mirrors recording activity at the keypad (or that activity can be blocked from view).			
		Key Loading Procedures (The authorized ATM Operator will access the Key Management Function by using the secure passwords).			
		Key Custodian #1 approaches terminal and blocks the view of the keypad with his or her body; Key Custodian #2 turns his or her back and makes sure no one is watching the process.			
		Key Custodian #1 enters the first set of comvelopes according to the processor's instruction.			
		Key Custodian #2 approaches terminal and blocks the view of the keypad with his or her body; Key Custodian #1 turns his or her back and makes sure no one is watching the process.			
		Key Custodian #2 enters the first set of comvelopes according to the processor's instructions.			
A Key Custodian will call the ATM ISO Helpdesk at 800-299-3035 to have Masterkeys bound to the ATM Terminal ID. ISO will provide Key Custodians with the Combined Check Digits . Both Key Custodians will verify that the Combined Check Digits match the Combined Check Digits that are displayed on the ATM Terminal ID. If the Check Digits do not match, the Key Custodian will clear the system and go through the process again, if the Check Digits fail to match a second time and additional Convelopes are not available, the service call will have to be rescheduled.					
Combined Check digit: _____					
C-1		Post Activation Procedures			
C-2		Master passwords changed.			
		LABELS / Network Marks attached to ATM (Surcharge, ISO Owner, Bank Sponsor Label).			
		Test Receipt attached.			
		Picture of ATM, showing appropriate labels.			
		Circle how keys were destroyed below: Cross Shred - Burning - Pulping		WITNESS: (Print name, sign and date)	
21 I attest by my signature below that this ATM has been activated according to this work sheet. I have inspected this ATM and the location and there appears to be nothing on or near the ATM which would compromise the ATM, the cardholder or PINS					
Key Custodian 1 – Signature & Date			Key Custodian 2 - Signature & Date		
To be in compliance this exhibit must be completed in full and either mailed to the registered ISO, ATM Concepts, Inc. at 191 Lost Lake Lane, Campbell, CA 95008 or scanned and email to service@atmconcepts.com within 1-week or the TID may be deactivated.					
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