

September 17, 2015

Attention: Lewis & Clark College Purchasing Card Holder

Re: October 1 – More Retailers will be using Chip and Pin Credit Card Technology

Please be aware that in October 2015 an important change will occur regarding the use and acceptance of your Lewis & Clark College purchasing card, as well as credit and debit cards throughout the United States. Beginning next month, the four major card networks (Visa, MasterCard, American Express, and Discover) will put rules into place to promote the use of “chip and PIN” cards as the new common worldwide security standard. This standard has been in effect in many parts of the world for several years, and has significantly reduced losses due to card fraud in those regions. Most card issuers in the U.S. have begun converting to chip and PIN cards, and merchants will now be incentivized to fully integrate with this change. While liability for card fraud typically rests with the card issuer (bank), beginning in October that liability will transfer to the merchant unless they have chip and PIN card acceptance equipment available for their customers.

What this change means for you

Your Lewis & Clark College / Bank of America purchasing card is already a chip and PIN card. Over the next few years, it is expected that a majority of U.S. merchants will install chip and PIN card acceptance equipment. As this change occurs you will frequently experience a difference in the way your over-the-counter purchasing card transactions are handled.

How it works

When the new card acceptance equipment is present, you will insert your p-card into the card reader/terminal, enter your 4-digit PIN, wait for the card transaction to authorize, and then remove your card. The card is electronically authenticated to insure that you are the card’s real owner. Data is encrypted and dynamic in the transaction, making it extremely secure from any potential fraud. What you need to do

Learn your PIN! If you do not know the PIN for your p-card, you can get it by visiting

<https://cardportal.works.com/PINCheck/>

You will need to register the first time you go into the site. The verification number should be 987654321.

Memorize the number. If you must, write it down, but DO NOT KEEP THE PIN ON OR WITH YOUR P-CARD.

In Summary

We are excited for this new card acceptance standard to be adopted in the U.S. as it will reduce the problems all of us have encountered because of card fraud. As chip and PIN becomes the new norm, we can expect to be much less inconvenienced by cards being re-issued or placed on hold due to fraudulent activity and data security theft.

Attached is a picture of the new equipment and process you can expect to use at stores more frequently in the months ahead. Be prepared for the change and avoid problems in using your p-card. Go on-line now to obtain your PIN and commit it to memory. If you have any questions regarding use of your chip and PIN p-card, please do not hesitate to contact us.

Steve Kirkwood

Moira Domann

EMV chip transaction flow

Check the card is genuine, and from a real issuer



1 **Card Authentication**
Cardholder offers card to reader



Check the card is genuine, and from a real issuer

2 **Cardholder Verification**
Cardholder enters PIN or signature



Check the person presenting the card is the real cardholder

3 **Transaction Authorization**
Transaction is approved, card is removed



Decide if the payment can be authorized