



MERCHANT

CHIEF INFORMATION OFFICER

CHIEF BUSINESS OFFICER

TREASURER'S OFFICE

UTSA ISO & ACS

Start

Make Changes to Controls

Submits Request to CIO

Ready to Process Payments

no

Are Request and Payment Procedures Acceptable?

yes

Submits Request to CBO

no

Are Request and Payment Procedures Acceptable?

yes

Approves & Submits Request to TO

no

Are Request and Payment Procedures Acceptable?

yes

Submits Request to UTSA ISO & ACS for Review

Meets technical and security requirements?

Follows appropriate polices and procedures?

both yes

either no

Provide Feedback

Set up Merchant Account with Processor

Register as a Merchant