E-Commerce Procedures

As stated in the [Merchant Credit Card / E-Commerce Policy](#), BYU community credit card transactions involving commerce conducted across Internet platforms (e-commerce) must follow these procedures. Doing so will help to ensure that proper security, accessibility, branding, tax, and transaction compliance requirements are met. Departments, student organizations, and other business activities that do not adhere to these procedures put the university at risk for data security, tax collection/remittance, and other compliance-related violations that could be harmful to the entire BYU community.

Approved BYU E-Commerce Solutions

Using the following BYU-approved e-commerce solutions is the surest way for e-commerce transactions to be safe and compliant with university direction:

- Transact (Cashnet) Storefront / Checkout Services
- BYU Store
- Square Mobile Devices (these can be checked out from Treasury Services for a single event or activity)

E-Commerce Activity Approval Process

Before establishing any e-commerce transactions or seeking to arrange services through any payment providers outside of approved BYU e-commerce solutions, university units must meet the standards of—or receive approval from—each of the four areas of compliance oversight listed below. Each of the compliance oversight areas plays an important part in conducting compliant, orderly, and safe e-commerce transactions. Any exceptions to the approved BYU e-commerce solutions must be discussed with the affected areas below and be approved in writing by the Information Security and Privacy Committee.

Data Security

Brightspot (websites) and Mendix (web applications) are the university's standard solutions for meeting policies and standards including security, privacy, accessibility, branding, and copyright. New websites or web applications are built in Brightspot or Mendix and existing sites are migrated to utilize these approved platforms. Contact the [CESSOC Security Risk Management Team](#).

Tax Compliance

Interstate e-commerce may be taxable by state and local municipalities. Rules vary and are complex; using a BYU-approved solution is required to help ensure BYU is tax compliant. Contact the [BYU Tax Office](#).

Transaction (Merchant Services / PCI) Compliance

Credit card transactions must be Payment Card Industry (PCI) compliant. In addition, the university's merchant services exclusivity contractual obligations apply to most transactions and must be met. Contact [Treasury Services](#).

BYU Brand Guidelines

Use of the BYU name, logos, image, and likeness must comply with [university guidelines](#). Contact the [BYU Websites Manager](#).