

	Montana Operations Manual Policy	Category	Finance, Information Technology, Web Management
		Effective Date	07/16/2015
		Last Revised	09/10/2015
Issuing Authority	Department of Administration State Information Technology Services Division		
POL-Online Electronic Payment Processing Policy			

I. Purpose

The [Montana Information Technology Act \(MITA\)](#) assigns the responsibility of establishing and enforcing statewide IT policies and standards to the Department of Administration (DOA). The purpose of this Policy is to implement the Online Electronic Payment Processing Policy for defining actions to fulfill the responsibility.

II. Scope

This Policy applies to the CIO as required under [2-17-521\(4\), MCA](#), and to executive branch agencies, excluding the university system, as required under Section [2-17-524\(3\), MCA](#).

III. Policy Statement

This enterprise policy has been developed for the state's information systems based on the [Montana Information Technology Act \(MITA\)](#). This policy is in cooperation with the federal and local governments with the objective of providing seamless access to information and services to the greatest degree possible [2-17-505 \(3\)](#).

IV. Roles and Responsibilities

Roles and responsibilities are required by this policy and in accordance with [Appendix B - Security Roles and Responsibilities](#)

V. Requirements

All online collection of funds shall use the State Electronic Payment Processing portal managed by the Department of Administration.

The State Electronic Payment Processing portal meets the requirements and specifications set forth in the Payment Card Industry (PCI) Data Security Standard, developed by the [PCI Security Standards Council](#). PCI is a national association of credit card companies, and the Security Standards Council is their governing body. The standard includes requirements for security management, policies, procedures, network architecture, software design and other critical protective measures. For the privilege of accepting credit/debit card payments, state agencies must follow the PCI requirements set forth by the credit card industry.

VI. Definitions

Refer to the [GDE-Statewide Glossary: Information Systems Policies and Standards](#) for a list of local definitions.

VII. Compliance

Compliance shall be evidenced by implementing the Policy as described above.

Policy changes or exceptions are governed by the Procedure for Establishing and Implementing Statewide Information Technology Policies and Standards. Requests for a review or change to this instrument are made by submitting an [Action Request form](#). Requests for exceptions are made by submitting an [Exception Request form](#). Changes to policies and standards will be prioritized and acted upon based on impact and need.

VIII. Enforcement

Policies and standards not developed in accordance with this policy will not be approved as statewide IT policies or standards.

Enforcement for statewide policies and standards developed in accordance with this policy will be defined in each policy, standard or procedure.

If warranted, management shall take appropriate disciplinary action to enforce this Policy, up to and including termination of employment, consistent with current State Policy. The discipline policy can be found in the [MOM Policy System](#) (search for: 261). When considering formal disciplinary action, management will consult with their assigned Human Resource Specialist before taking action.

IX. References

A. Legislation

- [2-15-112 MCA - Duties and powers of department heads](#)
- [2-17-505 MCA](#) Policy
- [2-17-512 MCA](#) Powers and duties department
- [Montana Information Technology Act \(MITA\)](#)

B. Policies, Directives, Regulations, Rules, Procedures, Memoranda

- Statewide Policy: [POL-Establishing and Implementing Statewide Information Technology Policies and Standards](#)
- SITSD Procedure: [Conduct Policy for State Space and State Grounds in Helena](#)

C. Standards, Guidelines