

## RepTime Manufacturer Portal Information

RepTime offers a secure portal for manufacturers to streamline data between the rep groups efficiently. The portal offers collection of orders, management of items, and many other beneficial features to improve productivity in all aspects. For more information visit [reptime.com](http://reptime.com).

Take the moment to review the information below to see how you could start receiving orders in your portal. If you are a Manufacturer wanting credit card information you must register with this portal and read the PCI Compliance Process to receive credit card information securely from rep groups.

RepTime is available to discuss any of these processes in detail. If you have any questions or concerns, contact us at [support@reptime.com](mailto:support@reptime.com).

## Steps for New Manufacturer Registration

1. **Navigate to [reptimeportal.com](http://reptimeportal.com)** and click on **Create an Account**
  2. **Create your Username** and fill out **Registration Type: Manufacturer**
  3. **Once registration is created** you will be placed on a hold as we approve your account. **To expedite the registration**, submit pages 2 & 3 of this form right after your online submission.
  4. **When you have been approved**, we will link you to your rep groups and give you a **unique RepTime MID** (Ex: M2). This ID will be used to share with rep groups so keep it handy.
  5. **When you receive our approval email** you are successfully set and can begin using the RepTime portal to access orders and utilize other great features.
- **If you are interested in receiving purchase orders in formats other than PDF...** click here to learn our process and see other available format types.
  - **If you are not wanting to utilize the portal...**then you will receive emailed PDF orders from the rep groups. To ensure you receive all orders in your inbox you must read the red prompt below.

**IMPORTANT Email Settings:** Manufacturers must have their email server admins set "**@reptime.com, link.reptime.com, and/or IP: 167.89.78.160**" as a whitelist domain. This is to allow purchase orders to come through via emails or any other formats safely. Due to mass amounts of orders relayed from RepTime email servers, we have found few orders being sent to Junk Portals or never delivered if Manufacturers have not set the address to be whitelisted.

## RepTime PCI Compliance Process

Our policies are to ensure that every order with credit card details sent from the rep system is securely encrypted and delivered to a **verified** manufacturer. We are making sure that all measures are taken to offer our rep groups a secure platform to collect and transmit credit card details. With the increasing risks of Credit Card Theft and to protect all customer data under the Data Protection Act, RepTime requires all manufacturers who would need to receive credit card payment details to fill out the RepTime PCI DSS Compliance Validation Form on the next page and submit to RepTime.

**If you have any questions feel free to contact us at [support@reptime.com](mailto:support@reptime.com)**

## RepTime PCI DSS Compliance Validation

**THIS FORM IS GENERATED FOR MANUFACTURERS WHO ARE RECEIVING CREDIT CARD INFORMATION FROM SALES REP AGENCIES USING REP TIME SALES SOFTWARE. REP TIME REQUIRES FULL VERIFICATION OF ALL MANUFACTURERS RECEIVING CRITICAL CUSTOMER DATA FOR CREDIT CARD PROCESSING.**

**As a verification process RepTime requires all manufacturers to read the following information and submit the form attached to begin receiving credit card details. This process helps by ensuring both ends are compliant to all PCI DSS Guidelines.**

### Our Vision and Philosophy

RepTime puts securing our customers' personal data as one of the company's highest priorities. We understand that every time a customer provides us with credit card and bank account information, or other sensitive personally identifying information, they trust that we will protect it—and this policy is designed to ensure that this trust is not misplaced. The foundation of our information security program is a set of strong policies that are in balance with business operational needs.

### Security Environment

RepTime utilizes customer data to deliver services to our customers. Accordingly, all customer information to include cardholder data as well as other sensitive customer and company information, will be protected by all staff, contractors, partners and services providers in accordance with well-defined policies and procedures.

RepTime will operate on the security principle of "that which is not explicitly allowed is explicitly denied." Attempts by anyone to access, monitor, use or share information that is not explicitly allowed to them by our security program will be considered a security violation. Further, access to sensitive information will be permitted on a "need to know" basis, such that employees have access to only those data and systems required to perform their assigned jobs. We will deploy systems, processes, policies and training to protect our mission critical data assets and customer privacy. Most important, we will monitor and enforce compliance to our policies.

### Manufacturer Management

Manufacturers, partners and other third parties will be required to comply with the same standards established for RepTime. All Manufacturers storing or otherwise accessing our customers' card holder data must provide proof of PCI DSS Compliance.

### Sanctions for Policy Violation

Failure to comply with Security policies & guidelines may result in disciplinary action by RepTime depending upon the type & severity of the violation, whether it causes any liability or loss to the company, and/or the presence of any repeated violation(s). Each situation will be judged on a case-by-case basis. Sanctions may include termination of data processing and/or referral for unlawful prosecution, warnings, or additional security awareness training. There is no requirement for advance notices, written or verbal warnings, or probationary periods.

### Manufacturer Management

All Manufacturers that will have access to "Critical Confidential" information, including customer Credit Card numbers and Bank Account numbers, must be covered by a formal contract that includes the following guarantees:

- Service providers must comply with all PCI DSS requirements, and maintain and provide proof of PCI DSS certification.
- Service providers must acknowledge responsibility for security of the cardholder data they possess, including but not limited to:
  - Protect cardholder data as specified by the PCI DSS, if processing or storing payment card data on behalf of RepTime.
  - Report any known or suspect compromise of that data to the company as soon as possible.
  - Allow for audits by VISA/MasterCard/American Express/Discover or VISA/MasterCard/American Express/Discover-approved entities in the event of a cardholder data compromise.
  - Ensure continued security of cardholder data retained during and after contract terminations.

As part of the Manufacturer Management program, RepTime will perform due diligence on each Manufacturer prior to signing any contract to confirm that the above guarantees have been adequately met.

On at least a yearly basis, RepTime will review all Manufacturers that have access to "Critical Confidential" information to ensure that:

- PCI DSS compliance certification is up-to-date
- Other procedures to protect confidential information continue to adequately protect customers and are being properly executed
- Make any changes necessary to policies and procedures

**Manufacturer Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**We require this page to enable any manufacturer for receiving credit card details**  
**If you have any questions feel free to contact us at [support@reptime.com](mailto:support@reptime.com)**

**Manufacturer Company Information & Sign Up Form**

Company				Contact				
Address								
City				ST			Zip	
Email				PH				

RepTime Portal Access	Cost	Checkbox
<p><b>Receive a Secure Portal and Pick Up Orders with Credit Card Information</b>                      + You will need to fill out and sign the RepTime PCI DSS Compliance Validation Form and Sign-Up Form. Fax to 214-572-7311 or Email to <a href="mailto:accounting@reptime.com">accounting@reptime.com</a>.                      + If you wish to receive other order formats to import, select a file type of your choice from Sample_RepTime_Order_Formats_.zip and let us know to set it up for all Rep Groups. Email <a href="mailto:support@reptime.com">support@reptime.com</a> to make these changes.  <b>List RepTime Rep Groups</b> _____</p> <p><b>What is your preferred order format?</b> PDF is Default _____</p>	<p>\$ 30 Monthly</p>	<input type="checkbox"/>
<p>Receive a <b>10%</b> discount if you pay <b>6 months</b> in advance...</p>	<p>\$ 162 Save \$18</p>	<input type="checkbox"/>
<p>Receive a <b>15%</b> discount if you pay <b>12 months</b> in advance...</p>	<p>\$ 306 Save \$54</p>	<input type="checkbox"/>

**Credit Card Payment Information** (Fill out all fields correctly)

Type of Card	VISA   MC   AMEX   DISC	Name on Card							
Credit Card #			Billing Address						
Exp Date (MM/YY)		CVC#		City		ST		ZIP	

**SIGNATURE CONFIRMATION:** (Please read the authorization below then sign, date, & send to us)

**By signing this form,**

- I have read and agree to the information listed under this RepTime PCI DSS Compliance Validation Form. (Pages 2 & 3)
- I agree to pay "Compsulting LLC" for services selected by me above and authorize the regularly scheduled charge(s) on my account.
- I agree that the information I've provided for my company is accurate and understand that I may need to offer more documents as proof for any questions or concerns regarding PCI DSS Compliances.
- I hereby authorize Compsulting LLC to charge the credit card indicated in this authorization form according to the services outlined above and agree that no prior-notification will be needed to run these charges.
- I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify the business in writing of any changes in my account information or termination of this authorization thirty (30) days prior to the next billing date.
- I certify that I am an authorized user of this credit card and that I will not dispute the scheduled payments with my credit card company provided the transactions correspond to the terms & services.

\_\_\_\_\_ Full Name

\_\_\_\_\_ Signature

\_\_\_\_\_ Title

\_\_\_\_\_ Date

**Print > Initial & Fill Out Form > Sign & Date > Fax and Send PAGES 2 & 3 to...**  
**Fax: 214-572-7311 | Email: [accounting@reptime.com](mailto:accounting@reptime.com)**