

Point-of-Sale (POS) Security Checklist

Help us protect our customers' credit card information!

- ✓ Familiarize yourself with the appearance and agreed-upon location of your POS device(s) and connecting cables
- ✓ Perform a visual inspection of all sales desks upon arrival, mid-shift and prior to leaving, to ensure that terminals have not been moved, altered or tampered with in any way
- ✓ Keep employee-only areas (especially the back office) inaccessible to customers by ensuring that doors remain locked
- ✓ Protect the shopper who inadvertently leaves their credit card behind by locking it in a safe or restricted area until the customer returns for it
- ✓ Ask your manager if something unusual occurs, such as the sudden appearance of an unfamiliar component or device

