

## **E-COMMERCE WEBSITE REVIEW CHECKLIST**

**Please note:** The information provided herein is for informational purposes only and is not an offer for services by Moneris Solutions Corporation.

GENERAL REQUIREMENTS	
<input type="checkbox"/>	Complete description of goods or service offered
<input type="checkbox"/>	Currency of transaction provided
<input type="checkbox"/>	Delivery standards, such as delivery methods, time standards, etc. Future Delivery date is required for all MOTO/ eCommerce applications.
<input type="checkbox"/>	Disclosure of your outlets to disclose country of origin (corporation name, address and country of origin). The website should feature all your locations and addresses. Customers need to be aware of where they are purchasing products from and how to contact you.
<input type="checkbox"/>	Customer Service contact, including e-mail address or telephone number
<input type="checkbox"/>	Address of your permanent establishment <i>(This information may be display on any page within your website, but must be readily accessible to a cardholder, and remain displayed for at least 90 calendar days after the last day on which a transaction was performed.)</i>
<input type="checkbox"/>	Display of card association logos if you are currently accepting credit cards.
<input type="checkbox"/>	Terms and Conditions, and export or legal restrictions. Should be visible either at: <ul style="list-style-type: none"> <li>• virtual checkout with total purchase amount OR</li> <li>• sequence of pages during virtual checkout</li> </ul>
<input type="checkbox"/>	Privacy Policy is clear and concise with disclosures on what information is collected and tracked and with whom it is shared.
<input type="checkbox"/>	Return/Refund Policy described in full detail so cardholders know their options before purchasing the product/service.
<input type="checkbox"/>	When completing an order, cardholder is required to either “click to accept” or an alternative affirmative action.
<input type="checkbox"/>	Display a receipt page, after the cardholder confirms a purchase. The display of the receipt on the screen must be printable.
SECURITY VERIFICATION	
<input type="checkbox"/>	Your web site includes a security method for the transmission of payment data (SSLA Secured 128 bit).

POLICY & PROCEDURES	
<input type="checkbox"/>	You are not selling products/ services listed under the Prohibited Merchant list. Please contact a Moneris Solutions representative for more details.
<input type="checkbox"/>	Customer has opportunity to review all information before submitting order (i.e. last chance to cancel).
<input type="checkbox"/>	Your site does not contain links to prohibitive merchants. Please contact a Moneris Solutions representative for more details.
<input type="checkbox"/>	Web hosting company contact information is displayed.
<input type="checkbox"/>	If you are already processing eCommerce with another acquirer, previous processing statements will be requested if your site is not secured.