

Colorado PayPort Agreement

DESCRIPTION OF PRODUCT

The Colorado.gov PayPort system will allow your Entity to securely accept credit card and/or electronic check payments online or over-the counter. Specific deliverables to be provided to the entity as follows:

- Three interfaces included: Cashier, Online and Administrative.
- Entity may customize three unique pieces of billing information per item/service.
- A vanity URL will be provided to take citizens directly to the online interface.
- Entity user control and setup.
- Payment methods include Visa, MasterCard, American Express, Discover or electronic check.
- Completed transactions will result in a transaction receipt, which may be printed or, if an email address is collected, a receipt will also be emailed to the citizen.
- Transactions reports will provide the Entity with data needed to reconcile disbursements.

PROJECT PROCESS

Colorado.gov PayPort projects will follow the process outlined below:

- Sign the PayPort Agreement (this document).
- Return the agreement to Colorado Interactive.
- The Colorado Interactive or SIPA Customer Service team will contact you to set up a phone call to go over the rest of the process and to complete additional paperwork if applicable.
- Your entity will be provided with test and production setup information, as well as a start-up packet which will include:
 - Overview of test/production information and process
 - Checklist of tests to perform before beginning production
 - Moving into production checklist
 - FAQ's of test/production
 - Contact information for questions
- The CI Service Desk will check-in on your testing progress (i.e. example items and users have been setup, test transactions have been performed). If no progress has been made, the CI Service Desk will contact you via email every two weeks to see if there are any questions about the process.
- Following evidence of testing activity, the CI Service Desk will check production once every two weeks to see if production progress has been made and will again contact you via email to check in.
- If after three test or production "check in" emails are sent with no returned response or indication of progress, the entity will be sent a final email and the system will be disabled. Your entity will need to contact the Colorado Interactive Service Desk to re-engage and enable the systems.

HARDWARE DELIVERABLES

Colorado Interactive will provide you with encrypted card readers.

FEE COLLECTED ON BEHALF OF PORTAL

Credit Card Calculation: Transaction Amount + ((Transaction amount + \$.75) * 2.25%) + \$.75.

eCheck Calculation: Transaction Amount + \$1.00

REMITTANCE PROVISION

When funds for transactions are settled, depending upon your entity's bank, this could be 3 to 5 business days following the date of the transaction.

CUSTOMER SUPPORT

Colorado Interactive will provide customer support for this service through the Service Desk, Monday thru Friday from 8am to 5pm, MST at 303-534-3468 x0.

ADDITIONAL TERMS

- Colorado Interactive agrees (and is contractually bound) to follow all confidentiality requirements set by the entity.
- Colorado Interactive will not charge the entity for development, maintenance or customer support of this services.
- Colorado Interactive is responsible for the maintenance of the code base underlying this service.
- This work order will be coterminous with the State's Master Contract with Colorado Interactive unless one of the parties elects to terminate the work order by giving thirty days written notice to the other parties.
- This work order is a supplement to, and subject to the terms and conditions of the Eligible Governmental Entity Agreement between the Statewide Internet Portal Authority (SIPA) and the entity.
- This service is being developed as an enhancement to the State's portal known as Colorado.gov. The entity will work in coordination with SIPA and Colorado Interactive on press releases, events and promotions of this service.
- Fees collected on behalf of the portal may be changed by Colorado Interactive at any time, subject to SIPA's approval, upon 30 days written notice to the entity.
- During the term of this Agreement, CI agrees to comply with the Payment Card Industry's Data Security Standards (the "PCI DSS"). No data will be passes to the entity that would require the entity's systems to also be subjected to a PCI audit.

Colorado PayPort Agreement
Entity Signature



Signature  Date June 26, 2018

Jeff Rome I.T. Supervisor

Print Name Title

City of Grand Junction

Entity Name

970-244-1588

Phone

jeffr@gjcity.org

Email

PayPort Online and Over-the-Counter (OTC) / Checkout Application Setup Form

ENTITY INFORMATION - To be completed Entity Project Manager

Entity Name:	City of Grand Junction Municipal Court		
Mailing Address:	250 N. 5th St.	City/Zip:	Grand Junction, CO 81501
Project Contact Name:	Joanna Adams	Project Contact Phone:	970-244-1537
Project Contact Mobile:	n/a	Project Contact Fax:	
Project Contact Email:	joannaa@gjcity.org		
Requested Vanity URL:	https://www.colorado.gov/payment/gjcourt		
Agency URL:	http://www.gjcity.org/		
Disbursement Acct#:	n/a	Disbursement Routing #:	n/a

Please provide a logo with a minimum size of 85 px by 66px and 72 ppi. Acceptable file types include jpg, gif, and png.

ONLINE APPLICATION STATISTICS - To be completed by Entity Project Manager

Example services:			
Projected trans. volume per month:	\$22,000.00	Average price per transaction:	\$77.00
Explain (if any) peak trans. periods:			
Online Payment Types Accepted:	<input checked="" type="checkbox"/> Credit Card <input checked="" type="checkbox"/> eCheck		

OVER-THE-COUNTER APPLICATION STATISTICS - To be completed by Entity Project Manager

Example services:			
Projected trans. volume per day:	\$1,000.00	Average price per transaction:	\$100.00
Explain (if any) peak trans. periods:			
OTC Payment Types Accepted:	<input checked="" type="checkbox"/> Credit Card <input checked="" type="checkbox"/> eCheck <input checked="" type="checkbox"/> Card Reader	Number of OTC Station:	3

PAYMENT PROCESSING INFORMATION - To be completed by CI Project Manager

Online Checkout Name:		OTC Checkout Name:	
Online Application Description:			
OTC Application Description:			
TPE Merchant Code:		TPE Merchant Key:	
TPE2 Service Code Online:		Test CDB Client ID:	
TPE2 Service Code OTC:		Production CDB Client ID:	

Government Entity Security Policy Agreement

Colorado Interactive, LLC (CI) has adopted the following *Online Account Security Agreement*, which outlines your responsibilities for securing and using an official username and password for access to secure online applications. Use of a CI secure online application requires your acceptance of all the policy terms and conditions stated below:

- All persons requesting access to an application or service must complete necessary training.
- You must not share your account with other individuals for any reason. Your online account is to be used only by you for official business purposes. Sharing of passwords exposes the authorized user to responsibility for all actions taken with their login credentials. As an authorized user, you will not cause or permit any other person to access the application by use of your login credentials.
- **USERS FOUND SHARING THEIR ACCOUNT WITH ANOTHER INDIVIDUAL WILL HAVE THEIR ACCOUNT DEACTIVATED IMMEDIATELY.**
- If your login credentials are compromised, or if you believe a user other than yourself has accessed your account—you are responsible for immediately contacting your Entity Project Manager or Colorado Interactive, LLC at 303-534-3468.
- You are responsible for notifying your Entity Project Manager with requests for additional access, or if you no longer need access to the CI secure online application(s) and/or CMS site(s).
- Contact your Entity Project Manager with any questions regarding password changes.

Organization Name:	City of Grand Junction
Full Name:	Kristina Sokolis
Title:	Municipal Court Administrator
Entity Project Manager:	Joanna Adams
Work Mailing Address:	250 N 5 th St, Grand Junction CO 81501
Work Telephone:	970-244-1537
Work Email:	kristinas@gjcity.org

Access is requested to the following application(s) or CMS site(s):

Payport-ADMIN - Joanna - I am leaving 6/28/19 so if I can maintain my access until then that would be great and then it will Kristina for the Project Manager - thank you, Joanna Adams

I have read the above and agree to abide by its provisions. I understand that violation of the provisions stated in the policy may cause suspension or revocation of online access and related privileges.



Signature



Date

I certify that the user is authorized to access the applications or site administrative interfaces listed on this document. I understand that I am responsible for notifying CI of any future changes or termination of user permissions.

Pama Adams

6-5-19

Authorization Signature

Date

(Entity Project Manager must approve all users)