Tokenization

Securing Your Credit and Debit Cards

INFORMATION & INSTRUCTIONS FOR COMMERCIAL CUSTOMERS

In order to protect our customers' sensitive payment card information, NAPA has instituted a process called Tokenization. With this solution, NAPA does not retain or have access to your credit, debit, or procurement card (P-card) numbers. Instead, if you as a commercial customer want NAPA to maintain one or more cards on file to use for your future purchases, you register your card(s) through a highly secure website of a third party company, **VeriFone, a global leader in secure payment card technologies**. During this process, each card is assigned a "token," or a replacement number, that has no value on its own. You provide these token numbers to the staff at your NAPA AUTO PARTS Store to maintain in their system. Then, you can quickly and easily place and pay for your orders with the highest level of assurance that your card data is protected.

How do you know your payment card data is secure?

To administer this Tokenization process, NAPA has carefully selected *VeriFone*, a leading global provider of secure electronic payment technologies.

Some facts about VeriFone's reputation and security measures:

- More than a quarter century of industry leadership and innovation
- One of the largest providers of electronic payment systems worldwide
- Adheres to the PCI DSS (Payment Card Industry Data Security Standard), a set of comprehensive requirements for enhancing credit and debit card data security
- Software applications include the highest security safeguards and anti-fraud controls
- Uses the Advanced Encryption Standard, a method also adopted by the U.S. government to protect its top secret information

Need help? Call toll-free: 855-SET-TOKEN (855-738-8653)

Get started today at www.securenapapayments.com!

Step I: Create an Account

1. Using your web browser, go to **www.securenapapayments.com**. *This web page appears.*

2. To create a new account, click the **Click Here** button under "New User."

3. Type your email address as your **User Name**.

4. Create a password that contains at least 2 numbers and is at least 8 characters long. Key it in both the **Password** and **Confirm Password** fields, which are case-sensitive. Record and retain your User Name and Password for future use.

5. Complete the remaining fields in the account information form, filling in at least the required fields marked with asterisks (*).

6. Check the **"Notify me…"** box at the bottom to be alerted by email before any cards that you register expire.

7. Click **Submit**. A "Confirmation" page will appear verifying your account registration. You will also receive a confirmation message by email.

Step II: Register Your Payment Cards

You can register any credit card and/or debit card that bears a Visa, MasterCard, American Express, or Discover logo.

1. While logged into your account, click **Add a Card**.

2. Complete the online form for the first card you want to register, filling in at least the required fields marked with asterisks (*).

3. Click **Submit**. A summary of your account will appear, displaying the card information and the associated Token number assigned by the system.

4. Repeat for additional cards by clicking the **Add Another Card** button.

Step III: Provide Tokens to Your NAPA Store(s)

After registering your credit or debit card(s), you must provide one or more Tokens to each NAPA Store you do business with. You can give different Tokens to different stores or provide the same Token to each store.

You have the option to print the summary of your account that contains all of your Tokens by clicking the **Print** link at the top left.

Communicate the Tokens to the NAPA Store staff by phone, fax, email, or other means.

Helpful Information about www.securenapapayments.com

- Click the **Logout** link at the top right to close your session.

- To add or edit cards, or to access/ print Token numbers, log back into www.securenapapayments.com. Under "Existing User," enter your email address in the **User Name** field, enter the **Password** you created, and click **Submit**.

- When you receive an email notification that a registered card is about to expire, update the card's data on the website before the expiration date to avoid any disruptions when making NAPA purchases. Inform the store that you updated the information next time you place an order.

- To modify/update a payment card, log into your account, click the **Edit** link next to the appropriate card, and make your changes. You must always re-enter the card number and expiration date, even if this information has not changed. Click **Submit** to save your changes.

- For assistance, call toll-free 855-SET-TOKEN (855-738-8653) or send an email to securenapapayments@genpt.com.

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