

# SETUP

## Activating the App

PCI Compliance can easily be updated through MX Merchant by installing the ControlScan App

1. Login to MX Merchant  
<https://mxmerchant.com/mx6/login>
2. Click Marketplace Apps in the left hand menu.
3. To install the ControlScan App click Apps on the left menu, click the green Activate button found on the Control Scan tile.
4. Once you click on the Activate button a pop-up will appear.  
  
Click Ok and you will be redirected to the ControlScan landing page to setup your login information. This page will prompt you to create a new username and password then confirm their new password.
5. Once the required information has been entered the user will receive another pop-up. This pop-up will ask the user to Allow MX Merchant access to the users full profile and compliance information in order to display their PCI status in MX Merchant.
6. Once Allow is selected the user will be redirected back to MX™ Merchant where they will see the ControlScan app is now active.

## Initial Setup

Once ControlScan is active you can re-access your ControlScan account through the app store.

1. Click on Apps in the left hand menu, hover your mouse over the ControlScan logo within the app store and click Log In.
2. After clicking the Log In or Manage PCI button a new tab will open with the ControlScan page where you will need to enter your Username and password originally created in the previous step.
3. Once you enter your ControlScan Username and Password click Sign In and complete the remaining setup steps. The last step will walk you through completing the SAQ required for your business.

## Re-Accessing ControlScan

Once ControlScan is active it can be re-accessed in multiple areas of MX™ Merchant.

1. The first of which is to click on Apps in the left hand menu, hover your mouse over the ControlScan logo within the app store and click Log In.
2. The second place that ControlScan can be re-accessed from MX Merchant is by clicking on Settings in the left hand menu, select the Compliance tile, and click on the green Manage PCI button.
3. After clicking the Log In or Manage PCI button a new tab will open with the ControlScan page where you will need to enter your Username and password originally created in sign up process.