



NEW YORK STATE
Unified Court System

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DFM Bulletin

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TO: Holders of the Financial Planning and Control Manual

SUBJECT: Credit Card Processing Security Settings – E-Filing

Note: This bulletin applies only to Courts and County Clerks using e-filing.

This bulletin sets forth security setting procedures for credit card accounts related to e-filing.

Please be advised that the security settings accessible utilizing the Authorize.Net account portal, specifically those contained on the “Address Verification Service” and “Card Code Verification” sub-menus, must NOT be changed following the initial activation. These settings were established to insure the appropriate level of security.

Please ensure distribution of this bulletin to all personnel within your respective jurisdictions who have been designated as the credit card account administrators for e-filing. Thank you for your cooperation.

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