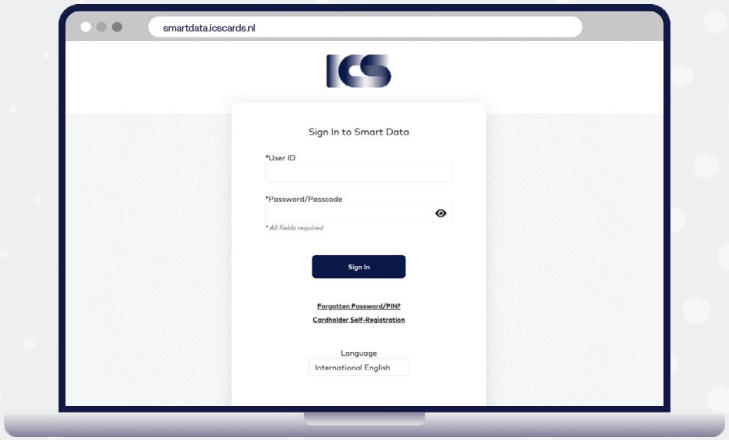
International
Card
Services

ICS Payment Control

A **step-by-step user guide**
for Company Programme Administrators



Part 2

Navigating the Homepage

Overview

The Smart Data Portal is the **operational hub** of ICS Payment Control. It helps you set up the parameters for purchases, track every transaction in one place, customize reports to fit your needs, and gain insights for smarter decisions.

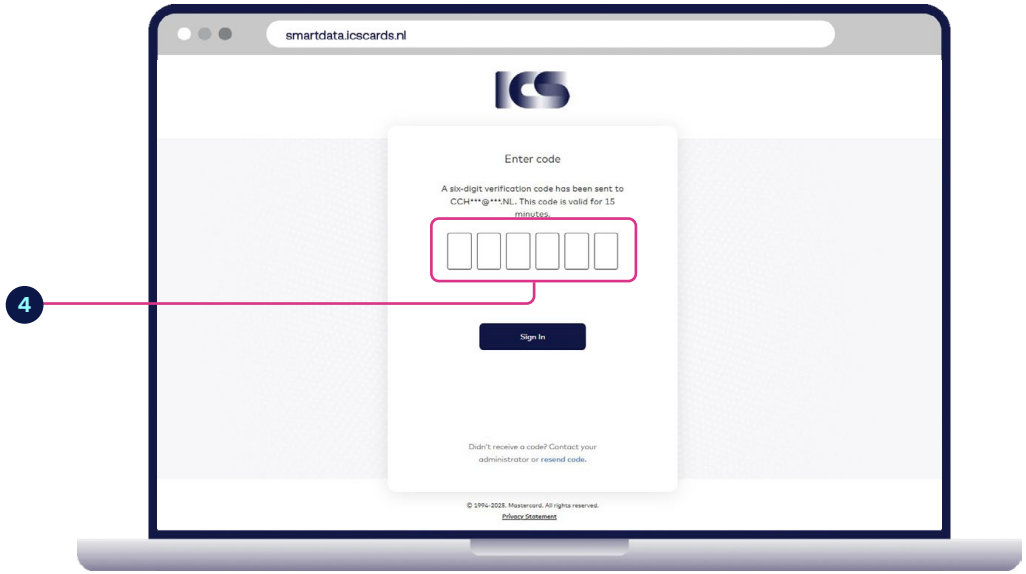
- Set up **Purchase Templates, Purchase Groups** and **Purchase Types**
- Request and approve **Virtual Cards**
- Review **user access, Virtual Card requests** and **transaction activity**
- Enable Auto-Update

The homepage offers quick access to the key features of the portal.

Getting started

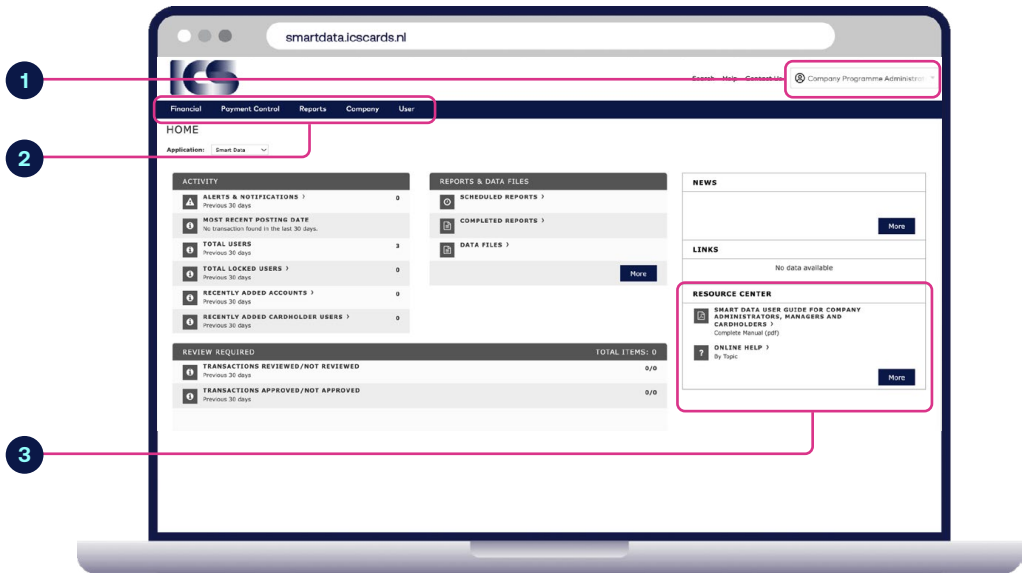
1. Navigate to the Smart Data Portal at **smartdata.icscards.nl.**
2. Optionally, change your **preferred language**.
3. Enter your login details and click **[Sign In]**.
4. You will receive an email from sdg2@mastercard.com with a **one-time passcode**. Enter the six digits of the code.





The homepage

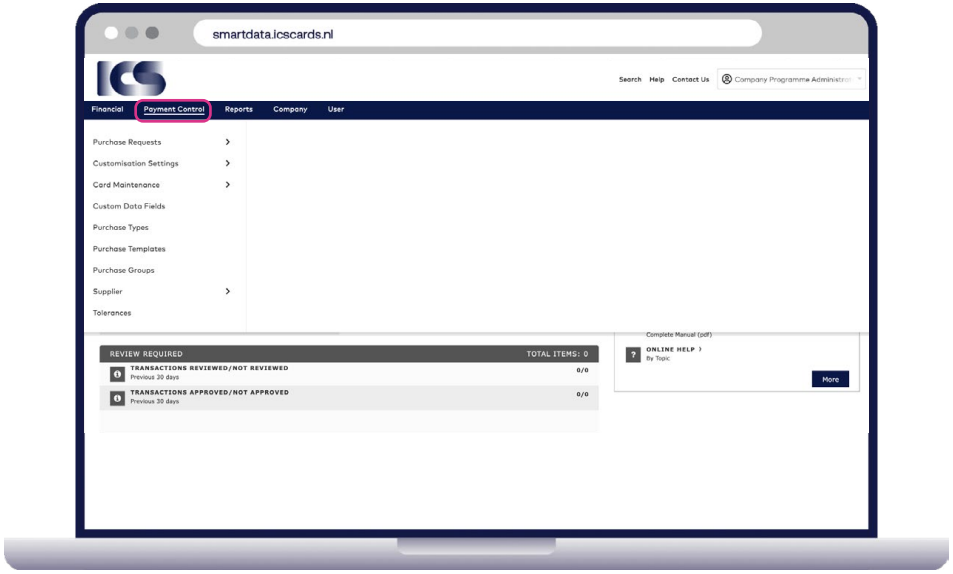
1. Go to the top right of the screen to check and change your role. To set up your Smart Data Portal, select the role of **Company Programme Administrator.**
2. Use the menu bar for direct access to key features.
3. Go to the **Resource Center** on the right to find more detailed manuals.



The menu bar

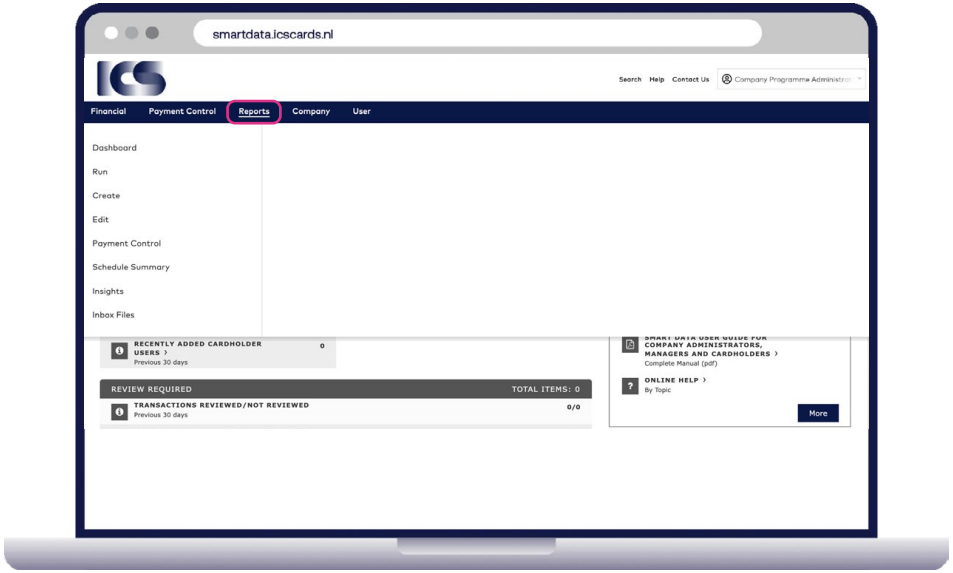
Under **Payment Control** you will find all the features you need to manage your Virtual Cards settings, submit new Virtual Card Requests, and access existing Virtual Card details.

Good to know: Before you can start using Virtual Cards, you need to set up your Smart Data Portal. To do so, it is important to follow the steps of this manual in chronological order.



Reports

Reports allow you to generate various types of summaries, such as **Activity Reports** or **Virtual Account Reports,** to easily manage your Virtual Cards. These reports provide insights into card usage and transaction activity, as well as the current status of each Virtual Card.



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