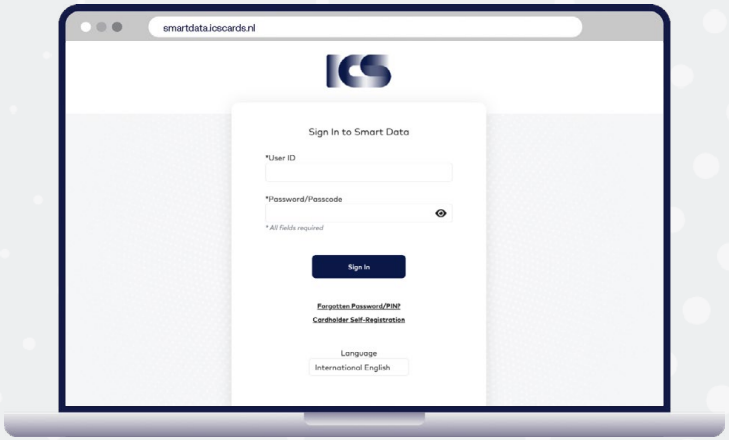
International Card Services

ICS Payment Control

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



Part 6
Setup: Users

Overview

User Setup brings together user **roles**, **permissions**, **and group assignments** to ensure that each user has the **appropriate level of authority and functionality**. A well-structured User Setup helps streamline task execution, maintain compliance, and support secure and efficient management of Virtual Card and Purchase Request activities.

In this chapter you will learn how to:

- Add new users – both Requestors and Approvers
- Enter user details
- Manage existing users

Getting started

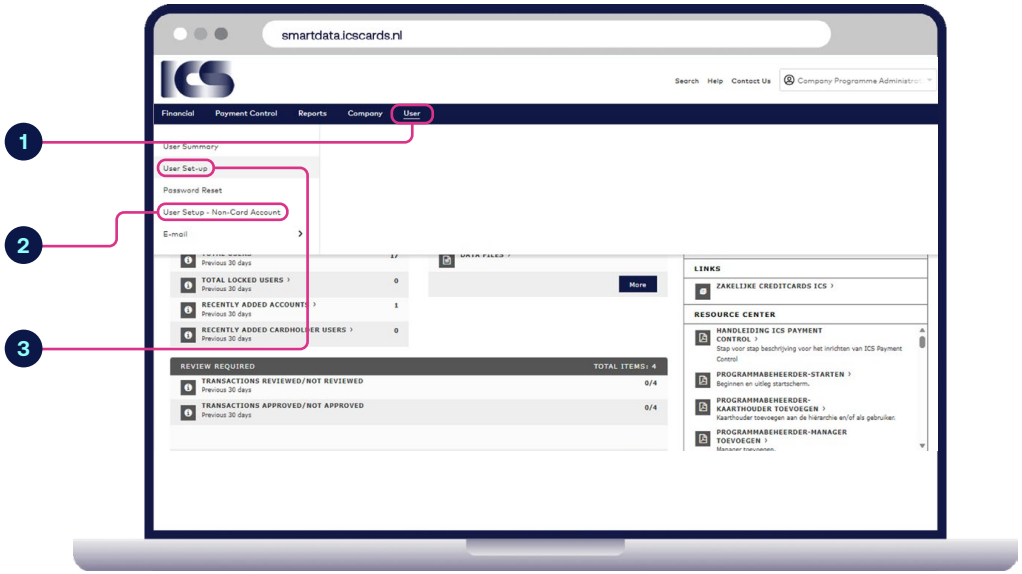
1. Navigate to **User**.

Adding new users

Choose the role you would like to assign to the user:

2. **Requestor:** Select **User Set-up Non-Card Account** if the user is only allowed to request a Virtual Card.

3. **Requestor and Approver:** Select **User Set-up** if the user is allowed to both request a Virtual Card and approve Virtual Card Request of other users.



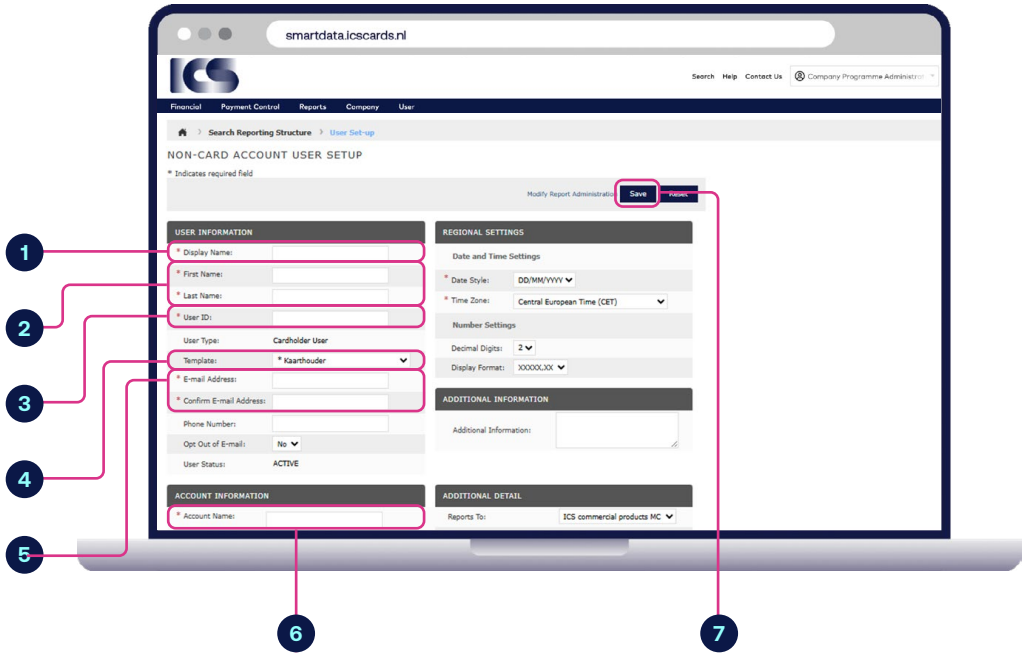
Entering user details – Requestor

Fill in the following fields:

1. **Display Name:** A unique ID that identifies the user and is required to log in to the portal.
2. **First Name** and **Last Name**.
3. **User ID:** Fill in a **unique User ID**.
4. **Template:** Select ***Kaarthouder**.
5. **Email Address:** Fill in the business email address, required for notifications and a password reset.
6. **Account Name:** Enter the user's first and last name.
7. Click **[Save]**.

The user will receive two emails from sdg2@mastercard.com, the first containing their **user ID**, and the second providing a **temporary password**. Notify the user to log in to smartdata.icscards.nl.

Using these login details, the user can create a new pasword and activate their Smart Data Portal account.



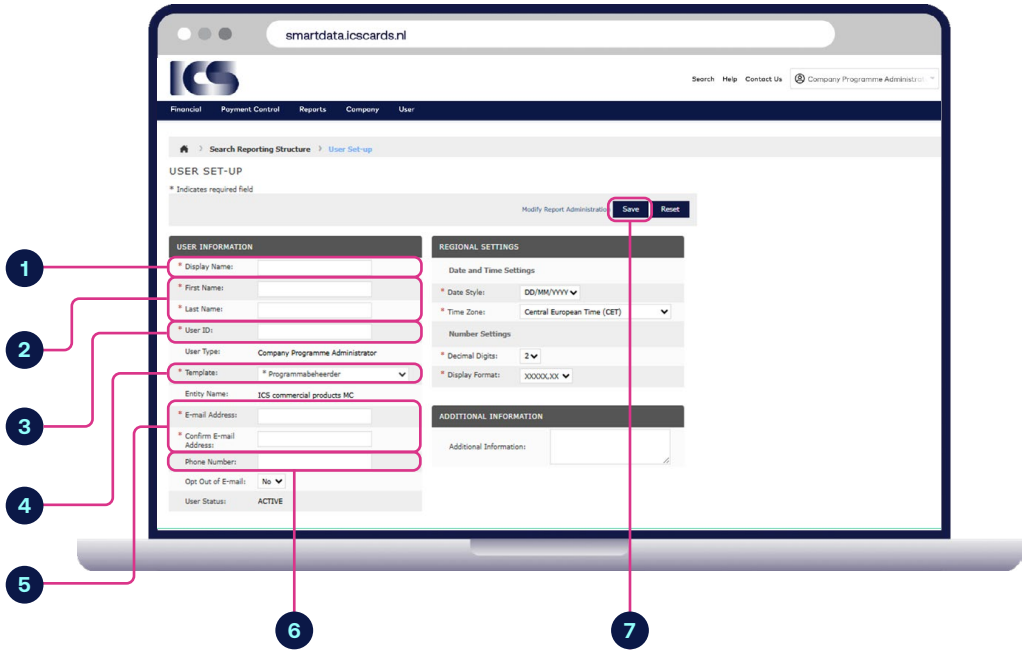
Entering user details – Requestor and Approver

Fill in the following fields:

1. **Display Name:** A unique ID that identifies the user and is required to log in to the portal.
2. **First Name** and **Last Name**.
3. **User ID:** Fill in a **unique User ID**.
4. **Template:** Select ***Programmabeheerder**.
5. **Email Address:** Fill in the business email address, required for notifications and a password reset.
6. **Phone Number** (optional).
7. Click **[Save]**.

The user will receive two emails from sdg2@mastercard.com, the first containing their **user ID**, and the second providing a **temporary password**. Notify the user to log in to smartdata.icscards.nl.

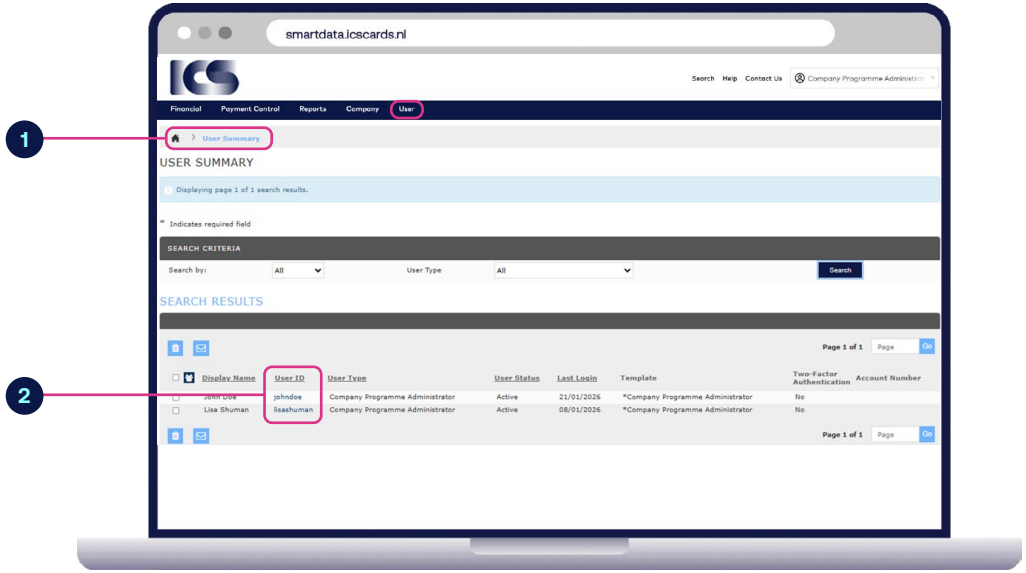
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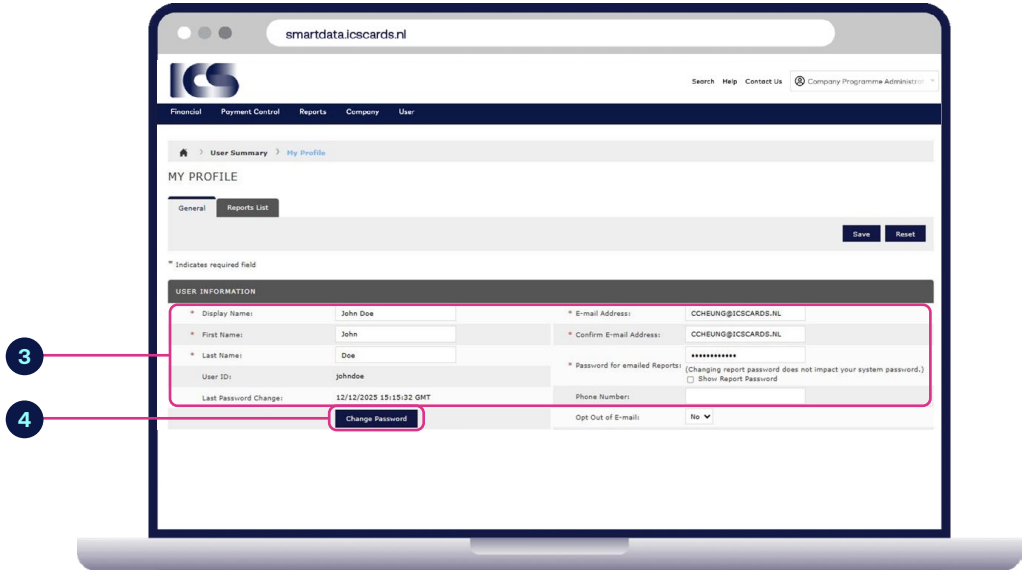


Managing existing users

1. To edit user details, go to **User** > **User Summary**. Here you will find all users and their roles.
2. Click **the User ID** of the user you would like to edit.
3. Update the fields.
4. To reset a password or security question, select the user and click **[Change Password]**.

The user will receive a temporary password through email from sdg2@mastercard.com.





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icscards.nl/zakelijk
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