

BUSINESS & COMMERCIAL



Commerce Control Center

User Guide

Version Date 03.06.2025



LLOYDS

1. Overview

Commerce Control Center is designed to help you manage your transactions digitally. It's a quick and easy tool, designed to give you the data you need to manage and help grow your business through information and insights.

2. Getting Started

Commerce Control Center is an easy-to-use web-based tool. It lets you access key financial data and reporting for transactions made through point-of-sale devices and e-commerce. Commerce Control Center can be accessed 24/7 and gives you up to 36 months of detailed and summary data.

3. Updates

There are continuous updates being developed to make sure we can bring you the best-in-class tool. You'll see notifications about any updates, enhancements and bug fixes on the home screen when you log in. These notifications will be updated on an ongoing basis, to let you know of any changes.

4. Login

You log into Commerce Control Center by following these steps:

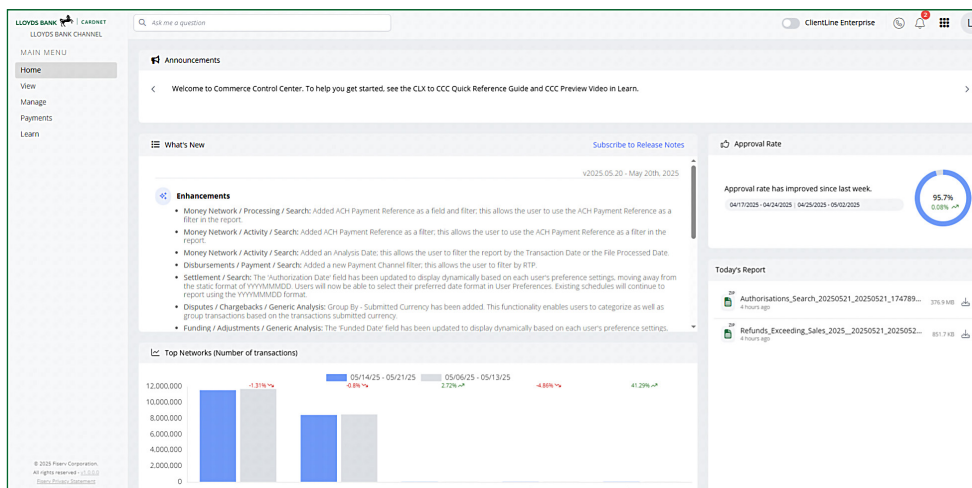
1. Enter the URL **https://www.commercecontrol.com**
2. Enter your user ID and password, and select **“Sign In”**
3. You'll need to complete a second factor of authentication
 - A one-time passcode will be emailed to the registered email address
4. Enter your one-time passcode, and select **“Submit”**
5. Once you're successfully logged in, the Commerce Control Center homepage will be displayed.

5. Home

In Commerce Control Center, the home screen widgets display Announcements, What's New, Approval Rate, Today's Reports (which used to be called Today's Generated), and Top Networks. *Additional Widgets and customisations coming soon*

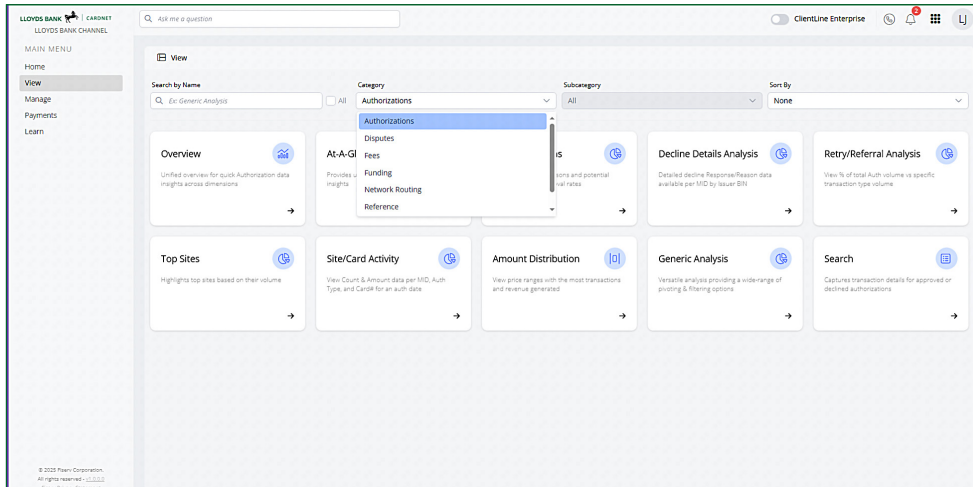
Note: You can see the data for up to 36 months.

The left-hand column on the home screen is the main navigation menu, which takes you to different functions – View, Manage, Payments and Learn – when you select them.



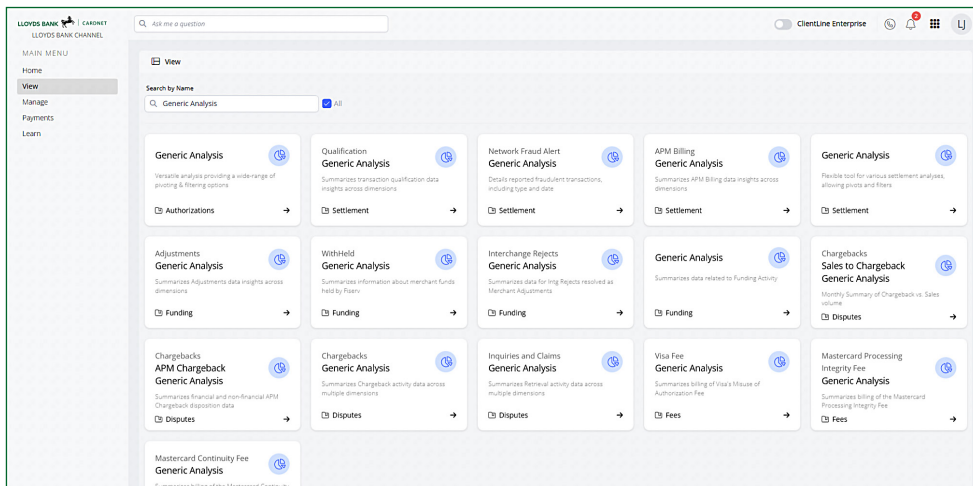
6. View

In Commerce Control Center, you can find various reports under “View” by selecting the Category and Sub Category drop-downs.



Search for a View/Report by Name

In Commerce Control Center, you can search the full library of available reports/views, by ticking the “All” box and using the “Search by Name” feature.

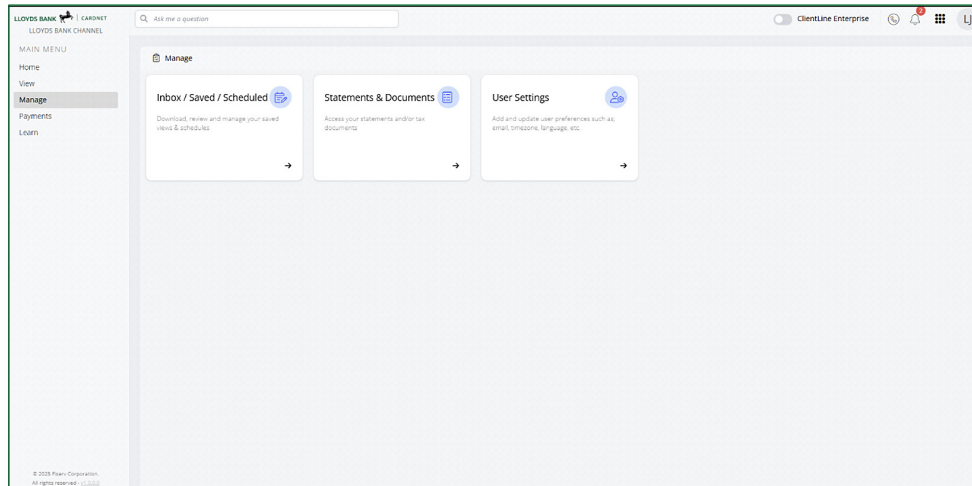


7. Manage: Reports, Statements and User Settings

The “**Manage**” section of Commerce Control Center includes the following features:

Inbox / Saved / Scheduled

1. Inbox – you can view all saved and scheduled reports here
2. Schedules – you can edit and delete scheduled reports
3. Saved – you can delete or open saved reports



The “**Inbox**” tab gives access to your one-time generated reports/views to download.

By selecting the tab that displays your name you can view and manage your specific saved templates, recurring schedules, as well as reports generated in the last 60 days.

The “**All**” tab lets you view or select saved templates and schedules created by other users within your organisation who have the same access as you.

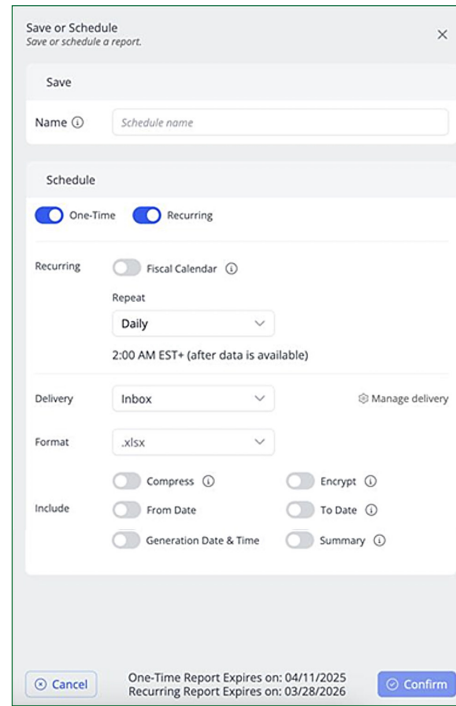
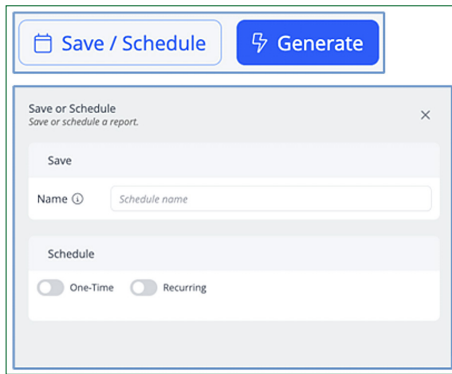
Note: Access to the “**All**” tab is dependent on your user ID permissions.

Save and Schedule a Report

In Commerce Control Center, you’ll have the same options to edit the report criteria in a more streamlined view. Save/Schedule/Download are now combined into a single selection.

To save a report/view with specific selections, just enter a custom name where you see the “**Name**” prompt.

By selecting the One-Time and/or Recurring toggles, the available frequency, format and other Schedule options will show on the screen.

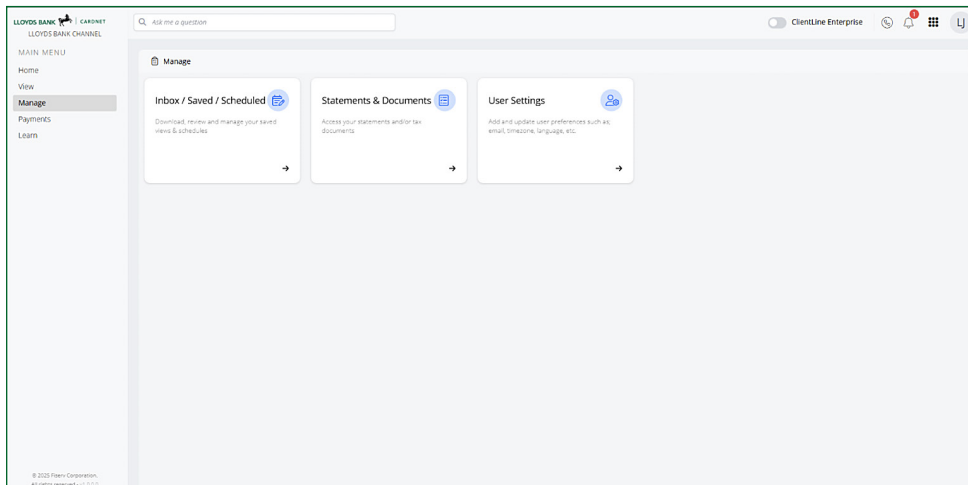


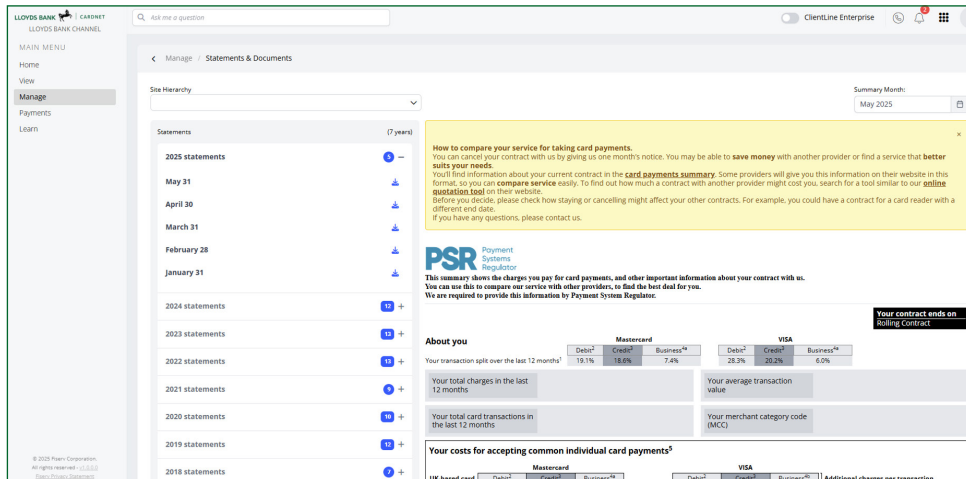
Manage – Statements & Documents

You can download your statements from Commerce Control Center by following these steps:

- Select “**Manage**” from the left-hand menu
- Select “**Statements & Documents**”
- Choose the year you would like to view your statement from
- Choose the month
- Download the statement.

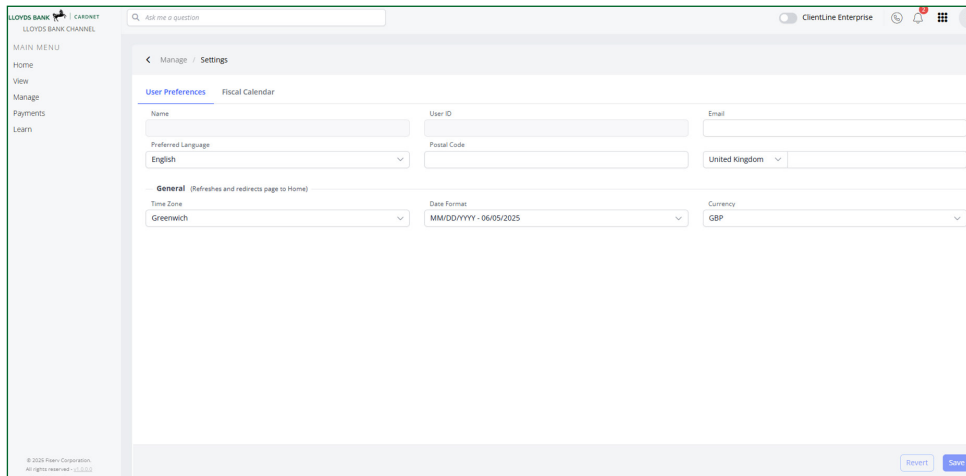
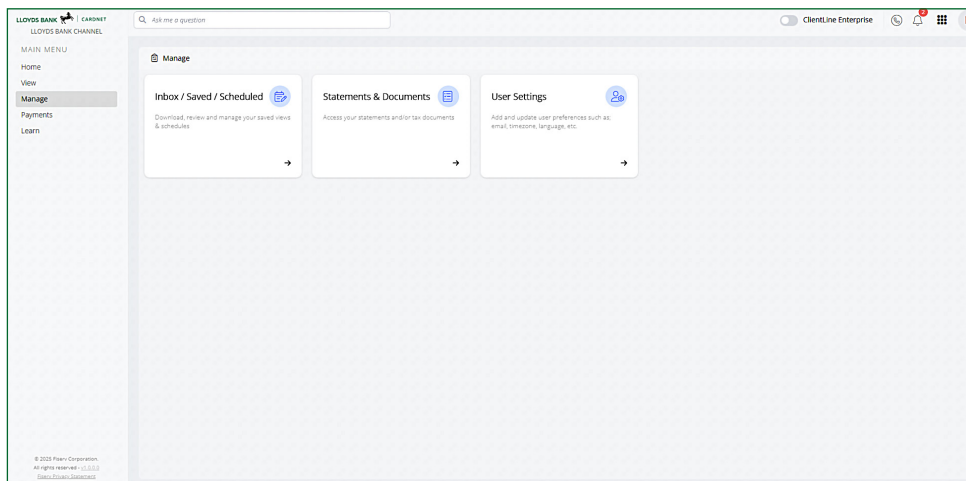
Note: You can see up to seven years of statements.





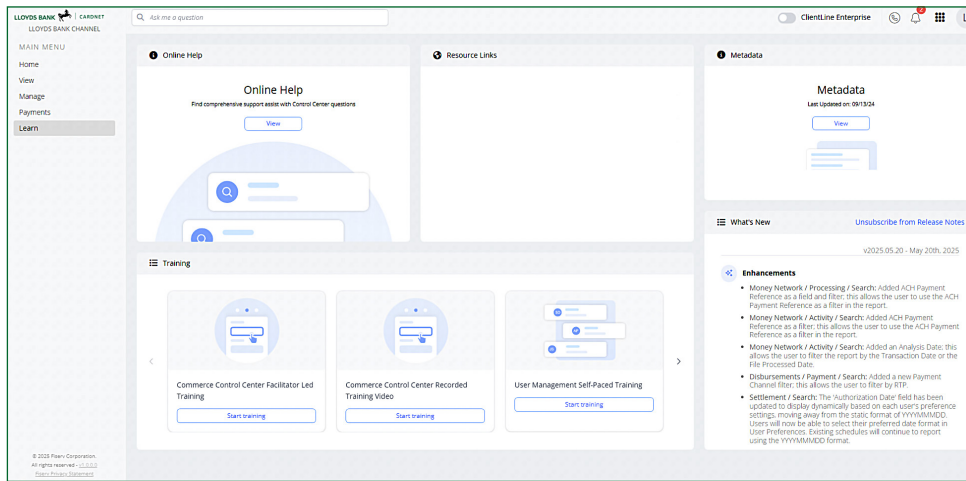
Manage - User Settings

In Commerce Control Center, you can access your profile settings under the user profile icon and under the “**Manage**” section. This allows users to update their email address, phone number, postcode, and additional details.



8. Learn

In Commerce Control Center, the “**Learn**” section gives you access to training, resource links, Online Help and Metadata. You can also access a full archive of historical updates and changes under “**What’s New**”.





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