



Lloyds Commercial Card Data Management

userid@st-andrews.ac.uk

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Log in

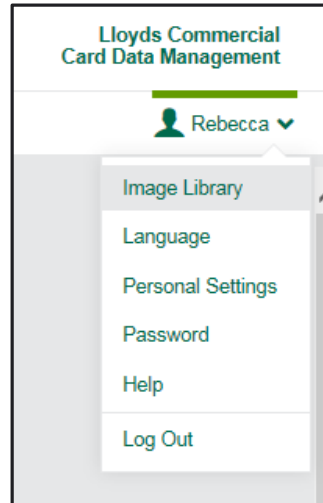
[Forgotten your password?](#)

- You should receive your login details by email within 21 days of your application*
- Log in using the web address <https://www.lloydsbank-datamanagement.com/secure/welcome.asp>
- Set up your email contact **as soon as you can** so that you can begin emailing receipts and invoices when you make your first purchase (see overleaf for instructions)

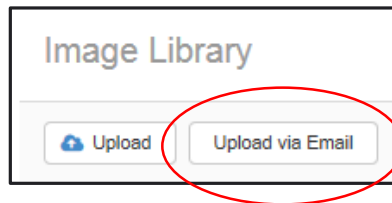
* If you have not received your email, please contact the administrator on creditcards@st-andrews.ac.uk or x2519



1. In the top right hand corner of the screen, click on the down arrow next to your name and select “Image Library”



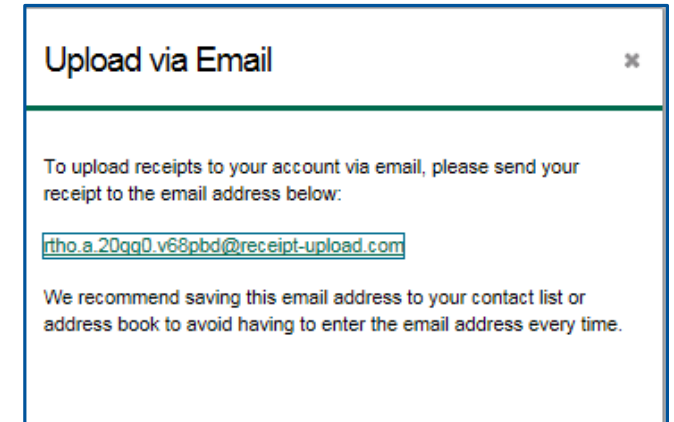
2. Click on the “Upload via Email button”



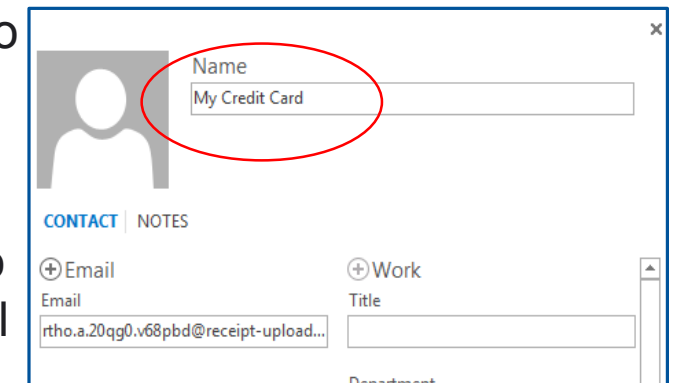
3. Click on your unique image library email address



• *This should open an email in Outlook*



4. Right click on the email address and select ‘Add to Contacts’ – set Name to ‘My Credit Card’



5. Email receipt images to “my credit card” – they will appear on the system