



# CitiDirect BE Portal Enabling Users for MobilePASS

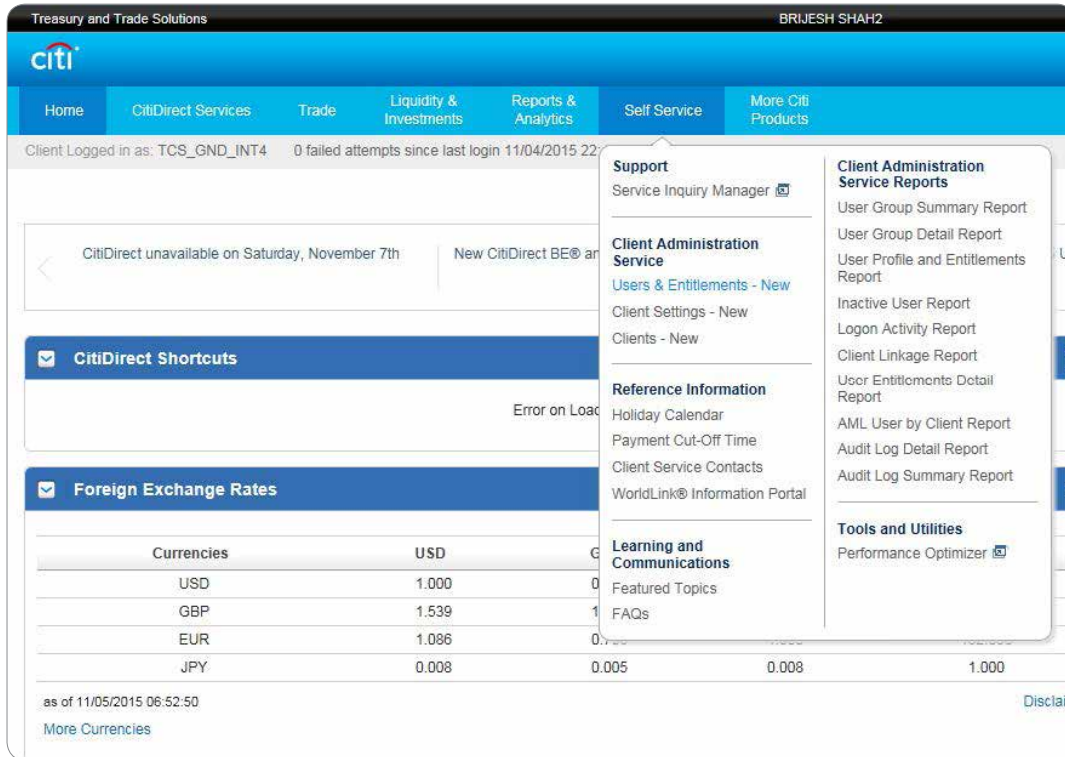
CitiService  
Pomoc Techniczna CitiDirect BE  
tel. 801 343 978, +48 22 690 15 21  
poniedziałek - piątek: 8:00 - 17:00  
[helpdesk.ebs@citi.com](mailto:helpdesk.ebs@citi.com)

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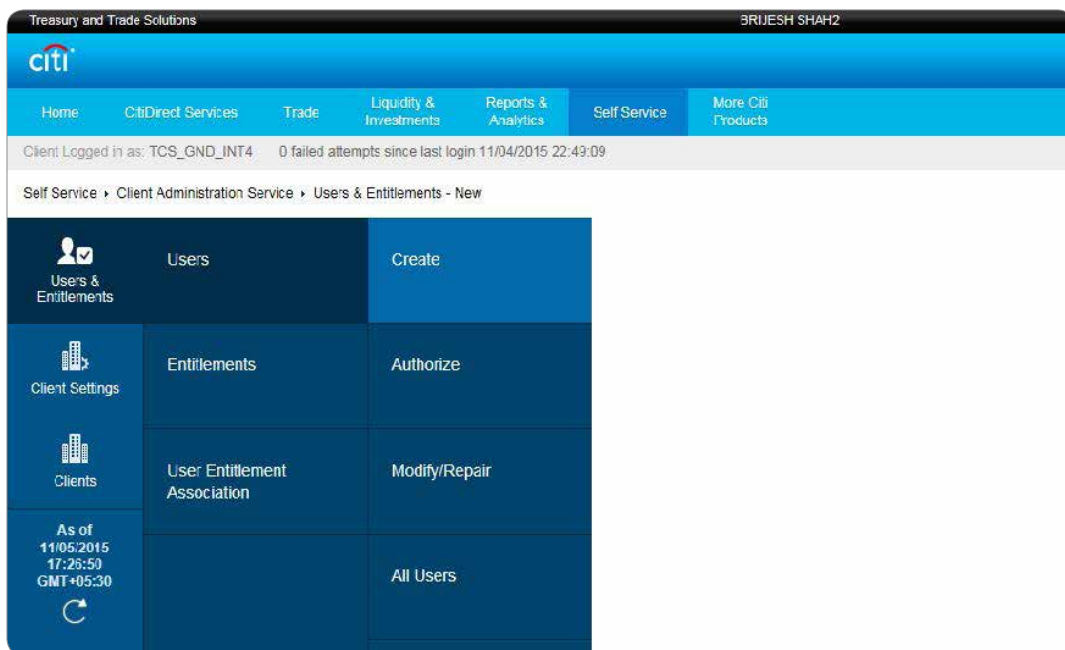
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## 1. Creating New Users with MobilePASS credential

Login to CitiDirect BE Portal and link to the client definition of users to entitle. Click on **Self Service** then click on **Users & Entitlements**.



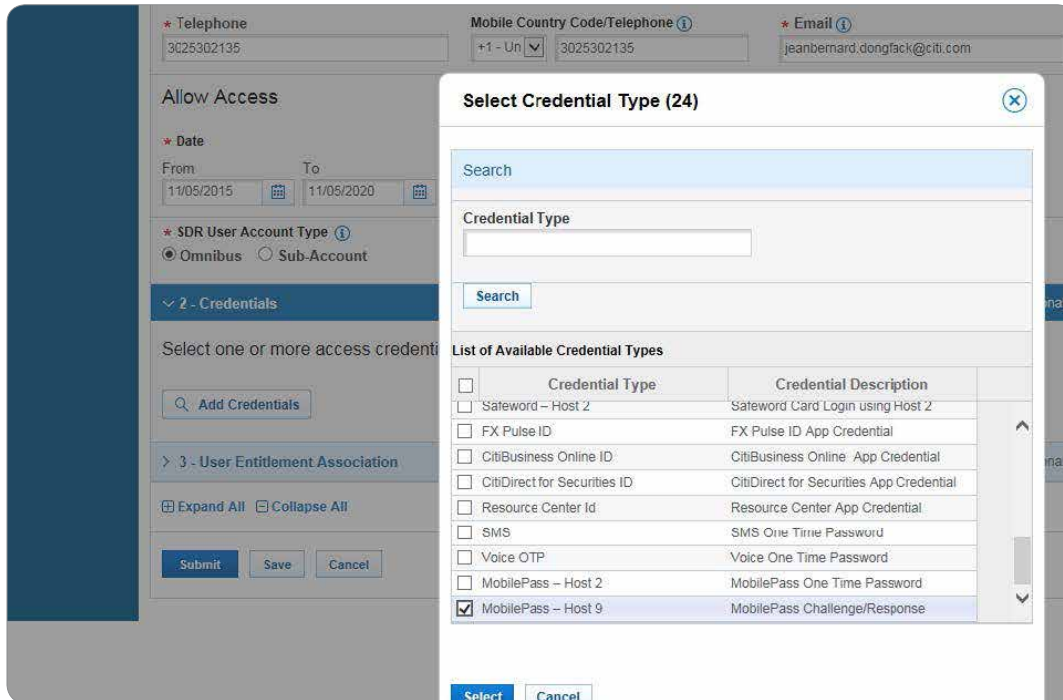
Click on **Users & Entitlements** followed by **Users** and click on **Create**.



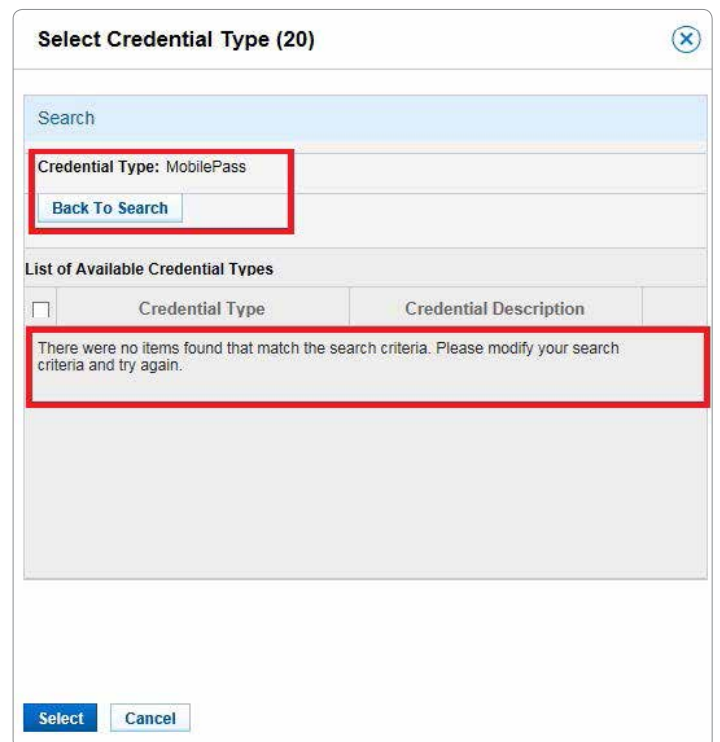
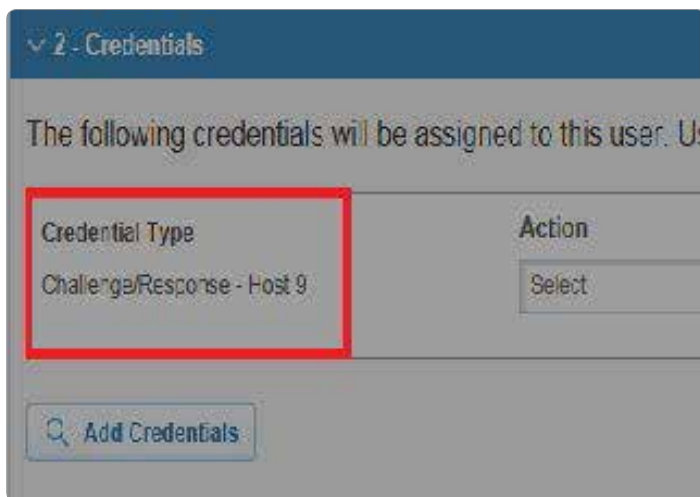
Update the Create User screen with User information.

In Create User screen, upon entering all mandatory data in “1 - User Information” section, scroll down to “2 - Credentials” and click on “Add Credentials”. In field Telephone please provide user mobile phone number. Mobile phone number and Email address must be unique for each user and can not be used by other users.

Choose credential type "MobilePASS - Host 9" and Click on **Select**



\* Please note that if a User is only being setup for MobilePASS, no other option should be selected in "2 - Credentials" field. If for example another option is chosen (Challenge/Response - Host 9), MobilePASS will not be available in "Select Credential Type" window; you will need to remove the other credential if available, by clicking on the X button next to the credential ID field.)





2 - Credentials This section is optional

The following credentials will be assigned to this user. Use Add Credentials to assign additional credentials.

Credential Type	Action	* Credential ID
Challenge/Response - Host 9	Select	

To add another credential type, User has to activate MobilePASS and login to CitiDirect - after that another credential type for example Challenge/Response - Host 9 can be added.

Upon choosing credential type, select entitlements from "3 - User Entitlement Association" screen.

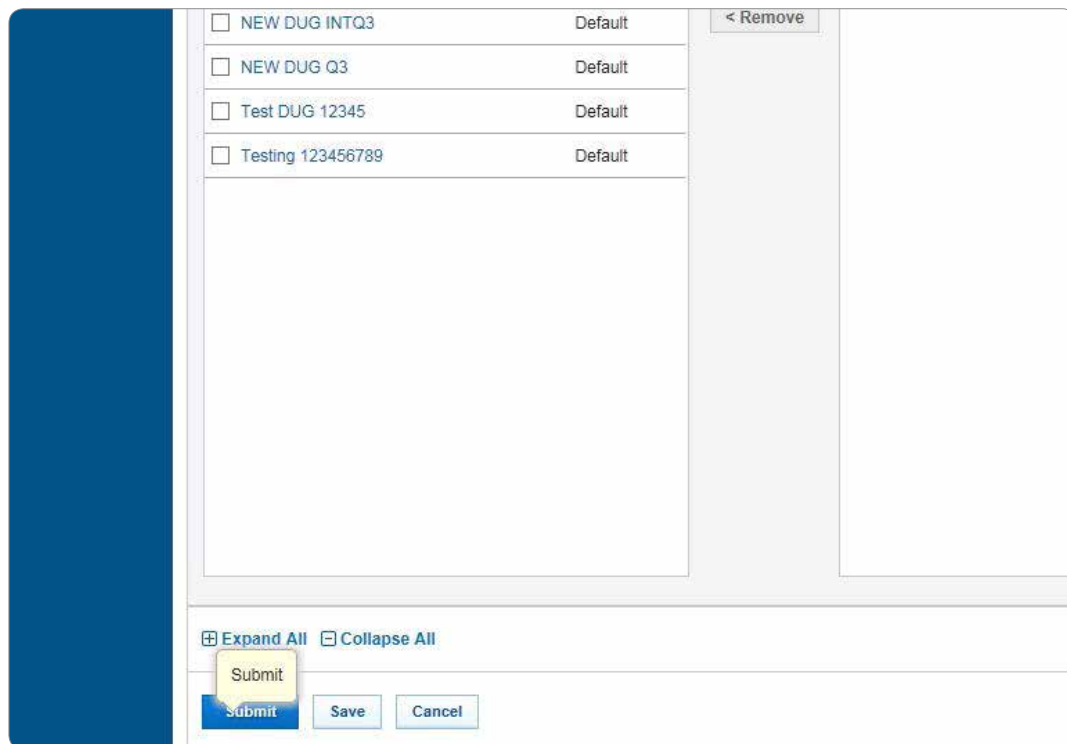
3 - User Entitlement Association This section is optional

Select one or more entitlements to associate.

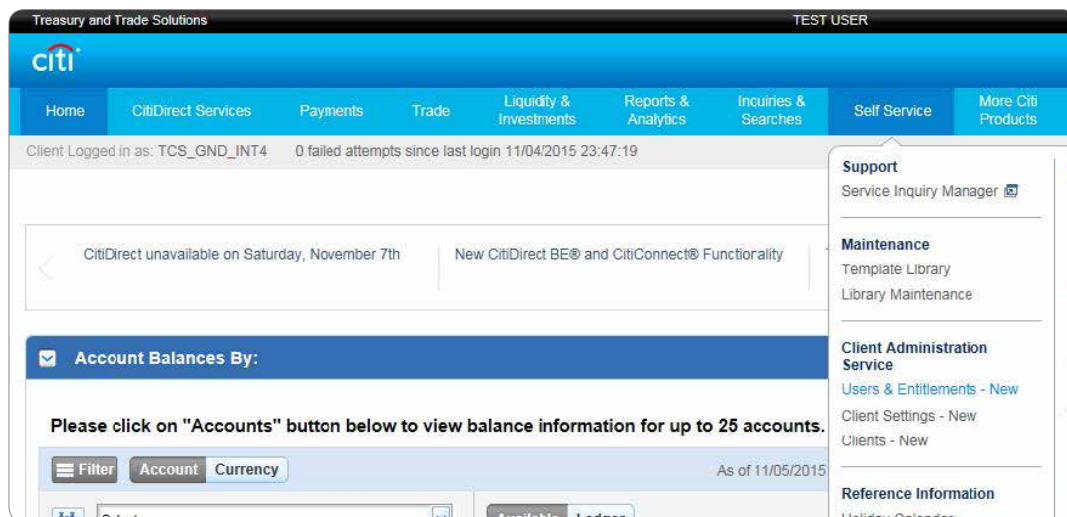
Available Entitlements		
<input type="checkbox"/> Select All		
<input checked="" type="checkbox"/> All services		
<input type="checkbox"/> Default123	<span>?</span>	Default
<input type="checkbox"/> Default234	<span>?</span>	Default
<input type="checkbox"/> DUG Mahesh 3S001		Default
<input type="checkbox"/> Mahesh All		Default
<input type="checkbox"/> mahesh Expanded		Default
<input type="checkbox"/> NEW DUG INTQ3		Default
<input type="checkbox"/> NEW DUG Q3		Default
<input type="checkbox"/> Tes: DUG 12345		Default
<input type="checkbox"/> Testing 123456789		Default

Entitlements for Association	
<input checked="" type="checkbox"/> <input type="checkbox"/> ATS_EXT_II	
<input type="checkbox"/> CitiDirect Services	

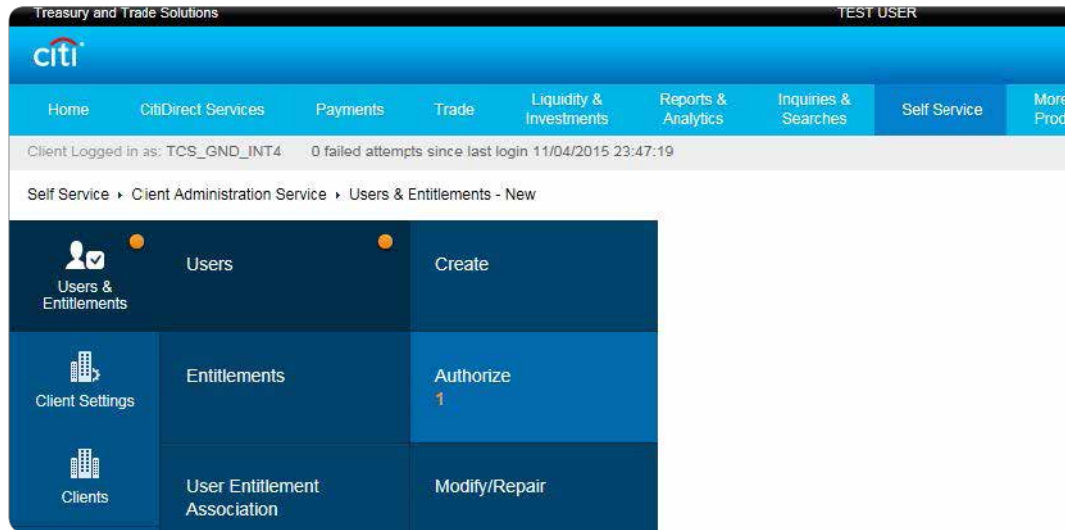
Once entitlements are chosen, scroll down to the bottom of the page and click on **Submit**.



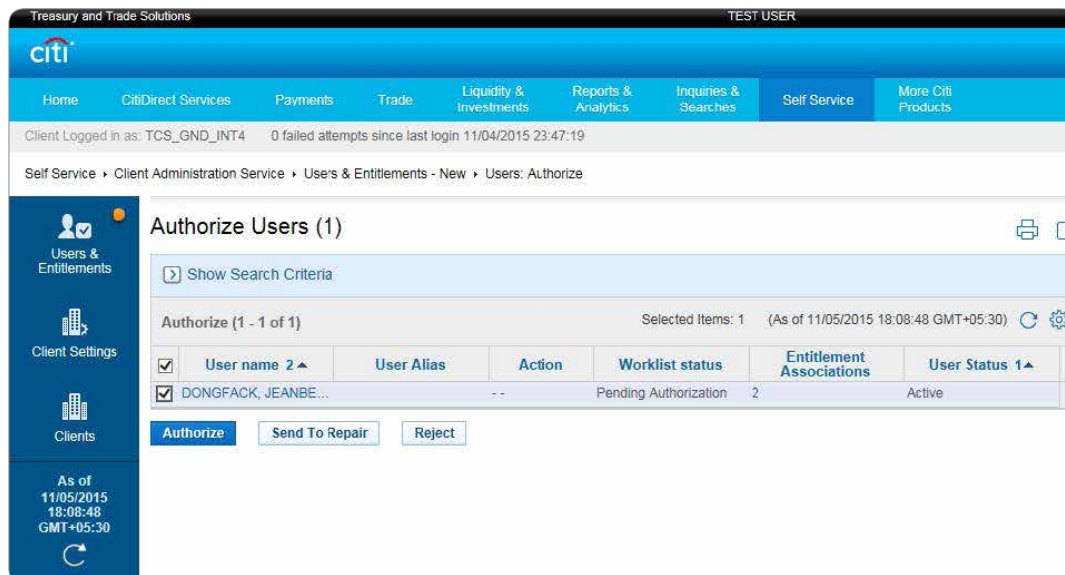
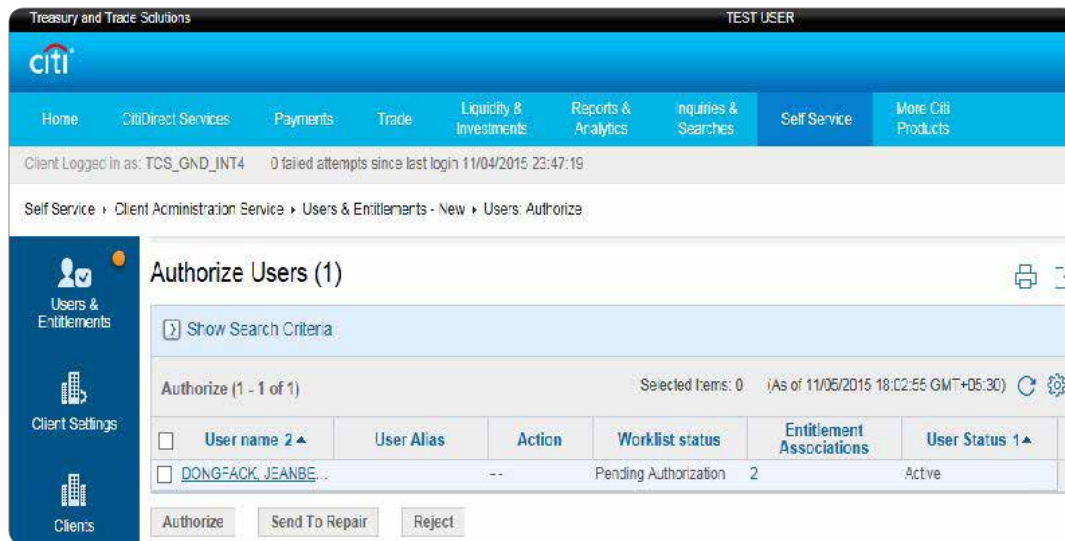
Upon submitting the new User request, another Security Manager will have to perform the checker process to fully process the new User request, by going to **Users & Entitlements -> Authorize**.



Click on **Users & Entitlements** followed by **Users** and click on **Authorize**.



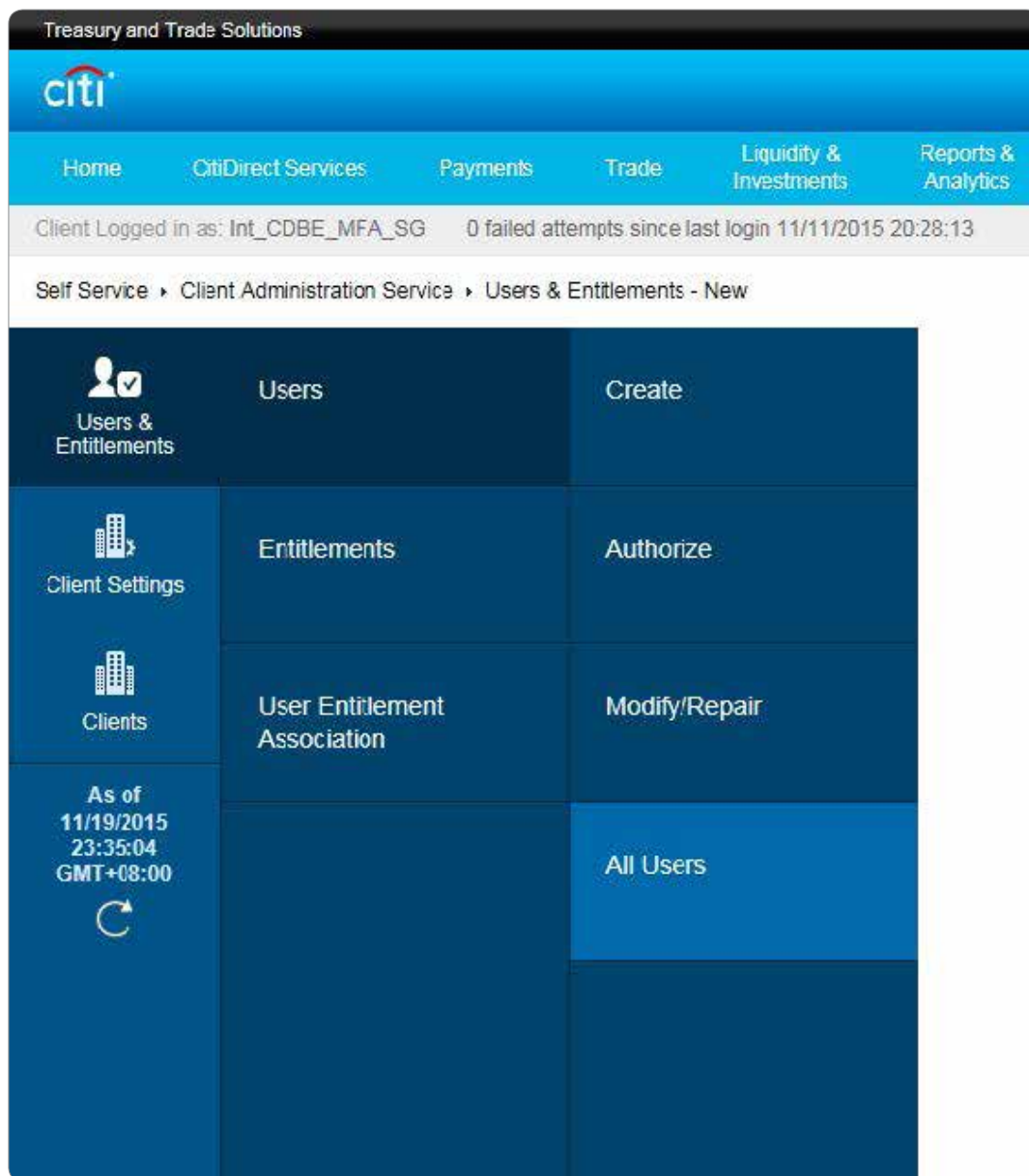
To complete User creation, the second Security Manager chooses User to authorize and clicks on **Authorize** button. This will result in a **Confirmation** screen informing Security Manager that the User is authorized.





## 2. Enabling Existing Users for MobilePASS

In Users & Entitlements screen, Click on Users followed by Clicking on All Users.



Choose User and scroll down to "2 - Credentials" section and click **Add Credentials**.

\* SDR User Account Type ⓘ    User ID: 51046442

2 - Credentials    This section is mandatory

End-To-End Encryption Status: Not upgraded to E2EE

Select one or more access credentials.

Credential Type	Action	* Credential ID
MobilePass - Host 9	Link Existing Safeword Card	MP_sash5111
Portal - Secure Password		PW.sash5111

Add Credentials

3 - User Entitlement Association    This section is optional

4 - User Access Profile Association    This section is optional

Expand All    Collapse All

Reset User  
Select the Reset User checkbox and Submit to unlock the User.

Submit    Save    Subscription Status

Choose **Credential Type** requested by User from screen (MobilePass - Host 9) and click on **Select**. The process will require **Authorization** by another Security Manager.

Telephone: 3025302135    Mobile Country Code/Telephone: +1 - Un    Email: jeanbernard.dongfack@citi.com

Allow Access

Date: From 11/05/2015 To 11/05/2020

\* SDR User Account Type ⓘ  
Omnibus    Sub-Account

2 - Credentials

Select one or more access credentials

Add Credentials

3 - User Entitlement Association

Expand All    Collapse All

Submit    Save    Cancel

**Select Credential Type (24)**

Search

Credential Type

Search

List of Available Credential Types

<input type="checkbox"/>	Credential Type	Credential Description
<input type="checkbox"/>	Safeword - Host 2	Safeword Card Login using Host 2
<input type="checkbox"/>	FX Pulse ID	FX Pulse ID App Credential
<input type="checkbox"/>	CitiBusiness Online ID	CitiBusiness Online App Credential
<input type="checkbox"/>	CitiDirect for Securities ID	CitiDirect for Securities App Credential
<input type="checkbox"/>	Resource Center Id	Resource Center App Credential
<input type="checkbox"/>	SMS	SMS One Time Password
<input type="checkbox"/>	Voice OTP	Voice One Time Password
<input type="checkbox"/>	MobilePass - Host 2	MobilePass One Time Password
<input checked="" type="checkbox"/>	MobilePass - Host 9	MobilePass Challenge/Response

Select    Cancel

### 3. Re-Activating MobilePASS for End-Users

Navigate to **All Users** screen as done so in Credential enablement and scroll down to **"2 - Credentials"** section. Under Credential Type MobilePASS, scroll to the right and clickon **"Action"** dropdown arrow. From dropdown, choose **Reactivate MobilePass**.

\* SDR User Account Type ⓘ      User ID  
● Om      2 - Credentials      account      51046442

▼ 2 - Credentials      This section is mandatory

End-To-End Encryption Status: Not upgraded to E2EE  
Select one or more access credentials.

Credential Type	Action	* Credential ID
MobilePass - Host 9	Link Existing Safeword Card	MP_sash5111
Portal - Secure Password		PW.sash5111

🔍 Add Credentials

> 3 - User Entitlement Association      This section is optional

> 4 - User Access Profile Association      This section is optional

⊞ Expand All    ⊞ Collapse All

Reset User  
Select the Reset User checkbox and Submit to unlock the User.

Submit    Save    Subscription Status

[www.citihandlowy.pl](http://www.citihandlowy.pl)  
Bank Handlowy w Warszawie S.A.

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