

CitiDirect BE Portal Login and homepage

CitiService

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www.citihandlowy.pl Bank Handlowy w Warszawie S.A.

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1. Login

Go to https://citidirect.com/login in a web browser. You may also use:

- CitiDirect BE Mobile: <u>https://m.citidirect.com</u> - details <u>HERE</u>.

Technical requirements and proper CitiDirect BE system configuration is described on http://www.citidirect.pl.

| cíti | |
|------------------------------------------|--|
| Welcome to CitiDirect [®] | |
| 2 Enter User ID | |
| Eug in | |
| or | |
| Log in with Biometrics on your mobile | |
| Need help? | |
| citi | |

Welcome to CitiDirect[®]

Please choose your login method
Access to some data in CitiDirect requires multi-factor authentication. We recommend

that you choose this option unless you know that you do not need it.

Cancel

Multi FactorChallenge Response

Submit

- A welcome screen will appear on the login page. Enter User ID (alias) received from the bank in the e-mail, while your entitlements were configured, then click Log in.
- 2. Alternatively you can choose the biometric login, more details about this login you will find <u>HERE</u>.

3. If you have got more than one login method available, a choice option will be displayed. If not, move to step **4**.

| Need help? |
|------------------------|
| cîti |
| Challenge 0116 8892 |
| Enter Response |
| Cancel Log in |
| Need help? |

- One time password, that need to be entered to the token, will be displayed. The way how response password can be generated is described in section 2 "Generating dynamic password".
- 5. Enter response and click on **Log in**. CitiDirect BE home page will be displayed if entered password was entered correctly.

NOTE: Language version of the system can be changed by the user in the left corner, below the main screen.



2. Generating dynamic password

At login, CitiDirect BE users make use a MobilePASS application, installed on a mobile device or an individual SafeWord card (token).

- Generating a password - MobilePASS application



Run the application by clicking MobilePASS icon.



At the **Token PIN** prompt. Enter your PIN.

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|-----------------------------------------------------------------------------------------------------------------|-------------|---------|---|
| Token | Authentic | ation | |
| Challeng | ge Code | | |
| 12345 | 67 | | |
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| 1 | Generate Pa | asscode | |
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| the second se | | | |
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| 7 | 8 | 9 | , |

The display shows the words **Challenge Code**. Copy the digits from the **Challenge** field.

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Upon entering the last digit, the application will automatically generate a dynamic password. Enter the password in the **Response** field and click **Login**.

- Generating a password - SafeWord card



Click **ON** in order to insert SafeWord card..



"ENTR PIN" will be displayed. Enter your PIN.



Upon entering the last PIN digit, "HOST?" will be displayed.



Enter the number 9. "CHALLNG?" will be displayed.



Copy the digits from the **Challenge** field. Upon entering the last digit the card will automatically generate a dynamic password. Enter the password in the **Response** field and click **Login**.

NOTE: Passwords generated by the SafeWord card consist of digits from 0 to 9 and letters A, H, C, P, E, F. In case of any doubt whether to type a digit or a letter (e.g. zero 0, or letter 0), always type a digit.

3. Homepage - menu order and widgets

A simple home page for login allows users to benefit from basic system functionalities without the need to run more advanced options. Users can see a menu reflecting their authorizations in the system.

| Treasury and Trade S | olutions | | | | | | |
|----------------------|---------------|---------------------|----------------------|-----------------------------|---------------------|-------------|--------------------------|
| citi | | | | | | | |
| Strona główna | Platności | Trade / eWnioski | Raporty i analizy | Zapytania i wyszukiwanie | Obsługa plików | Samoobsługa | Więcej produktów Citi |
| Klient zalogowany ia | KO: DEMO POLA | ND 0 Nieuda | anvch prób od os | tatniego zalogowania | 05/04/2017 10:15:56 | | |

Home page design customization through a wide array of widgets, (convenient features and shortcuts offering access to system information and functions) allows users to make use of selected options, such as:

- Easy execution of most important tasks from the home page
- Configuration of homepage shortcuts enabling quick transfer to a selected functionality in the system
- Access to a wide array of Bank products without the need for additional login (Single Sign-On).

| Basic system modules availabl Payments - creating and au Trade/eForms - dealing wit Reports & Analytics - adva Inquiries & Searches - quic File Services - import/expo Self Service - system admi More Citi Products - other | e depending on authorization uthorizing orders, templates h transaction services and s inced reporting module k access to operation histor rt of files nistration services are available witho | ons held in the CitiDirect I s submission of electronic a ry put the need for additiona | BE system: pplications I login | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------|
| Important messages for system users. | ן כ | (| My settings - the possibility (e.g. date format used) and | v of personalizat modification of | tion of global system settings contact details. |
| Treasury and Trade Solutions. | nnes & File Services Self Service | More Citi Products | My Meccagins нир M | y Settings Logout | |
| CEDirect BE unavailable on Saturday, June 17th Commun | ication for Business Card holders IMf | PORTANT SECURITY INFORMATION I | Broadcast Messages Custom | ize Homepage | Here you can add convenient widgets |
| C Account Balances | Enter filter Template Name | Templates Worklist (15) | As of 06/07/2017, 16:04 GMT+01:00 🕑 🖡 | | to be displayed on your homepage. These significantly improve functionality. |
| A ac of 060072017 4:03 PM GMT-01:00 C Current Selected Total in USO (Base Currency)0.00 Firma Demo 1 | Beneficiary Name Payment Currency | derw Cross Bo Last Lised 05/15/2017 | PLN Funds | | |
| Opening Available Balance 0.00 Read More 3 | Payment Method @ | Germanics, Cross Bo Lost Used 05/15/2017 | PLN rder Fu | * | |
| Sample widgets, which are convenient shortcuts in the CitiDirect BE portal, may be added individually in the section Customize Homepage in the top right corner of the screen |] | | | | |

How to add / delete widgets?

In order to select helpful widgets on the home page, go to the Customize Homepage tab then click Add or Remove:

| cítí" | | | | | | | | | CitiDirect |
|----------------------|--------------------------------------------------------|-------------------------|------------------------|-------------------------|-------------------------------------------------|--------------|----------------------------|----------------------------|------------------------------|
| Home | | Trade / eForms | Reports & Analytics | Inquiries & Searches | File Services | Self Service | More Citi Products | | |
| nt Logged | d in as: DEMO POL | AND 1 fail | ed attempts since | e last login 06/07// | 2017 15:20:45 | | | | |
| | | | | | | | | ✓ Broadcast Me | ssages Customize Homepa |
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You can determine how widgets are displayed (e.g. list, tiles) on the CitiDirect BE portal web page in the design project option. To do this, choose your preferred arrangement.

Additionally, selected widgets can be personalized by choosing the key "**Customize**" - gear wheel symbol - for example in the widget **Initiate payments**.

NOTE: Once you log in to CitiDirect BE Portal, the recently entered user settings for homepage design are remembered by the system. Widget contents are automatically refreshed only at login. If the information presented in the widget is incorrect, please select **Refresh**.

How to log in to another company within a group of companies using the same token?

CitiDirect BE allows a configuration of authorizations so that it is possible to log in to other entities within one business name cluster with one token. In the case of giving users access to new functionalities of linking, the option **Linked Client** is displayed after login. After indicating a business name, click Go. The scope of available options in open profile settings will depend on individual user authorizations in the system.

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| Nazwa klienta Vienci (P) Verzi (P) Powiąż Idż Wyczyść Wyczyść Verzi (P) Nazwa klienta Verzi (P) Nazwa klienta Verzi (P) | Home Payments Receivables | Reports & Inquines & File Service Analytics Searches File Service | | | |
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