



CitiDirect BE Portal Login and homepage

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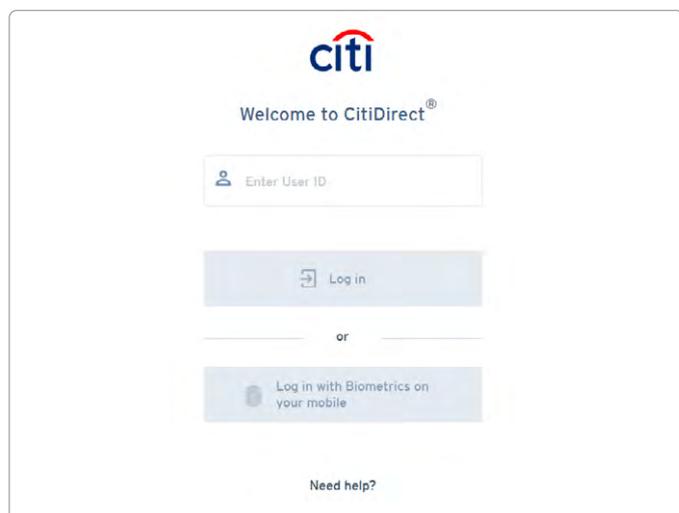
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1. Login

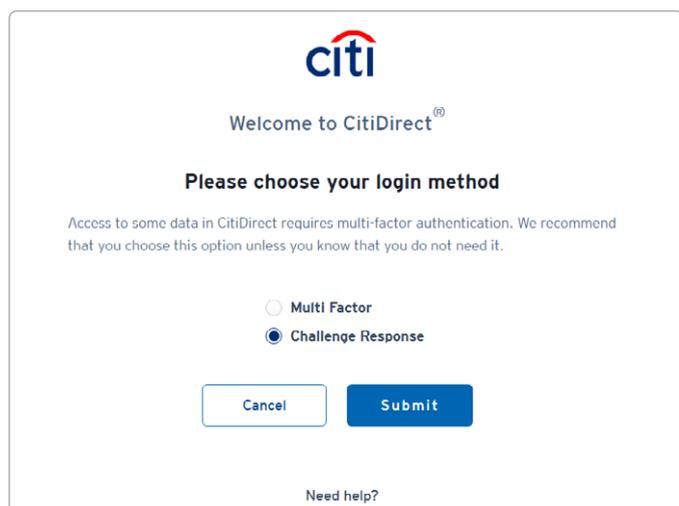
Go to <https://citidirect.com/login> in a web browser. You may also use:

- CitiDirect BE Mobile: <https://m.citidirect.com> - details [HERE](#).

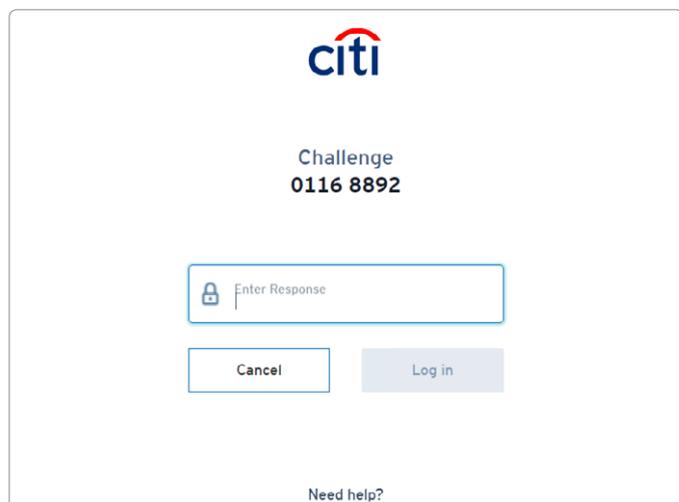
Technical requirements and proper CitiDirect BE system configuration is described on <http://www.citidirect.pl>.



1. 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 [HERE](#).

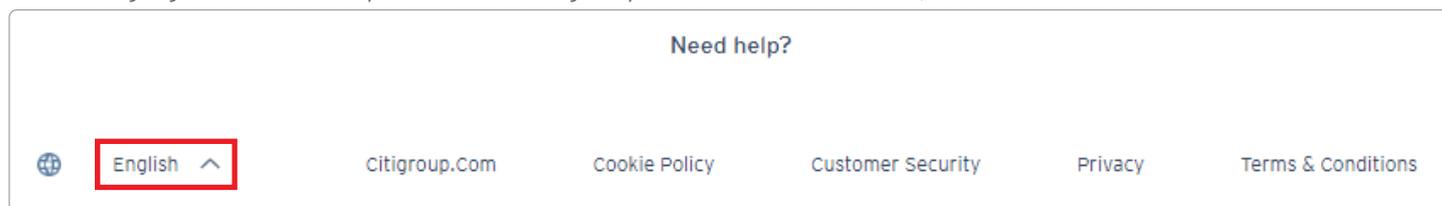


3. If you have got more than one login method available, a choice option will be displayed. If not, move to step 4.



4. 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.

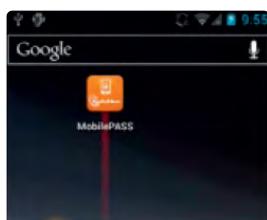
NOTE: Language version of the system can be changed by the user in the left corner, below the main screen.



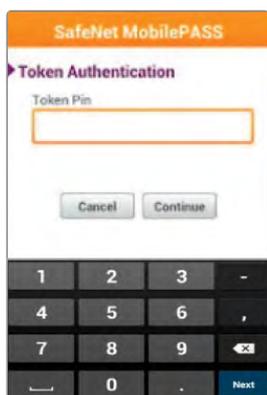
2. Generating dynamic password

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

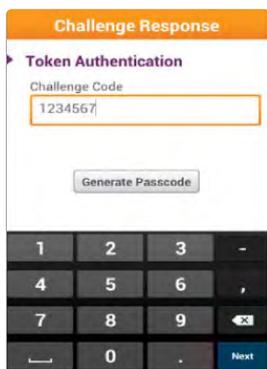
- Generating a password - MobilePASS application



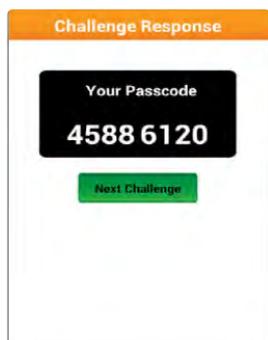
Run the application by clicking MobilePASS icon.



At the Token PIN prompt.
Enter your PIN.



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

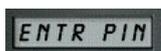


Upon entering the last digit, the application will automatically generate a dynamic password. Enter the password in the **Response** field and click **Login**.

- Generating a password - SafeWord card



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



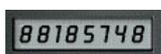
"ENTR PIN" will be displayed. Enter your PIN.



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 O, or letter O), 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.



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:

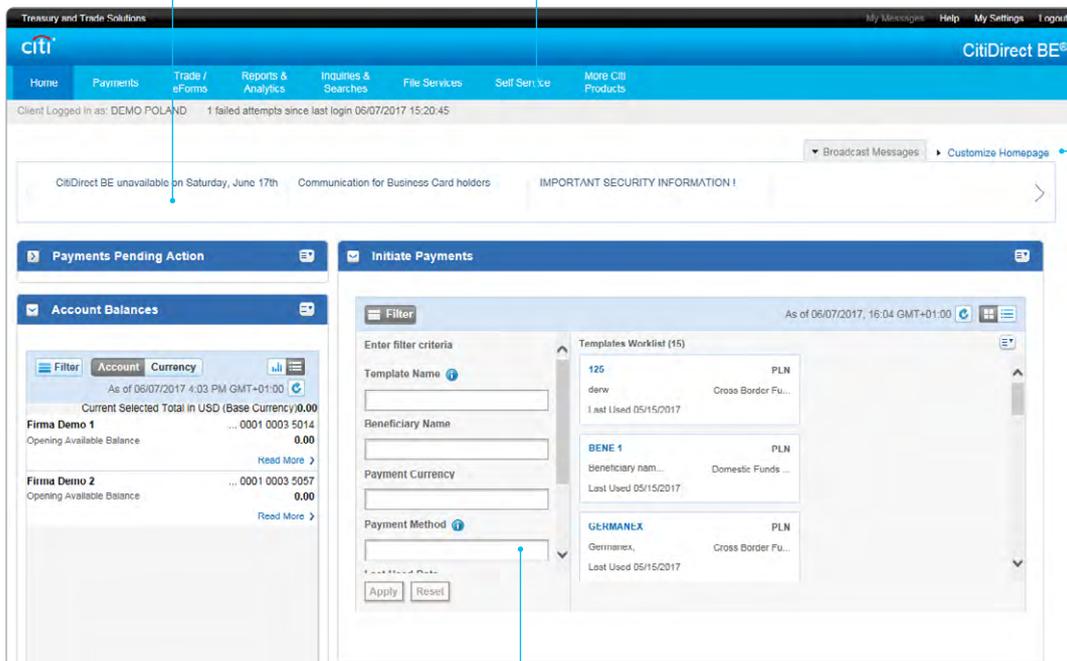
- Easy execution of most important tasks from the home page
- Configuration of homepage shortcuts enabling quick transfer to a selected functionality in the system
- Access to a wide array of Bank products without the need for additional login (Single Sign-On).

Basic system modules available depending on authorizations held in the CitiDirect BE system:

- **Payments** - creating and authorizing orders, templates
- **Trade/eForms** - dealing with transaction services and submission of electronic applications
- **Reports & Analytics** - advanced reporting module
- **Inquiries & Searches** - quick access to operation history
- **File Services** - import/export of files
- **Self Service** - system administration
- **More Citi Products** - other services are available without the need for additional login

Important messages for system users.

My settings - the possibility of personalization of global system settings (e.g. date format used) and modification of contact details.

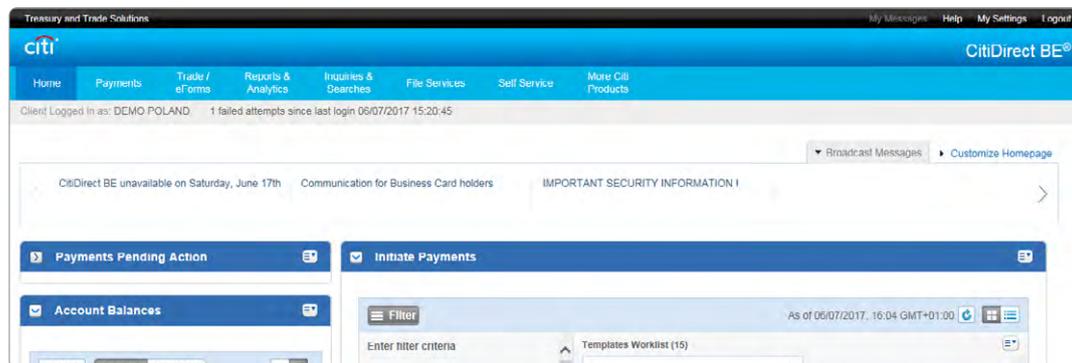


Here you can add convenient widgets to be displayed on your homepage. These significantly improve functionality.

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:



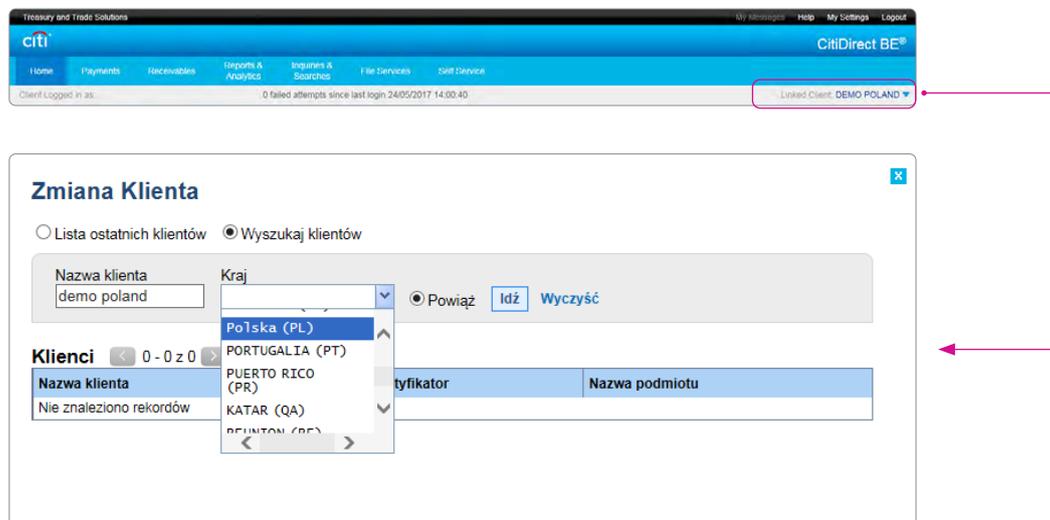
You can determine how widgets are displayed (e.g. list, tiles) on the CitiDirect BE portal web page in the design project option. To do this, choose your preferred arrangement.

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.



www.citihandlowy.pl

Bank Handlowy w Warszawie S.A.

The logo for Citi Handlowy, featuring the word "citi" in a lowercase, sans-serif font with a red arc above the "i", followed by the word "handlowy" in a larger, lowercase, sans-serif font, and a registered trademark symbol (®) to the right.

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