

CitiManager

Quick Start Guide for Program Administrators

September 2017

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Self-Register as a Non-Cardholder

As a non-cardholder, you are required to register in the CitiManager system to access cards within your entitlements.

In order to self-register, a Registration ID and Registration Passcode are required. The bank provides this information to you via e-mail. Once your registration details are received, you must register within 60 days or the details will expire. Expired details can be reset by the bank.

Registration Details

Self registration for Non Cardholders

 Enter details for self registration. The fields marked with asterisk (*) are mandatory to proceed.

* Registration ID

* Registration passcode

Registration Details Example

Dear Citi Trainer2

Welcome to CitiManager Citi's new single sign-on portal. You have been identified by your organization to have system access and this email contains your registration details.

Your registration ID is:
4e9w7n2l2j6b2oke
This ID is case sensitive and will be valid for 60 days.

You will receive a separate email with your registration passcode.

To register for CitiManager please access the link:
<https://home.cards.citidirect.com/CommercialCard/Cards.html>

Click on the link 'Self Registration for Non Cardholders'. You will be prompted to enter your registration ID and registration passcode, and you will then establish a permanent username and password for future CitiManager access.

If you have any questions about this email or need assistance, please contact your internal Program Administrator or the Citi Customer Service phone number on the back of your card.

Protect yourself from online fraud, or "phishing"
Remember, Citi will never ask you for your password, or to update personal or business information via email. If you receive email you believe to be suspicious or fraudulent, please forward the message to submitphishing@citi.com.

Registration Passcode Example

Dear Citi Trainer2

Welcome to CitiManager Citi's new single sign-on portal. You have been identified by your organization to have system access and this email contains your registration details.

Your registration passcode for registration ID XXXXXXXXXXXX6b2oke is:
4x9k7h2w2l6r2fkqq
This passcode is case sensitive and will be valid for 60 days.

To register for CitiManager please access the link:
<https://home.cards.citidirect.com/CommercialCard/Cards.html>

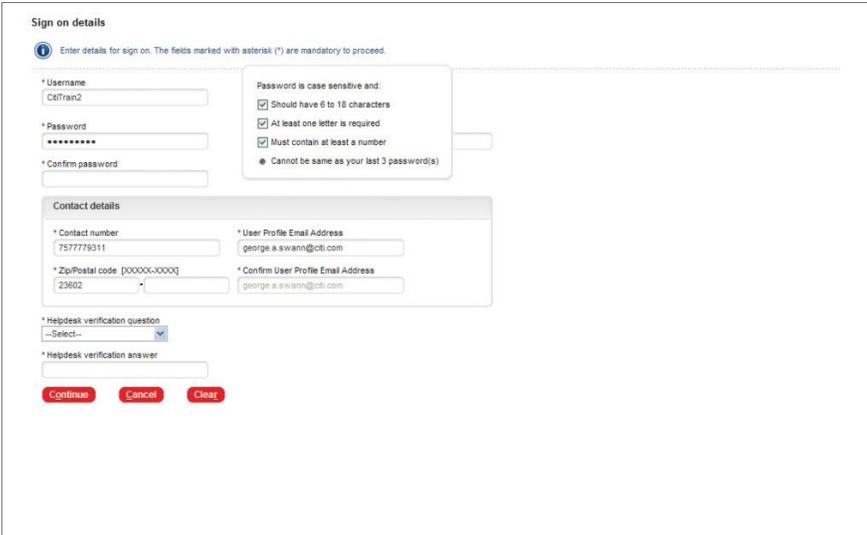
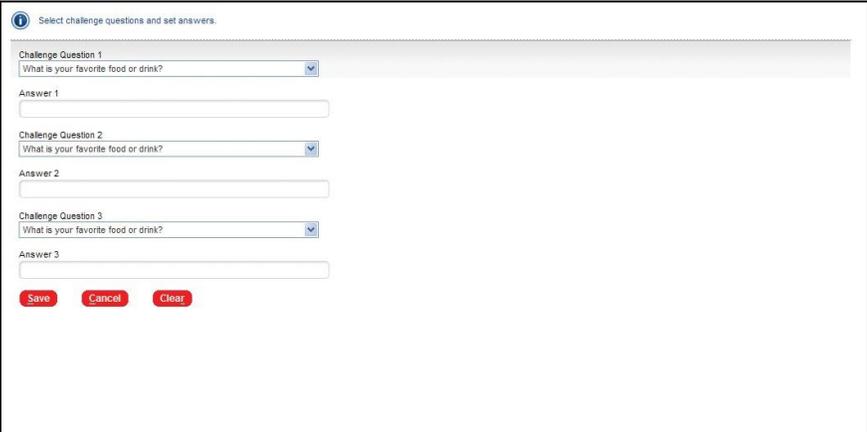
Click on the link 'Self Registration for Non Cardholders'. You will be prompted to enter your registration ID and registration passcode, and you will then establish a permanent username and password for future CitiManager access.

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Protect yourself from online fraud, or "phishing"
Remember, Citi will never ask you for your password, or to update personal or business information via email. If you receive email you believe to be suspicious or fraudulent, please forward the message to submitphishing@citi.com.

Step-By-Step Instructions

Screen	Step/Action
<p>CitiManager Login Screen</p>	<ol style="list-style-type: none"> 1. Navigate to home.cards.citidirect.com. 2. From the CitiManager login screen, click Self-registration for Non-Cardholders. <i>The Registration Details screen displays.</i>
<p>Registration Details Screen</p>	<ol style="list-style-type: none"> 3. In the Registration ID and Registration Passcode fields, type the information provided in the e-mails sent by the bank. 4. When you are finished, click Continue. <i>The Sign on Details screen displays.</i>

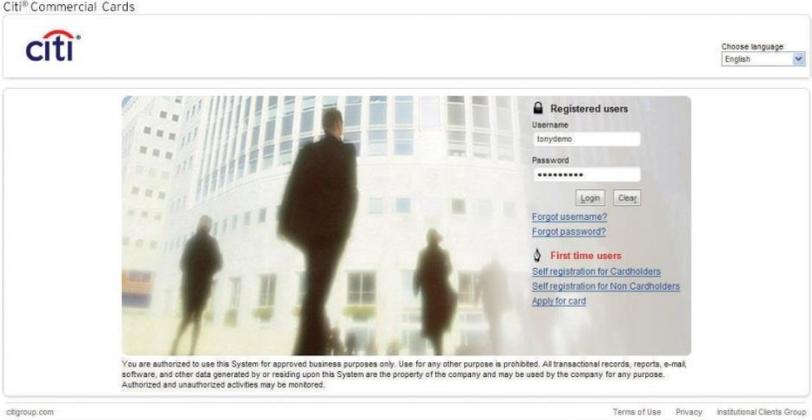
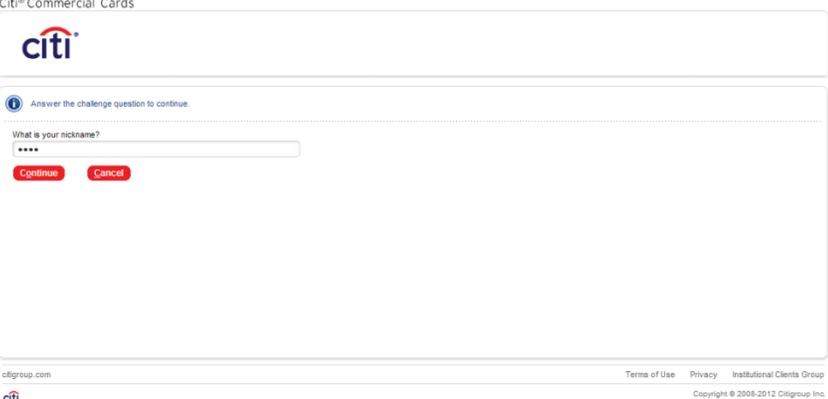
Screen	Step/Action
 <p>Sign on Details Screen</p>	<p>5. Complete the required fields (*) for self-registration.</p> <p>NOTE: A Username is not case sensitive. The Username must be between 6 and 50 characters, may contain letters, numbers and special characters, cannot contain spaces, cannot contain only numbers.</p> <p>Passwords are case sensitive and must have 6 to 18 characters. At least 1 letter is required, it must contain at least 1 number, and cannot be the same as your last 3 passwords.</p> <p>6. When you are finished, click Continue.</p> <p><i>The Challenge Question Selection screen displays.</i></p>
 <p>Challenge Question Selection Screen</p>	<p>7. Select and answer 3 challenge questions from the Challenge Question drop-down lists.</p> <p>NOTE: You will be required to answer one of your selected challenge questions with each subsequent login.</p> <p>8. Click the Save button.</p> <p><i>The CitiManager Home screen displays and the self-registration process is complete.</i></p>

Log Into the CitiManager

A Username and password are required to access the CitiManager Site. If you do not have a CitiManager Username and password, consult your company Program Administrator so they can set you up with the necessary access.

If you cannot remember your Username or password, refer to the Retrieve Forgotten Username or Reset Forgotten Password procedures in this User Guide.

Step-By-Step Instructions

Screen	Step/Action
 <p>CitiManager Login Screen</p>	<ol style="list-style-type: none"> 1. Navigate to home.cards.citidirect.com. 2. From the CitiManager Site Login screen, type your Username and password in the required fields. 3. Click the Login button. <i>The Challenge question screen displays.</i>
 <p>Challenge Question Screen</p>	<ol style="list-style-type: none"> 4. In the challenge question field, type the answer to the question. 5. Click the Continue button. <i>The CitiManager Site home screen displays. You have successfully logged into the CitiManager Site.</i>

Perform a Card Search

You can search for cards that reside in your assigned hierarchies. CitiManager capabilities are role and entitlement based. Therefore, you can only access accounts within your access rights. You can search for cards using the Card Accounts search or perform an advanced search.

The CitiManager Site limits search results to 1,000 cards. If you receive the “Please refine your search” message, it is necessary to further refine the search criteria.

Card Account Search

The card account search feature allows you to search by Country, Card number, Bill type, Card last name and Card first name.

Advanced Search

The advanced search option allows you to search by the Cardholder’s Username, Hierarchy name, Hierarchy Unit number and Name line 1.

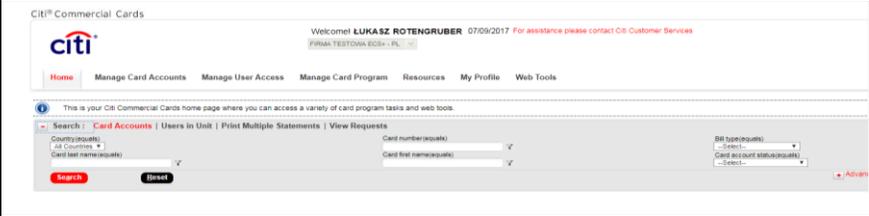
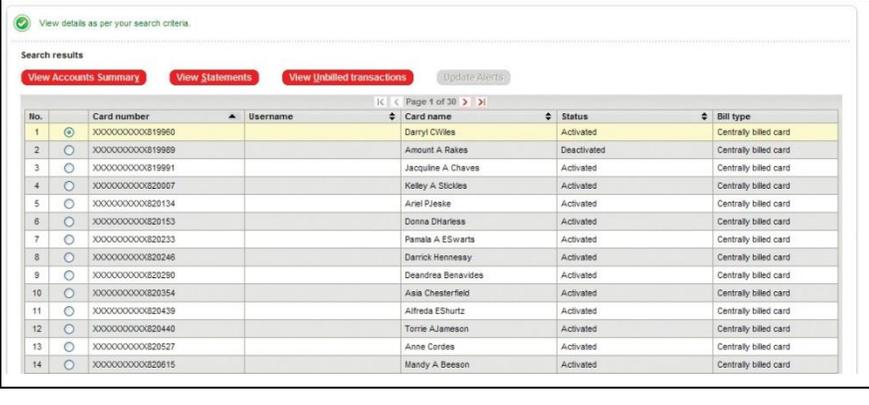
Lookup Hierarchy

You can also look up specific hierarchies within your span of control by clicking the Lookup Hierarchy button. Only hierarchies within your span of control display. To expand an hierarchy, click the + sign next to the hierarchy tree. Select the checkbox next to the hierarchy. This allows you to filter search results by the hierarchy selected.

Filters

Use the Filter icon next to each search field to search by the following qualifiers: “equals”, “starts with”, “ends with”, “contains”. Using a filter/qualifier helps to limit the search results.

Step-By-Step Instructions

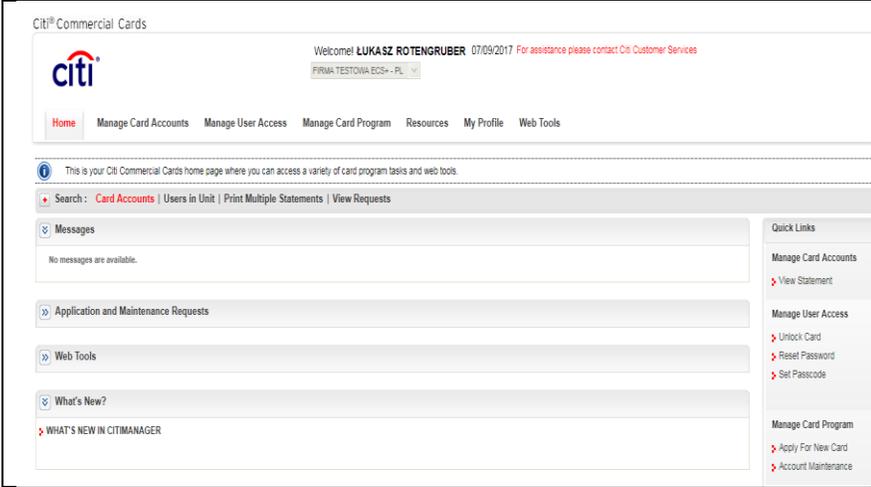
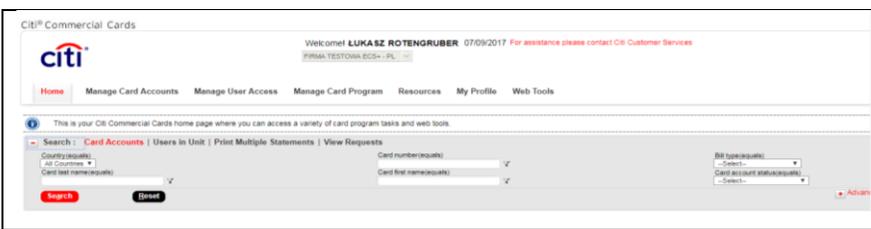
Screen	Step/Action																																																																																										
 <p>Account Search Screen</p>	<ol style="list-style-type: none"> 1. From the CitiManager home screen or the Manage Card Accounts screen, enter your search criteria. 2. Click the Search button. <i>The Search Results screen displays based on the search criteria used.</i> 																																																																																										
 <table border="1"> <thead> <tr> <th>No.</th> <th>Card number</th> <th>Username</th> <th>Card name</th> <th>Status</th> <th>Bill type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>XXXXXXXXXXXX19960</td> <td></td> <td>Darryl CWiles</td> <td>Activated</td> <td>Centrally billed card</td> </tr> <tr> <td>2</td> <td>XXXXXXXXXXXX19989</td> <td></td> <td>Amount A Rales</td> <td>Deactivated</td> <td>Centrally billed card</td> </tr> <tr> <td>3</td> <td>XXXXXXXXXXXX19991</td> <td></td> <td>Jacqueline A Chaves</td> <td>Activated</td> <td>Centrally billed card</td> </tr> <tr> <td>4</td> <td>XXXXXXXXXXXX20067</td> <td></td> <td>Kelley A Sticks</td> <td>Activated</td> <td>Centrally billed card</td> </tr> <tr> <td>5</td> <td>XXXXXXXXXXXX20134</td> <td></td> <td>Ariel Pjeske</td> <td>Activated</td> <td>Centrally billed card</td> </tr> <tr> <td>6</td> <td>XXXXXXXXXXXX20153</td> <td></td> <td>Donna Dharless</td> <td>Activated</td> <td>Centrally billed card</td> </tr> <tr> <td>7</td> <td>XXXXXXXXXXXX20233</td> <td></td> <td>Pamala A ESwarts</td> <td>Activated</td> <td>Centrally billed card</td> </tr> <tr> <td>8</td> <td>XXXXXXXXXXXX20246</td> <td></td> <td>Darrick Hennesay</td> <td>Activated</td> <td>Centrally billed card</td> </tr> <tr> <td>9</td> <td>XXXXXXXXXXXX20280</td> <td></td> <td>Deandrea Benavites</td> <td>Activated</td> <td>Centrally billed card</td> </tr> <tr> <td>10</td> <td>XXXXXXXXXXXX20354</td> <td></td> <td>Asia Chesterfield</td> <td>Activated</td> <td>Centrally billed card</td> </tr> <tr> <td>11</td> <td>XXXXXXXXXXXX20439</td> <td></td> <td>Alfreda EShurtz</td> <td>Activated</td> <td>Centrally billed card</td> </tr> <tr> <td>12</td> <td>XXXXXXXXXXXX20440</td> <td></td> <td>Torrie AJameson</td> <td>Activated</td> <td>Centrally billed card</td> </tr> <tr> <td>13</td> <td>XXXXXXXXXXXX20527</td> <td></td> <td>Anne Cordes</td> <td>Activated</td> <td>Centrally billed card</td> </tr> <tr> <td>14</td> <td>XXXXXXXXXXXX20615</td> <td></td> <td>Mandy A Beeson</td> <td>Activated</td> <td>Centrally billed card</td> </tr> </tbody> </table>	No.	Card number	Username	Card name	Status	Bill type	1	XXXXXXXXXXXX19960		Darryl CWiles	Activated	Centrally billed card	2	XXXXXXXXXXXX19989		Amount A Rales	Deactivated	Centrally billed card	3	XXXXXXXXXXXX19991		Jacqueline A Chaves	Activated	Centrally billed card	4	XXXXXXXXXXXX20067		Kelley A Sticks	Activated	Centrally billed card	5	XXXXXXXXXXXX20134		Ariel Pjeske	Activated	Centrally billed card	6	XXXXXXXXXXXX20153		Donna Dharless	Activated	Centrally billed card	7	XXXXXXXXXXXX20233		Pamala A ESwarts	Activated	Centrally billed card	8	XXXXXXXXXXXX20246		Darrick Hennesay	Activated	Centrally billed card	9	XXXXXXXXXXXX20280		Deandrea Benavites	Activated	Centrally billed card	10	XXXXXXXXXXXX20354		Asia Chesterfield	Activated	Centrally billed card	11	XXXXXXXXXXXX20439		Alfreda EShurtz	Activated	Centrally billed card	12	XXXXXXXXXXXX20440		Torrie AJameson	Activated	Centrally billed card	13	XXXXXXXXXXXX20527		Anne Cordes	Activated	Centrally billed card	14	XXXXXXXXXXXX20615		Mandy A Beeson	Activated	Centrally billed card	<ol style="list-style-type: none"> 3. To select the card from the search results, click the radio button next to the card number. <i>The card information displays based on the action selected.</i>
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View Statements and View Unbilled Transactions

The CitiManager Site allows you to view posted billings as well as transactions as they post. The unbilled transactions displayed are not part of a final statement.

NOTE: The information displayed is determined by the program parameters established for your company.

Step-By-Step Instructions

Screen	Step/Action
 <p>CitiManager Site Home Screen</p>	<ol style="list-style-type: none"> From the CitiManager Site home screen, click the Card Accounts sub-tab. <i>The Card Accounts search screen displays.</i>
 <p>Card Account Search Screen</p>	<ol style="list-style-type: none"> Type the required search criteria in the text entry box below the field(s) or select it from the drop-down list. NOTE: You can search on Country, Card number, Bill type, Card last name and Card first name. Click the Advanced Search link to search by Username and Hierarchy details. Click the filter icon to the right of each text entry box to change the qualifiers for each filter. Available qualifiers include “equals”, “starts with”, “ends with” and “contains”. The “contains” qualifier act as a wildcard filter. Click the Search button. <i>The Search Results screen displays based on the search criteria used.</i>

Screen

Home Manage Card Accounts Manage User Access Manage Card Program Resources My Profile Web Tools

Search: Card Accounts | Users in Unit | Print Multiple Statements | View Requests

Country (equals) All Countries Card number (equals) Card first name (equals) Bill type (equals) Card account status (equals)

Search results

Manage Account

No.	Card number	Username	Card name	Status	Bill type
1	XXXXXXXXXXXX027822	paqg59370	MICHAL SKOWRONSKI	Card lost or Stolen	Individually billed card
2	XXXXXXXXXXXX028218	paqg59370	MICHAL SKOWRONSKI	Card lost or Stolen	Individually billed card
3	XXXXXXXXXXXX028224	paqg59370	MICHAL SKOWRONSKI	Card Active	Individually billed card
4	XXXXXXXXXXXX028244	paqg59370	MICHAL SKOWRONSKI	1 Month Overdue	Individually billed card
5	XXXXXXXXXXXX024036	marcin804	MARCIN KUREK	Card Active	Individually billed card
6	XXXXXXXXXXXX024815	marcin804	MARCIN KUREK	Card lost or Stolen	Individually billed card
7	XXXXXXXXXXXX022039		MAGDALENA WIKTOR	Card Closed by Customer	Individually billed card
8	XXXXXXXXXXXX028291		KATARZYNA JEBRAK	Card Active	Individually billed card
9	XXXXXXXXXXXX024022		MARCIN KUREK	Card Active	Individually billed card
10	XXXXXXXXXXXX028512		Piotr Botwina	Card Closed by Customer	Individually billed card
11	XXXXXXXXXXXX020360		TARZYNA HOWICZ	1 Month Overdue	Individually billed card
12	XXXXXXXXXXXX028611		VIRTUAL ACCOUNT	Card Active	Individually billed card

Step/Action

4. Click the radio button for the card account that you want to view. Next, click View Statements or View Unbilled Transactions button.

The Statement or Unbilled Transaction screen displays based on the selection made.

NOTE: The information displayed is determined by the program parameters established for your company.

Home Manage Card Accounts Manage User Access Manage Card Program Resources My Profile Web Tools

Card Accounts: marcin804

Account Summary Statement Unbilled Transactions

View print and download your account statement. Please click on the icon displayed next to the transaction to get more details.

Card Details

Card number XXXXXXXX024036 Card name MARCIN KUREK Previous balance PLN 0.00 Balance due PLN 55.99 New transactions PLN 52.81

Extended Payment Terms

Statement	Amount Due	Payment Due Date
Previous Statement	PLN 0.00	18/07/2016
Current Statement	PLN 55.99	15/08/2016
TPPL	PLN 55.99	

Payment Instructions

You can pay off your card balance to individual bank account number specified on each card statement.

Statement date: 2016 JULY Statement start date: 15/06/2016 Statement ending date: 14/07/2016

Print Download

No.	Transaction date	Posting Date	Reference	Transaction detail	Transaction amount	Transaction Currency	Exchange Rate	CardPosting amount
1	10/01/2016	10/01/2016	104-17811317	CHARGEBACK RETAIL CREDIT	-2.79	PLN		-2.79
2	10/02/2016	10/02/2016	81870160207	TEST STORN LDA FEE	-0.00	PLN		-0.00
3	11/02/2016	11/02/2016	60000137144	SEMP OGIWA 16	0.00	PLN		0.00
4	11/02/2016	20/02/2016	80190040079	SODDIO Bank Handpay Warszawa PL 777802	3.40	PLN		3.40
5	20/02/2016	20/02/2016	6114202030016	OPAJLA WYKRAJENIE WARTY	0.00	PLN		0.00
6	20/02/2016	20/02/2016	81810000010	DO SBENT ADVANCE FEE	0.00	PLN		0.00
7	20/02/2016	20/02/2016	8181000170104	DIRKOT OPL WYKRAJENIE	-0.00	PLN		-0.00
8	30/06/2016	30/06/2016	8182018000100	DIRKOT DO SBENT	-0.00	PLN		-0.00
9	01/07/2016	04/07/2016	100000260000	SODDIO Bank Handpay Warszawa PL 851216	2.79	PLN		2.79

5. When viewing the statement screen, you can view previous billing statements going back as far as 60 months by selecting the billing cycle from the Statement date drop-down list.

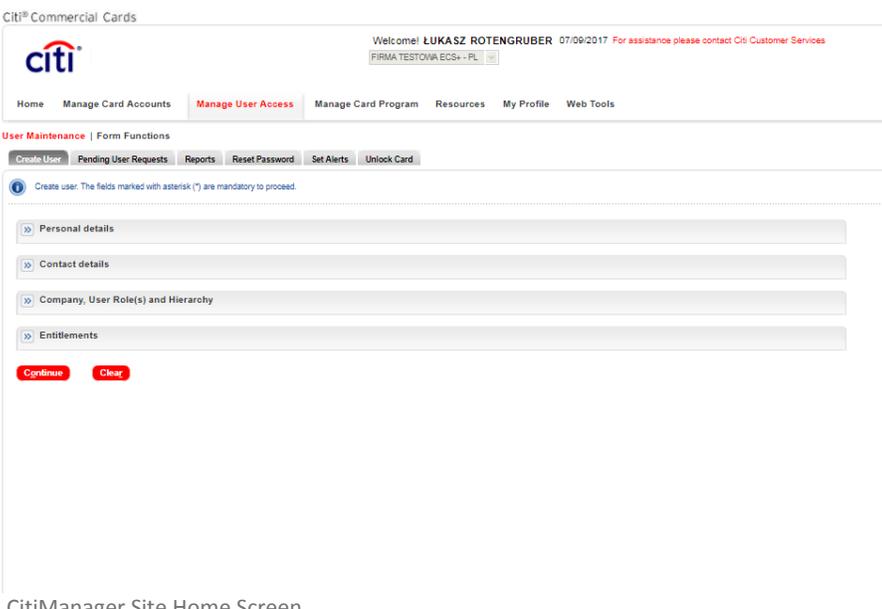
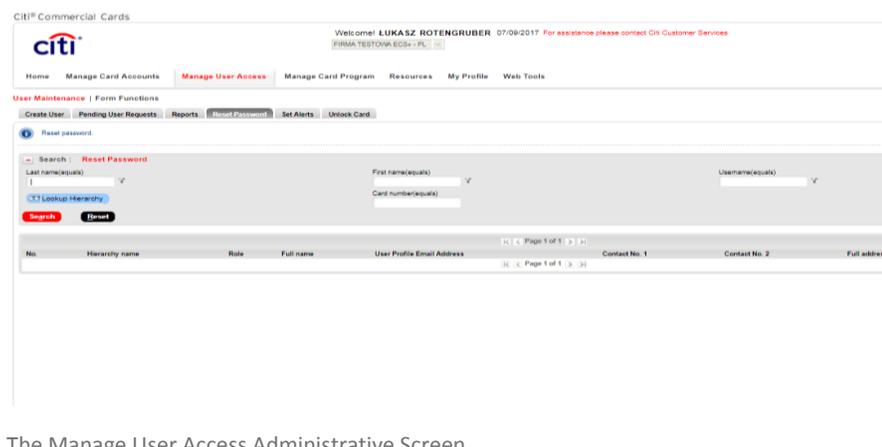
NOTE: When viewing Current Cycle Transactions, only those transactions that have posted to the card since the last billing cycle are displayed. This is not a final statement.

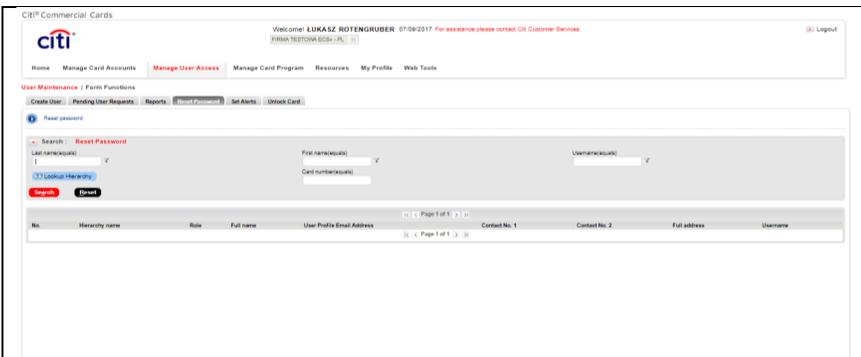
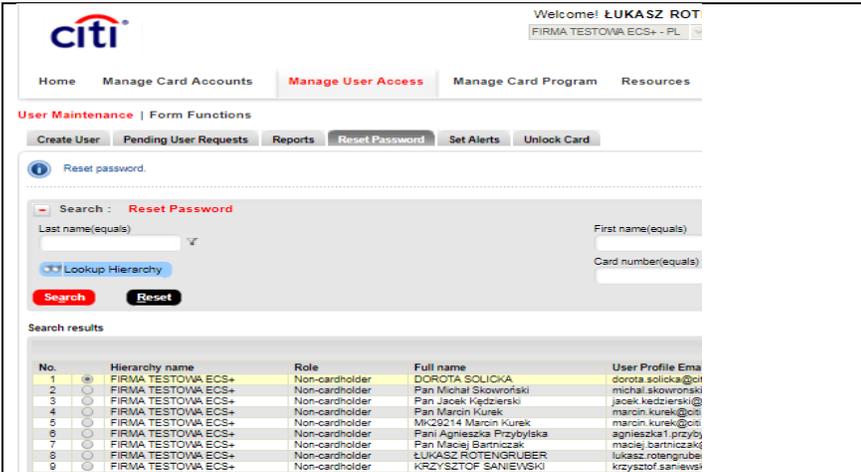
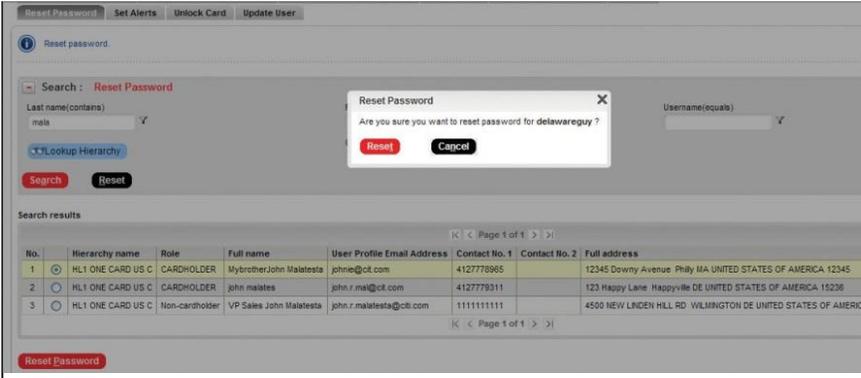
Reset Password

This function allows you to reset a password for other Users.

Once the user’s password is reset, a random password will be sent to the e-mail address registered for that user. Passwords will expire in 90 days.

Step-By-Step Instructions

Screen	Step/Action
 <p>CitiManager Site Home Screen</p>	<ol style="list-style-type: none"> From the CitiManager Site home screen, click the Manage User Access tab. <i>The Manage User Access administrative tabs display.</i>
 <p>The Manage User Access Administrative Screen</p>	<ol style="list-style-type: none"> From the User Maintenance sub-tab, click the Reset Password tab. <i>The Reset Password search screen displays.</i>

Screen	Step/Action
	<p>3. Type the required search criteria in the text entry box below the field(s).</p> <p>NOTE: You can search on Last name, First name, Username and Card number.</p> <p>Click the filter icon to the right of each text entry box to change the qualifiers for each filters. Available qualifiers include “equals”, “starts with”, “ends with” and “contains”. The “contains” qualifier act as a wildcard filter.</p> <p>4. Click the Search button.</p> <p><i>The Search Results screen displays.</i></p>
<p>Reset Password Search Screen</p>	<p>5. Click the radio button for the User whose password needs to be reset, and click the Reset Password button.</p> <p><i>The Reset Password window displays for the selected User.</i></p>
	<p>6. Click the Reset button.</p> <p><i>The Reset Password confirmation message displays.</i></p>
<p>Reset Password Results Screen</p>	<p>6. Click the Reset button.</p> <p><i>The Reset Password confirmation message displays.</i></p>
	<p>6. Click the Reset button.</p> <p><i>The Reset Password confirmation message displays.</i></p>
<p>Reset Password Popup Window</p>	<p>6. Click the Reset button.</p> <p><i>The Reset Password confirmation message displays.</i></p>

Merge Usernames

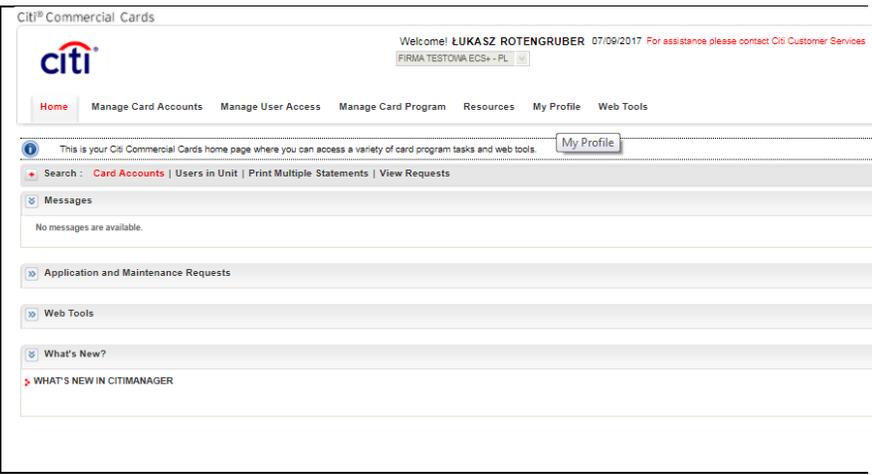
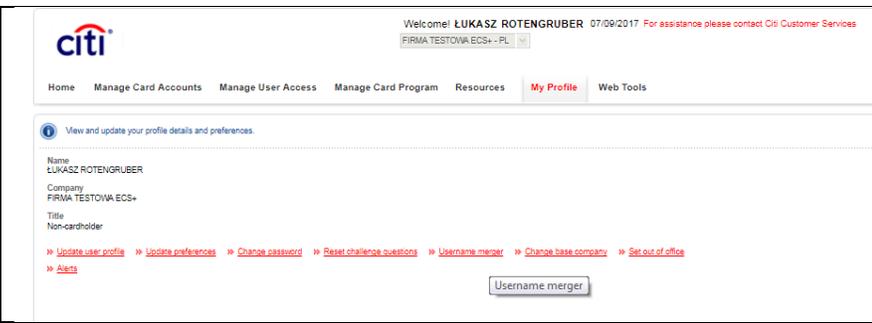
When you log into the CitiManager Site, the links to the functions you have access to from the CitiManager site home screen are determined by the role and entitlements that have been assigned to your profile.

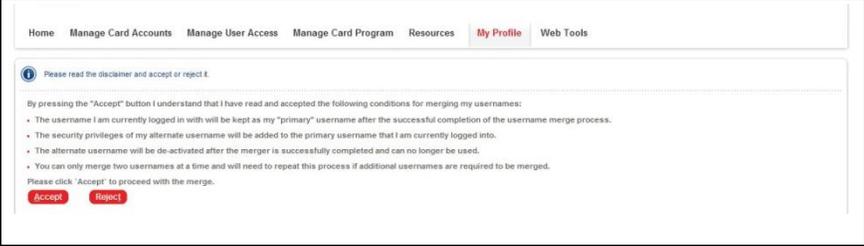
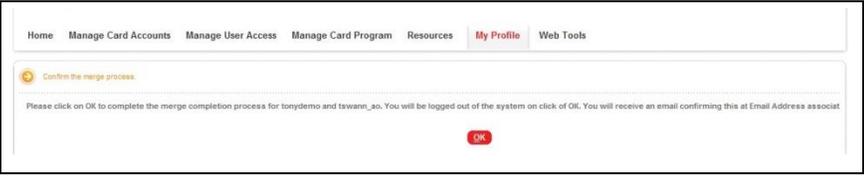
As a CitiManager Site User, you may have more than one active User ID based on your role or responsibilities. If this is the case, you can merge your two Usernames into one ID without the need to log in multiple times.

Be sure to merge any User ID for which you have lesser entitlements into the one for which you have the more entitlements. This will ensure that you have all of the entitlements you are hold under one Username.

For example, if you have a non-cardholder Username and a Cardholder Username, log in with your non-cardholder ID and merge the Cardholder ID with the non-cardholder ID.

Step-By-Step Instructions

Screen	Step/Action
 <p>CitiManager Site Home Screen</p>	<ol style="list-style-type: none"> From the CitiManager site home screen, click the My Profile tab. <i>The My Profile screen displays.</i> <p>NOTE: This screen displays information relative to your specific User profile along with your name, company and title. Information for the primary contact, which may not be you, also displays.</p>
 <p>My Profile Screen</p>	<ol style="list-style-type: none"> Click the Username merger link. <i>The Username merger disclaimer screen displays.</i>

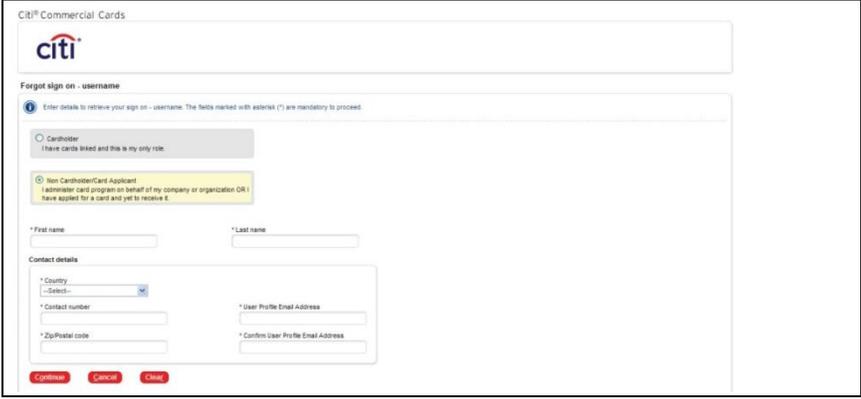
Screen	Step/Action
 <p>Username Merger Disclaimer Screen</p>	<p>3. Click the Accept button.</p> <p><i>The authentication screen for your alternate Username displays.</i></p> <p>NOTE: By clicking the Accept button, you are acknowledging you have read and understand the terms and conditions for merging your Usernames.</p>
 <p>Alternate Username Screen</p>	<p>4. In the Alternate Username field, type your alternate Username.</p> <p>5. In the Password field, type the password for the alternate Username.</p> <p>6. Click the OK button.</p> <p><i>The prompt to answer one of the challenge questions associated with the alternate Username you are merging displays.</i></p>
 <p>Alternate Username Challenge Question Screen</p>	<p>7. In the challenge question field, type the answer to the challenge question.</p> <p>8. Click the Continue button.</p> <p><i>A confirmation message displays.</i></p>
 <p>Confirmation Message Screen</p>	<p>9. Click the OK button.</p> <p><i>You are logged out of the system and returned to CitiManager Site Login screen.</i></p>

Retrieve Forgotten Username

If you forget your username, you will need to retrieve it in order to log into the CitiManager site. Your Username will be sent to your e-mail address. To retrieve your Username, the following information is required:

- Name and surname
- Your country
- The contact phone number
- The zip code/postal code associated with the billing address
- Your user profile e-mail address

Step-By-Step Instructions

Screen	Step/Action
 <p>CitiManager Login Screen</p>	<ol style="list-style-type: none"> 1. Navigate to home.cards.citidirect.com. 2. From the CitiManager Site Login screen, click the Forgot Username? link. <i>The Forgot sign on — Username screen displays.</i>
 <p>Forgot Sign on — Username Screen</p>	<ol style="list-style-type: none"> 3. Select the Non Cardholder / Card Applicant radio button. 4. Complete the required fields necessary for retrieving your Username. NOTE: An asterisk (*) indicates a required field and an entry must be made in that field. Only numeric values are allowed in the Contact number field. 5. Click the Continue button. <i>The Challenge question screen displays.</i>

Screen	Step/Action
	<p>6. In the challenge question field, type the answer to the question and click the Continue button.</p> <p><i>The system sends an e-mail with the correct Username to the e-mail address provided.</i></p>
Challenge Question Screen	

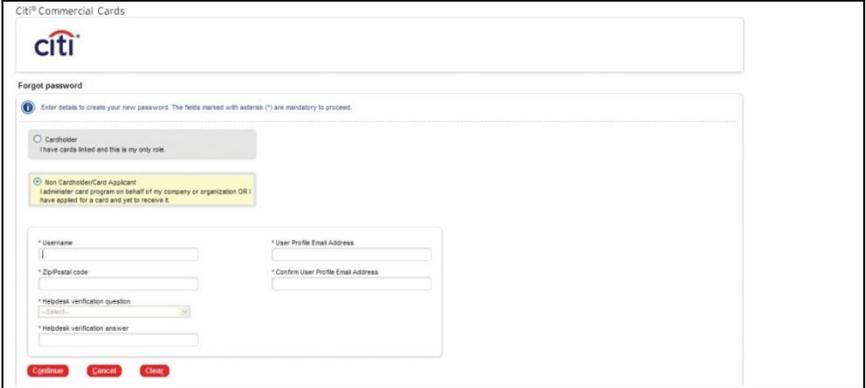
Reset Forgotten Password

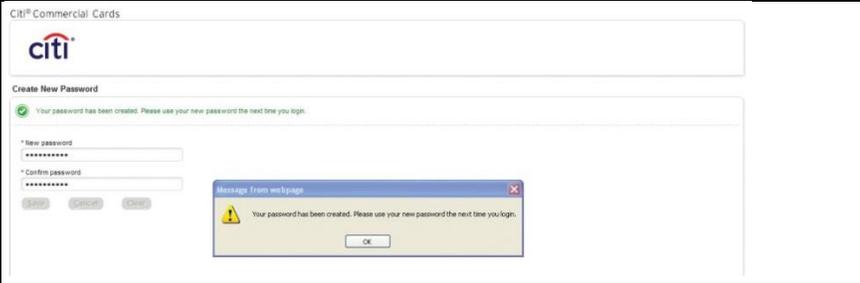
If you forget your password, it is necessary to reset your password in order to log in to the CitiManager Site. Passwords expire after 90 days.

To reset your password, the following information is required:

- A valid Username
- The zip/postal code used for your billing address
- Your user profile e-mail address
- Helpdesk verification answer

Step-By-Step Instructions

Screen	Step/Action
 <p>CitiManager Login Screen</p>	<ol style="list-style-type: none"> 1. Navigate to home.cards.citidirect.com. 2. From the CitiManager Site Login screen, click the Forgot password? link. <i>The Forgot password screen displays.</i>
 <p>Forgot Password Screen</p>	<ol style="list-style-type: none"> 3. Select the Non Cardholder / Card Applicant radio button. 4. Complete the required fields necessary for retrieving your password. NOTE: You must submit your Username, Zip/Postal code and User Profile Email Address for validation. After validation is complete, the Helpdesk verification question and Helpdesk verification answer fields become enabled. 5. Click the Continue button. <i>The Challenge question screen displays.</i>

Screen	Step/Action
 <p>Challenge Question Screen</p>	<p>6. In the challenge question field, type the answer to the question and click the Continue button. A temporary password will be sent to your e-mail address.</p> <p><i>The Create New Password screen displays.</i></p>
 <p>Create New Password Screen</p>	<p>7. Enter your temporary password in the Current Password field.</p> <p>8. In the New password field, type your new password.</p> <p>9. In the Confirm password field, retype your new password.</p> <p>NOTE: Passwords are case sensitive and must have 6 to 18 characters. At least 1 letter is required, it must contain at least 1 number, and cannot be the same as your last 3 passwords.</p> <p>10. Click the Save button.</p>
 <p>Change Password Confirmation Message</p>	<p>11. Click the OK button.</p> <p><i>The Challenge question screen displays and your password is reset.</i></p>

Set alerts

Screen	Step/Action
	<ol style="list-style-type: none"> 1. Navigate to home.cards.citidirect.com. 2. From the CitiManager Site home screen, click the Manage User Access / User Maintenance tab. <i>The Forgot password screen displays.</i>
<p>CitiManager Login Screen</p>	
	<ol style="list-style-type: none"> 3. Click the radio button for the hierarchy that you want to view. 4. From the User Maintenance sub-tab, click the Set Alerts tab.

User Maintenance | Form Functions

Create User Pending User Requests Reports Reset Password **Set Alerts** Unlock Card

Select Hierarchy Select Alerts Preview and Confirm

Step 2 of 3: Set Alerts - Select Alerts

Select Alerts

Company name
FIRMA TESTOWA ECS+

No.	Alert Description	Email Alerts	Alert Settings
1	Select All	<input type="checkbox"/>	
2	Available Credit Remaining (%)	<input checked="" type="checkbox"/>	*% Remaining: <input type="text" value="30"/> Select % of remaining credit level which should trigger an alert, e.g. 5%
3	Card Renewal	<input checked="" type="checkbox"/>	
4	Declined Transaction	<input type="checkbox"/>	Note: If the Decline Alert is triggered, no other subscribed alerts will be sent, only the Decline Alert will be sent.
5	Direct Debit Payment Notification	<input checked="" type="checkbox"/>	
6	Each Transaction	<input checked="" type="checkbox"/>	Notification will occur for every transaction made to the account, excluding payments.
7	Hierarchy Card Application Status	<input checked="" type="checkbox"/>	
8	Hierarchy Card Maintenance Status	<input checked="" type="checkbox"/>	
9	High Value Transaction	<input checked="" type="checkbox"/>	*High Value Transaction Amount: <input type="text" value="100"/> Provide the transaction amount which should trigger an alert. Enter a positive number up to 15 digits in length, excluding decimals, e.g. 500
10	Payment Due/Invoice	<input checked="" type="checkbox"/>	
11	Library Folder Notification	<input checked="" type="checkbox"/>	
12	Lost/Stolen Card Notice	<input checked="" type="checkbox"/>	
13	My Card Application Status	<input checked="" type="checkbox"/>	
14	My Card Maintenance Status	<input checked="" type="checkbox"/>	
15	New Statement Available	<input checked="" type="checkbox"/>	
16	Payment Received	<input checked="" type="checkbox"/>	
17	Reminder: Payment Past Due / Overdue	<input checked="" type="checkbox"/>	

Back Continue Cancel

5. Select the appropriate alerts.

Card Listing

Citi® Commercial Cards

 Choose language
English

Registered users

Username

Password

[Forgot username?](#)
[Forgot password?](#)

First time users

[Self registration for Cardholders](#)
[Self registration for Non-Cardholders](#)
[Apply for card](#)

You are authorized to use the System for approved business purposes only. Use for any other purpose is prohibited. All transactional records, reports, e-mail, software, and other data generated by or residing upon this System are the property of the company and may be used by the company for any purpose. Authorized and unauthorized activities may be monitored.

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1. Navigate to home.cards.citidirect.com.

CitiManager Login Screen

The screenshot shows the CitiManager Commercial Cards interface. At the top, it says "Citi Commercial Cards" and "Welcome ŁUKASZ ROTENGRUBER 07/09/2017". Below the navigation bar, there is a search section with filters for Country, Username Status, Account last name, and Account first name. The search results table is as follows:

No.	Username	Account name	Unit	Username Status
1	m920214	Michał Kurek	FIRMA TESTOWA-ECS+	Activated
2	mrowka1	Agnieszka Pizbyłska	FIRMA TESTOWA-ECS+	Activated
3	pieczka	Beata Szczepaniak-Pieczkowska	FIRMA TESTOWA-ECS+	Deactivated
4	sojka	DOROTA SOJKA	FIRMA TESTOWA-ECS+	Activated
5	march0241	Michał Kurek	FIRMA TESTOWA-ECS+	Activated
6	barbiczak	Mieczysław Barbiczak	FIRMA TESTOWA-ECS+	Activated
7	hiszpanca	ŁUKASZ ROTENGRUBER	FIRMA TESTOWA-ECS+	Deactivated
8	paw30582	Aneta Herrmann	FIRMA TESTOWA-ECS+	Activated
9	paw95070	Michał Słoworński	FIRMA TESTOWA-ECS+	Activated
10	paw91501	Jacki Kępcowski	FIRMA TESTOWA-ECS+	Activated
11	ja20392	JOLANA SPYHNIAKOWSKA	FIRMA TESTOWA-ECS+	Deactivated

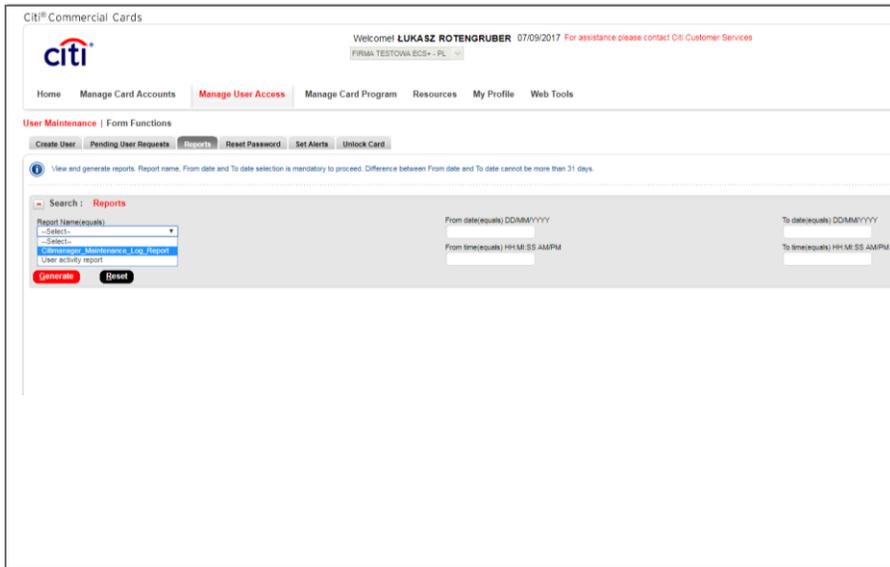
- From the Manage Card Accounts sub-tab, click the Users in Unit tab.
- Click the Search button.

Reports

The screenshot shows the CitiManager Login Screen. It features the Citi logo, a language selection dropdown set to "English", and a login form with fields for "Registered users" (Username and Password) and "First time users" (Self registration for Cardholders, Self registration for Non-Cardholders, and Apply for card). Below the login form, there is a disclaimer: "You are authorized to use this System for approved business purposes only. Use for any other purpose is prohibited. All transactional records, reports, e-mail, software, and other data generated by or residing upon this System are the property of the company and may be used by the company for any purpose. Authorized and unauthorized activities may be monitored." At the bottom, there are links for "Terms of Use", "Privacy", and "Institutional Clients Group".

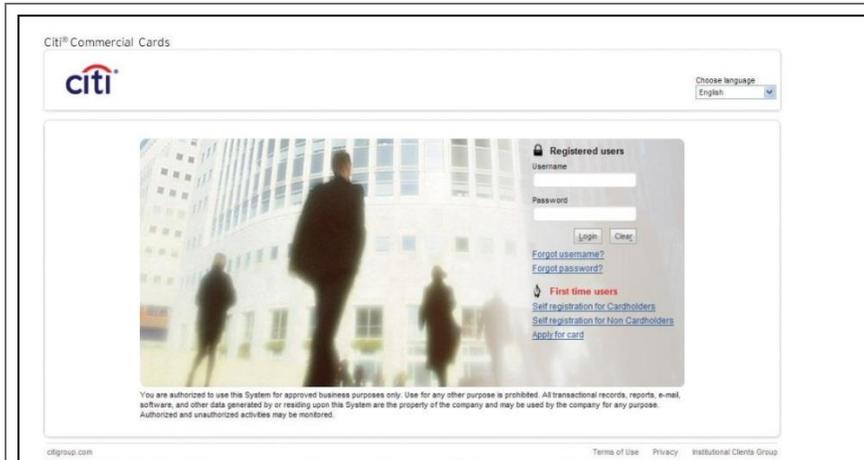
- Navigate to home.cards.citidirect.com.

CitiManager Login Screen



2. From the CitiManager Site home screen, click the Manage User Access / User Maintenance tab.
3. From the User Maintenance sub-tab, click the Reports tab.
4. Select the report type from the drop-down list. Next, apply start date, end date and time filters for the requested report.

Resources



1. Navigate to home.cards.citidirect.com.

CitiManager Login Screen

	<ol style="list-style-type: none"> From the CitiManager site home screen, click Resources access.
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Delegate entitlements

The CitiManager website already registered Administrators to delegate entitlements. To access the CitiManager site, a new Administrator is required to enter the Username and password. If you do not have a CitiManager Username and password, consult your company Program Administrator so they can set you up with the necessary access.

	<ol style="list-style-type: none"> From the CitiManager site home screen, click Manage User Access and Create User.
	<ol style="list-style-type: none"> Complete the required fields to delegate the entitlements for a new Administrator.

	<p>3. Select the Company within which you delegate the entitlements and select the Non Cardholder radio button. Set a hierarchy.</p>																																																																																																																																																																				
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The logo for Citi Handlowy features the word "citi" in a blue, lowercase, sans-serif font, with a red arc above the letter 'i'. To the right of "citi" is the word "handlowy" in a larger, blue, lowercase, sans-serif font. A registered trademark symbol (®) is located at the top right of the word "handlowy".

citi handlowy®

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