CitiManager[®] Self-registration

Cardholders

June 2020



Treasury and Trade Solutions



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Self-register as a Cardholder

Key Concepts

As a Cardholder, it's possible to self-register for the CitiManager Site so you can view your account information, view statements and balances and perform other self-service tasks such as updating your alerts.

There are two possible self-registration options for Cardholders. The option used is based on your organization's set-up. You will use one of the following options:

- Registration ID and Passcode If your organization uses this option, Citi will send you two e-mails once a transaction has posted to your account. You will receive one e-mail with your Registration ID and another with your Passcode. These e-mails are required during the registration process. Once you receive your registration details, you must register within 60 days or your details will expire. You will be reminded every 15 days until your registration is complete.
- Card Details Use the details from your card account. You will need your card number, your mobile phone or the CVV/CVC code on the back of your credit card. When using this option, you will be prompted to either enter a one-time passcode if you have a mobile number on file or enter the CVV/CVC code from the back of your credit card. You will then be sent two e-mails; one with a Registration ID and another with a Passcode. You will need to enter the Registration ID and Passcode to complete the selfregistration process.

Step-by-Step Instructions

Self-registration Using the Registration ID and Option

Screen		Step/Action
CITI® COMMERCIAL CARDS		1. Navigate to citimanager.com/login.
CitiManager	Choose Language English * New Users Self Registration for Cardholders Self Registration for Non Cardholders Apply for card	 From the CitiManager Site Login screen New Users section, click the Self Registration for Cardholders link. The Self Registration for Cardholders – Select Registration Process screen displays.
CitiManager Site Login Screen		



Screen	Ste	ep/Action
citie commercial caros	3.	Select the Registration ID/Passcode radio button and click the Continue button.
LOGIN / Self Registration for Cardholders 1. Select Registration Process 2. Registration ID/Passcode 3. Sign on Details 4. Confirm Please select the proper registration process for your organization. Registration ID/Passcode I have my registration details and I would like to register my card. Registration details and I would like to register card. CONTINUE CANCEL		The Self Registration for Cardholders – Registration ID/Passcode screen displays.
Self Registration for Cardholders – Select Registration Process Screen		
Citi@anager	4.	Registration ID supplied in the e-mail sent from Citi.
LOGIN / Self Registration for Cardholders 1. Select Registration Process 2. Registration ID/Passcode 3. Sign on Details 4. Confirm	5.	In the Registration Passcode field, type the Passcode supplied in the e-mail sent from Citi.
Enter details for self registration. The fields marked with asterisk(*) are mandatory.	6.	Click the Continue button.
* REGISTRATION ID 3f6i7a1x4x1o1k9 * REGISTRATION PASSCODE		The Self Registration for Cardholders – Sign-on Details screen displays.
CONTINUE BACK CLEAR CANCEL Self Registration for Cardbolders – Registration ID and Passcode Screen		



Screen	St	tep/Action
	7.	Complete the required fields (*) for self- registration.
LOGIN / Self Registration for Cardholders 1. Select Registration Process 2. Registration ID/Passcode 3. Sign-on Details 4. Confirm		Note: The username and password requirements display in a pop-up window as you enter them. A checkmark displays when the requirement is fulfilled.
Enter details for sign on. The fields marked with asterisk (*) are mandatory. USERNAME kmguat11		The fields displayed and the username and password requirements vary based on your company's setup.
* PASSWORD	8.	When you are finished, click the Continue button.
* CONFIRM PASSWORD		The Self Registration for Cardholders – Confirm screen displays.
ZIP/POSTAL CODE [XXXXX-XXXX] 11111 -		
* CONTACT NUMBER 8314777777		
* USER PROFILE EMAIL ADDRESS Katherine @citi.com		
* CONFIRM USER PROFILE EMAIL ADDRESS Katherine @citi.com		
INTERNAL CITIBANK EMPLOYEE SOE ID		
* HELPDESK VERIFICATION QUESTION Mother's Maiden Name		
* HELPDESK VERIFICATION ANSWER		
CONFIRM HELPDESK VERIFICATION ANSWER		
••••••		
CONTINUE BACK CANCEL CLEAR		
Self Registration for Cardholders – Sign-on Details Screen		



Screen					Step/Action
citiø commercial cards CitiManager				citi	 Review the information that displays and when you are finished, click the Confirm button.
LOGIN / Self registration fc 1. Select Registration Process 2.	Dr Cardholders Registration ID/Passcode 3. S	ign on Details 4. Confirm			A confirmation message displays. 10. Click the OK button.
i Confirm the details that yo	u entered.				The CitiManager Site Login screen displays.
USERNAME Kmguati2	CARD NUMBER	ACCOUNT NAME Akro Cis			Note: Use the Username and Password you created to log in to the CitiManager Site. When you log in for the first time, you
CONTACT DETAILS					will be asked to select and answer three
COUNTRY UNITED STATES OF AMERICA	ADDRESS LINE 1 17 MAIN STREET	ADDRESS LINE 2	TOWN / CITY GLENN DALE		challenge questions. You may be asked to
STATE/PROVINCE/REGION MA	ZIP/POSTAL CODE 24545				answer one of the challenge questions each time you log in.
CONFIRM	BACK CANCEL				
Self Registration for	r Cardholders – (Confirm Screen			



Step-by-Step Instructions

Self-Registration Using the Card Details Option with a Mobile Number on File

Screen		St	ep/Action
CITI® COMMERCIAL CARDS		1.	Navigate to citimanager.com/login.
CitiManager Existing Users SIGN IN CLEAR Forgot username?	Choose Language English • New Users Self Registration for Cardholders Self Registration for Non Cardholders Apply for card	2.	From the CitiManager Site Login screen New Users section, click the Self Registration for Cardholders link. The Self Registration for Cardholders – Select Registration Process screen displays.
CitiManager Site Login Screen		3.	Select the Fill the Card's Data radio button
CitiManager	cíti		and click the Continue button.
LOGIN / Self Registration for Cardholders 1. Select Registration Process 2. Registration ID/Passcode 3. Sign on Details 4.	Confirm		The Self Registration for Cardholders – Card and Contact Information screen displays.
Prease select the proper registration process for your organization. Registration ID/Passcode I have my registration details and I would like to register my card.			
Fill the Card's Data I have not received registration details and I would like to register card CONTINUE CANCEL			
Self Registration for Cardholders – Sele Card Details	ect Registration Process Screen -		



Screen	Ste	p/Action
citie convercial cares CitilManager Citil	4.	In the Card Number field, type your card number exactly as it appears on your billing statement, no spaces or dashes.
LOGIN / Self Registration For Cardholders 1. Select Registration Process 2. Card and Contact Information 3. Sign on Details 4. Confirm 1. Enter details for self registration. The fields marked with asterisk (*) are mandatory.	5.	In the Account Name field, type your account name exactly as it appears on your billing statement.
	6.	Click the Continue button.
CARD NUMBER 4614020084282828 Enter the account number from your card with no spaces or dashes		The Self Registration for Cardholders – OTP Details screen displays.
ACCOUNT NAME		Note: If the Self Registration for Cardholders – OTP Details screen does not display, then your mobile number is not on file. Refer to the Self-Registration Using the Card Details Option and CVV/CVC Code (No Mobile Number on File) topic in this User Guide.
citio connercial carbs CitilManager CitilManager	7.	Select the radio button for the desired OTP (one-time passcode) receipt option and click the Continue button.
LOGIN / Self Registration For Cardholders 1. Select Registration Process 2. Card and Contact Information 3. OTP Details.		Possible options are: • Text Message • Call Mobil
Your CitiManager session requires additional authentication. Please select your preference for receipt of a One Time Passcode. A Passcode will be delivered according to your preference after you select Continue.		The Self Registration for Cardholders – OTP
Text MessageXXXXXXX247< Message and Data Rates May Apply >		Details screen displays.
Call MobileXXXXXX9247		
CONTINUE CANCEL		
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Self Registration for Cardholders - OTP Details Screen		



Screen	St	ep/Action
criecommercial cards CitilManager Citi	8.	Retrieve your OTP from the receipt option selected.
LOGIN / Self Registration For Cardholders 1. Select Registration Process 2. Card and Contact Information 3. OTP Details.	9.	In the One-time Passcode field, type the eight-digit passcode and click the Continue button.
1 Please enter the One-time Passcode received.		A message displays.
ONE-TIME PASSCODE CONTINUE CANCEL		Note: OTPs received by voice message or text expires after 100 seconds. You have six attempts to enter the OTP correctly. If the OTP expired, or you have more than six failed attempts, you can click the Cancel button to return to the receipt options
Terms & Conditions Privacy Accessibility Institutional Clients Group ©2020 Citigroup Inc CITL: CITL and Are Design: CITBANK and CITBANK and CITBANK and compared products and service marked of Oligroup Inc. CITL: CITL and Are Design: CITBANK and C	10	Click the OK button to close the message
osign is trade dress of Lingroup and is used throughout the work. Literank, Litgroup Inc. and their subsidiaries also claim rights in certain other trademants and service mains contained in These web pages.	10.	The Degistration ID and Dassedes are
Self Registration for Cardholders – OTP Details Screen – Enter One-time Passcode		sent to your e-mail address and the Self Registration for Cardholders – Registration ID/Passcode screen displays.
		Note: If you experience any issues receiving the registration ID and passcode, please contact your Program Administrator.
citie connercial caros CitilManager Citi	11.	Select the Registration ID/Passcode radio button and click the Continue button.
LOGIN / Self Registration for Cardholders 1. Select Registration Process 2. Registration ID/Passcode 3. Sign on Details 4. Confirm 1. Please select the proper registration process for your organization.		The Self Registration for Cardholders – Registration ID/Passcode screen displays.
Registration IDIPasscode I have my registration details and I would like to register my card.		
Fill the Card's Data I have not received registration details and I would like to register card.		
CANCEL CANCEL Self Registration for Cardholders – Select Registration Process Screen		



CITIG COMMERCIAL CARDS 12. In the Registration ID file CitiManager Registration ID supplied LOGIN / 13. In the Registration Pass Self Registration for Cardbolders Passcode supplied in the	field, type the d in the e-mail sent
LOGIN / 13. In the Registration Pass Self Registration for Cardbolders Passcode supplied in the	scode field type the
1. Select Registration ID/Passcode 3. Sign on Details 4. Confirm Citi.	ne e-mail sent from
Enter details for self registration. The fields marked with asterisk(*) are mandatory. 14. Click the Continue butto	ton.
* REGISTRATION ID 002/3h The Self Registration for on Details screen display 9s7p9s7a4e2p4p9j114g4a70o20o 000o o 0000 00 00 00	or Cardholders – Sign- ays.
* REGISTRATION PASSCODE	
CONTINUE BACK CLEAR CANCEL	
Self Registration for Cardholders – Registration ID/Passcode Screen	



Screen	Step/Action
CITIB COMMERCIAL CARDS	15. Complete the required fields (*) for self- registration.
LOGIN / Self Registration for Cardholders 1. Select Registration Process 2. Registration ID/Passcode 3. Sign-on Details 4. Confirm	Note: The username and password requirements display in a pop-up window as you enter them. A checkmark displays when the requirement is fulfilled.
Enter details for sign on. The fields marked with asterisk (*) are mandatory. USERNAME	The fields displayed and the username and password requirements vary based on your company's setup.
* PASSWORD	16. When you are finished, click the Continue button.
* CONFIRM PASSWORD	The Self Registration for Cardholders – Confirm screen displays.
ZIP/POSTAL CODE [XXXX-XXXX] 11111 -	
* CONTACT NUMBER 8314777777	
Katherine @citi.com CONFIRM USER PROFILE EMAIL ADDRESS	
Katherine @citi.com	
SOE ID	
HELPDESK VERIFICATION QUESTION Mother's Maiden Name	
* HELPDESK VERIFICATION ANSWER	
* CONFIRM HELPDESK VERIFICATION ANSWER	
CONTINUE BACK CANCEL CLEAR	
Self Registration for Cardholders - Sign-on Details Screen	



Screen					Step/Action
citie commercial cards CitilManager				citi	17. Review the information that displays and when you are finished, click the Confirm button.
LOGIN / Self registration fc 1. Select Registration Process 2.1	or Cardholders Registration ID/Passcode 3. S	ign on Details 4. Confirm			A confirmation message displays. 18. Click the OK button.
i Confirm the details that you	u entered.				The CitiManager Site Login screen displays.
USERNAME Kmguat!2	CARD NUMBER	ACCOUNT NAME Akro Cis			Note: Use the Username and Password you created to log in to the CitiManager Site. When you log in for the first time, you
CONTACT DETAILS					will be asked to select and answer three
COUNTRY UNITED STATES OF AMERICA	ADDRESS LINE 1 17 MAIN STREET	ADDRESS LINE 2	TOWN / CITY GLENN DALE		challenge questions. You may be asked to
STATE/PROVINCE/REGION MA	ZIP/POSTAL CODE 24545				answer one of the challenge questions each time you log in.
CONFIRM	BACK CANCEL				
Self Registration fo	r Cardholders –	Confirm Screen			



Step-by-Step Instructions

Self-Registration Using the Card Details Option and CVV/CVC Code (No Mobile Number on File)





Screen	Step/Action
CITIB COMMERCIAL CARDS CITIManager CITIManager	 In the Card Number field, type your card number exactly as it appears on your billing statement, no spaces or dashes.
LOGIN / Self Registration For Cardholders 1. Select Registration Process 2. Card and Contact Information 3. Sign on Details 4. Confirm	 In the Account Name field, type your account name exactly as it appears on your billing statement.
Enter details for self registration. The fields marked with asterisk (*) are mandatory.	6. Click the Continue button.
CARD DETAILS CARD NUMBER 4614020084282828 Enter the account number from your card with no spaces or dashes. CACCULAT NAME	The Self Registration for Cardholders – CVV/CVC Code screen displays.
Test Cardholder Enter the name that appears on your card. Please note that this must be entered exactly as it appears on your card.	
Self Registration for Cardholders – Card and Contact Information Screen	
CITE COMPRISE CARDS CITIManager CITI LOGIN / Self Registration For Cardholders 1. Select Registration Process 2. Card and Contact Information 3. CW/CVC CODE	7. In the CVV/CVC Code text field, type the code from the back of your card and select the checkbox validating that your screen cannot be viewed by others.
	8. Click the Submit button.
tem to be to be at the constraints	A message displays.
Advantage of the context of the	9. Click the OK button to close the message.
SUBMIT Carcel	The Registration ID and Passcodes are sent to your e-mail address and the Self Registration for Cardholders – Registration ID/Passcode screen displays.
CIT: (TIT and Ac Design, CITRADK and CITIGOUP) and tautacianic analysis of the subsidiaries and agricular and agri	Note: If you experience any issues receiving the registration ID and passcode, please contact your Program Administrator.
	10. Select the Registration ID/Passcode radio
CitiManager citi	button and click the Continue button.
LOGIN / Self Registration for Cardholders 1. Select Registration Process 2. Registration ID/Passcode 3. Sign on Details 4. Confirm	The Self Registration for Cardholders – Registration ID/Passcode screen displays.
1 Please select the proper registration process for your organization.	
Registration ID/Passcode I have my registration details and I would like to register my card.	
Fill the Card's Data I have not received registration details and I would like to register card.	
CONTINUE CANCEL	
Self Registration for Cardholders – Select Registration Process Screen	



Screen	Step/Action
Citil Commercial Cards Citil Manager Citil Cards	 In the Registration ID field, type the Registration ID supplied in the e-mail sent from Citi.
LOGIN / Self Registration for Cardholders 1. Select Registration Process 2. Registration ID/Passcode 3. Sign on Details 4. Confirm	12. In the Registration Passcode field, type the Passcode supplied in the e-mail sent from Citi.
i Enter details for self registration. The fields marked with asterisk(*) are mandatory. 0o2l3h * REGISTRATION ID 9s7p9s7a4e2p4p9j1t4g4a70o20o 0000 o 0000 000 * REGISTRATION PASSCODE ••••••••••••••••••••••••••••••••••••	13. Click the Continue button. The Self Registration for Cardholders – Sign-on Details screen displays.



Screen	Step/Action
	14. Complete the required fields (*) for self- registration.
LOGIN / Self Registration for Cardholders 1. Select Registration Process 2. Registration ID/Passcode 3. Sign-on Details 4. Confirm	Note: The username and password requirements display in a pop-up window as you enter them. A checkmark displays when the requirement is fulfilled.
Enter details for sign on. The fields marked with asterisk (*) are mandatory. USERNAME	The fields displayed and the username and password requirements vary based on your company's setup.
* PASSWORD	15. When you are finished, click the Continue button.
* CONFIRM PASSWORD	The Self Registration for Cardholders – Confirm screen displays.
ZIP/POSTAL CODE [XXXXX-XXXX] 11111 -	
* CONTACT NUMBER 8314777777	
* USER PROFILE EMAIL ADDRESS Katherine @citi.com	
* CONFIRM USER PROFILE EMAIL ADDRESS Katherine @citi.com	
INTERNAL CITIBANK EMPLOYEE SOE ID	
* HELPDESK VERIFICATION QUESTION Mother's Maiden Name	
* HELPDESK VERIFICATION ANSWER	
* CONFIRM HELPDESK VERIFICATION ANSWER	
CONTINUE BACK CANCEL CLEAR Self Registration for Cardholders – Sign-on Details Screen	



Screen				Step/Action		
Citiø commercial cards CitiiManager				citi	 16. Review the information that displays and when you are finished, click the Confirm button. A confirmation message displays. 17. Click the OK button. The CitiManager Site Login screen displays. 	
LOGIN / Self registration for Cardholders 1. Select Registration Process 2. Registration ID/Passcode 3. Sign on Details 4. Confirm						
Confirm the details that you entered.						
USERNAME Kmguat!2	CARD NUMBER	ACCOUNT NAME Akro Cis			Note: Use the Username and Password you created to log in to the CitiManager Site. When you log in for the first time, you	
CONTACT DETAILS					will be asked to select and apswor three	
COUNTRY UNITED STATES OF AMERICA	ADDRESS LINE 1 17 MAIN STREET	ADDRESS LINE 2	TOWN / CITY GLENN DALE		challenge questions. You may be asked to answer one of the challenge questions each time you log in.	
STATE/PROVINCE/REGION MA	ZIP/POSTAL CODE 24545					
CONFIRM	BACK CANCEL					
Self Registration fo	r Cardholders –	Confirm Screen				

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