

# Multi-Factor Authentication

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## Updating Another User's Contact Information

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### Updating Another User

1. From the CitiManager Site side navigation bar, position your mouse over the **Manage Users** icon and click the **User Search** link.
2. To narrow a search, type the desired search criteria in the **First Name**, **Last Name** or **Username** fields and click the **Search** button.
3. From the **Username** column, click the link for the user you wish to update.  
*The User Details screen displays the card overview including balance and payment history, links to recent and previous statements, aging of balance information and the card contact details.*
4. Click the **Update User** link that displays on the right-side of the screen.  
*The Update User screen displays the Personal Details, Contact Details, User Role(s) and Hierarchy, and Entitlements.*
5. To change contact details:
  - a) From the Contact Details section header, click the **(+)** plus sign icon to expand the section.
  - b) Maintain the **phone numbers** and **e-mail address** as necessary.
6. When you are finished making all changes, click the **Continue** button that displays at the bottom of the screen.  
*The Confirm Details screen displays.*
7. Verify your changes and click the **Save** button.  
*A confirmation message displays at the top of the screen.*
8. Click the **OK** button.  
*The Search for Users screen displays.*