Getting Started

Citi® Online Investments

Treasury and Trade Solutions
Table of Contents

1. CitiDirect Setup Information..................................................2

2. Online Investments Setup......................................................6
1. CitiDirect Setup Information

This section provides information for Citibank and Client representatives on how to set up and entitle users to access Citi® Online Investments (OLI) through CitiDirect® Online Banking.

Roles and Responsibilities for Citi OLI Access

Entitling new users to access Citibank OLI is managed jointly by representatives from Citibank and the Client in the following roles:

- Citibank Implementation Manager — Facilitates the end-to-end implementation process for Client users.
- Client’s CitiDirect Online Banking Administrator (CitiDirect System Admin) — Sets up their (Client) users’ Access Profiles to entitle them to the Investments link in CitiDirect in order for them to access Citibank OLI.

NOTE: In select locations CitiDirect supports the activities done by the CitiDirect System Admin.

- Client’s OLI Security Administrator (OLI Security Admin) — Manages their (Client) users’ entitlements and permissions in Citibank OLI and designates roles of Maker and Checker to users.

Processes for Setting Up Access to Citibank OLI

The processes for setting up and entitling Clients and users include:

- Client’s CitiDirect System Admin (Client) setting up access to Investments link in CitiDirect for Client’s OLI Admin.
- Client’s OLI Admin (Client) then sets up and assigns entitlements and roles to their users.

Details on the above roles and the processes for setting up Client and user access to Citibank OLI through CitiDirect are provided in the following sections.
Entitling Clients to the Investments Link in CitiDirect (CitiDirect System Admin)

Entitling Clients to the Investments link in CitiDirect requires:

- The CitiDirect System Admin to set up an Access Profile for the Client to access the Investments link in CitiDirect.
- A second approval of the Access Profile by a System Administrator.

The CitiDirect System Admin can entitle a Client to the Investments link in CitiDirect by following the steps below.

1. Log into CitiDirect Online Banking.
2. Click Access Management on the CitiDirect navigation bar.
3. Click Access Profile under the Access Management menu.
   a. The Access Profile Summary screen appears.
4. Click the New button.
   a. The Access Profile Details screen appears.
5. Scroll down to Investments in the Entitlement Criteria section of the Access Profile Details screen.
6. Click Investments.
   a. A pop-up screen will appear asking: Do you want to add Investments to this Access Profile?
7. Click Yes and then click Submit.
   a. The Save As screen appears.
8. Enter a name for the profile in the Access Profile Name field and click OK.
   a. A second client System Administrator must authorize this new Access Profile by following the steps in the next section of this guide.
Authorizing a New Access Profile (System Administrator)

Security Administrators can approve a new Access Profile by following the steps below.

1. Log into CitiDirect Online Banking.
2. Click Access Management on the CitiDirect navigation bar.
   a. Click Access Profile under the Access Management menu. The Access Profile Summary screen appears.
3. Click the Authorization Req’d tab.
   a. Click the Access Profile Name that you are authorizing.
4. Click the Authorize button.
   a. An Information pop-up screen will confirm that your action was successful.
5. Click OK.
   a. The Client’s OLI Security Administrator can now entitle their users to Citibank OLI through CitiDirect by following the steps in the next section of this guide.

Entitling Users to Citibank OLI Through CitiDirect (OLI Security Admin)

SafeWord™ Cards and Citibank OLI: A request to link the users’ SafeWord cards to OLI must be submitted to Citibank before the OLI Security Admin can complete the steps below. This request is typically handled during the initial Client setup and can be submitted through your Citibank Implementations Manager or Account Manager.

The OLI Security Admin can entitle their users to Citibank OLI through CitiDirect by following the steps below.

NOTE: These steps must be completed for each user requiring access to Citi OLI through CitiDirect.

1. Log into CitiDirect Online Banking.
2. Click User Entitlements on the CitiDirect navigation bar.
   a. The User Entitlements Summary screen appears.
3. Click the name of the user who requires access.
4. Click the Go to Details button.
   a. The User Entitlements Detail page appears displaying the selected user’s contact information and assigned access profiles.
5. Review the information on the User Entitlements Detail screen and click the Add button.
   a. The Access Profile screen appears.
6. Scroll to the profile that you are authorizing and click the profile name.
7. Click OK and then click Submit.
   a. A second Security Administrator must authorize this profile access by following the steps in the next section of this guide.
Authorizing User Access to Citibank OLI Through CitiDirect (OLI Security Admin)

1. Log into CitiDirect Online Banking.
2. Click Access Management on the CitiDirect navigation bar.
3. Click the User Entitlements menu item.
4. The User Entitlements Summary screen appears.
   a. Click the Authorization Req’d tab.
5. Click the name of the user profile for authorization.
6. Click the Authorize button.
   a. An Information pop-up screen will confirm that your action was successful.
7. Click OK.
   a. The user can now access Citibank Online Investments through CitiDirect Online Banking by clicking the Investments link on the CitiDirect navigation bar.
2. Online Investments Setup

Accessing Citibank Online Investments Through CitiDirect (Client Users)

Once the OLI Admin has set up a user's access to Citibank OLI through CitiDirect, the user can access OLI by following the steps below.

1. Log onto CitiDirect Online Banking.
2. Click the Investments link on the CitiDirect navigation bar.
   a. The OLI Home Page will appear displaying a comprehensive view of your outstanding investments.
3. From the OLI Home Page Dashboard, you can book trades, view balances, view the last 5 trades, and view the most frequent trades.
Customer Support for Access Profiles

Contact Information for Assistance with User Profile Access

- CitiDirect Helpdesk – North America Phone: 877 531 3054; Option 2 – Technical Issues
- CitiDirect Helpdesk – Europe, Middle East, Africa Phone: +353 1 622 5606

Setting Up Maker-Checker Functionality in OLI

The Maker-Checker process in Citibank OLI requires that a trade entered by one user must be approved by a different user. Specifically, the roles are:

- Makers – Users entitled to enter trades only.
- Checkers – Users entitled to enter and check trades.

Maker-Checker functionality is set up and maintained within OLI by the OLI Security Administrator designated during implementation. Before using OLI to invest, the OLI Security Admin must designate the maker-checker roles for each user within OLI to activate the functionality by following the steps below.

**NOTE:** Trades placed before this process is completed will not go through a maker-checker process.

Maker-checker will be active for fund account creation and placing trades.

1. Log into CitiDirect Online Banking.
2. Select Investments from the CitiDirect navigation bar.
   a. The OLI Home Page appears.
3. Click Administration on the top navigation bar.
4. Select User Roles Management from the Administrator dropdown.
   a. The User Roles Management screen appears.
5. Under Trade Approval Parameters, you can select a limit at which to engage Checker 1 functionality. If two levels of Checker have been requested, the same will be available for Checker 2.

For example, if you enter $1,000, any trade over $1,000 requires users designated as Checker 1 to approve that trade for processing.

a. If two levels of Checker are set: Enter the amount you designate to trigger a second level of approval. These trade approvals will be sent to authorized second-level Checkers only.

6. Under User Roles for Maker/Checker process and Investment Policy Management, a list of all OLI users will be displayed. The OLI Admin can assign roles for each user as follows:

Maker: User can place trades

Checker: User can place and approve trades

**NOTE:** If selected for a user who is not an Administrator, that user is unable to trade at all. If selected for an Administrator, the user can trade without any approval.

7. Designate:

a. each user as a Maker, Checker1, Checker2 (if applicable) or Unrestricted. Also designate

b. whether each user is Allowed to override Investment Policy.

8. When you are finished assigning trade approval parameters and user roles, click Save.
Creating User Groups for User Menu Entitlements

The User Groups Management page allows you to create groups to which to assign users that have like roles and require the same menu entitlements.

1. Click on Administration in the menu and select User Groups Management
2. Click on Create New Group
3. Enter the name of the group
4. Click Add

Adding Users to User Groups for Menu Entitlements

1. Click and hold on the user that you intend to assign to a group.
2. Drag and drop the user under the desired user group.
3. Click Manage User Permissions on the right-hand side to move to the next step to assign menu entitlements to the groups or users.
User and Group Permissions

1. Click on Administration
2. Navigate to User Permissions Management
3. Click either on a user or a group to modify

**NOTE:** If a user that is currently in a group is selected for modification and their access rights are modified to differ from the groups, they will be moved to Not in a group.

4. Select or deselect the check boxes on the right to modify the entitlements for the group or user.
5. Click Save at the bottom of the page.
6. Click Manage User Groups to create or modify groups or to assign additional users to a group.