



A History of Achievement. A Future of Innovation | June 2021

CitiManager: Self-registration for Cardholders (Using Registration ID and Registration Passcode)

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Start CitiManager



A cardholder receives the following 2 letters via e-mail (with registration ID and registration passcode):

1.

From: citicommercialcards.admin@citi.com [mailto:citicommercialcards.admin@citi.com]
Sent: Wednesday, August 27, 2014 8:19 PM
To: [REDACTED]
Subject: Your CitiManager registration ID

Dear [REDACTED]

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:

5[REDACTED]t

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.

Note: If you already have an account in CitiManager, and your company informed you that the pre-filled application is ready, it will be available at your account via the link "View requests". You won't receive registration ID and passcode in this case

Start CitiManager



2

From: citicommercialcards.admin@citi.com [mailto:citicommercialcards.admin@citi.com]

Sent: Thursday, December 04, 2014 3:12 AM

To: [REDACTED]

Subject: Your CitiManager registration passcode

Dear [REDACTED]

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 XXXXXXXXXXXX [REDACTED] is:

5 [REDACTED]

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.

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.

Note: Registration ID and Registration Passcode should be entered manually (not copied/pasted).

User registration in CitiManager



CITI® COMMERCIAL CARDS

CitiManager

Choose Language
English ▾



Existing Users

USERNAME

PASSWORD

SIGN IN

CLEAR

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

New Users

[Self Registration For Cardholders](#)

[Self Registration For Non Cardholders](#)

[Apply For Card](#)

[Need Assistance?](#)

To enter the web-site use the link:
www.citimanager.com/login. Select your language.

After that select the option “Apply for card”



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User registration in CitiManager



Select Prefilled Application Code and press continue

[LOGIN](#) /

User Registration

i Welcome to CitiManager. Please select the proper registration process for your organization. You should have received one of the following codes from your Program Administrator. If you do not have a code, please contact your Program Administrator.

- CitiDirect System Client Code
My organization provided me a "CitiDirect System Client Code" to apply for a card, reinstatement or account upgrade.
- Invitation Passcode
My organization provided me with an Invitation passcode and Inviter's Email to apply for a card.
- Prefilled Application Code
My organization provided me with a Registration ID and Passcode to apply for a card.

CONTINUE

CANCEL

Enter your Registration ID and Passcode (must be entered manually, not copied/pasted) and press Continue

i You will be prompted in the next four steps to register for the CitiManager website and complete the card application.
Step 1 of 4: - Please enter the Registration ID and passcode provided by your organization. Please contact your card program administrator if you do not have these details.

* REGISTRATION ID

5d2l6c3y4h5i7u9y

* REGISTRATION PASSCODE

●●●●●●●●

CONTINUE

[BACK](#) [CLEAR](#) [CANCEL](#)

User registration in CitiManager



CITI® COMMERCIAL CARDS

CitiManager



[LOGIN](#) /

User Registration

1. Passcode Verification **2. Sign-on Details** 3. Country and Language 4. Card Application Details

i Step 2 of 4: - Please complete the information below to create your CitiManager User Profile. It is important you remember these details as your username and password will be used for future CitiManager log-in and your verification question will be used by the Helpdesk for authentication in case you forget these details.

SIGN-ON DETAILS



* USERNAME

* PASSWORD

* CONFIRM PASSWORD

* HELPDESK VERIFICATION QUESTION

* HELPDESK VERIFICATION ANSWER

* CONFIRM HELPDESK VERIFICATION ANSWER

Enter the account registration data (Username и Password) and fill in your Personal Information.

Username Parameters

- ✓ Length of Username must be more than 6 digits or letters
- ✓ Spaces are inadmissible

Password Parameters

- ✓ Length of password must be at least 8 and no more than 9 digits and letter
- ✓ Password must include at least 1 letter
- ✓ Password must include at least 1 number
- ✓ Passwords are case-sensitive
- ✓ Same characters shouldn't stay together in a row

User registration in CitiManager



PERSONAL INFORMATION



* FIRST NAME

* LAST NAME

* COUNTRY

* CONTACT NUMBER

ZIP/POSTAL CODE

* EMAIL ADDRESS

* CONFIRM EMAIL ADDRESS

Note: in CitiManager it is impossible to create two accounts with the same e-mail address. If you already have an account, the pre-filled application will be available there already.

CONTINUE

BACK

CLEAR

CANCEL

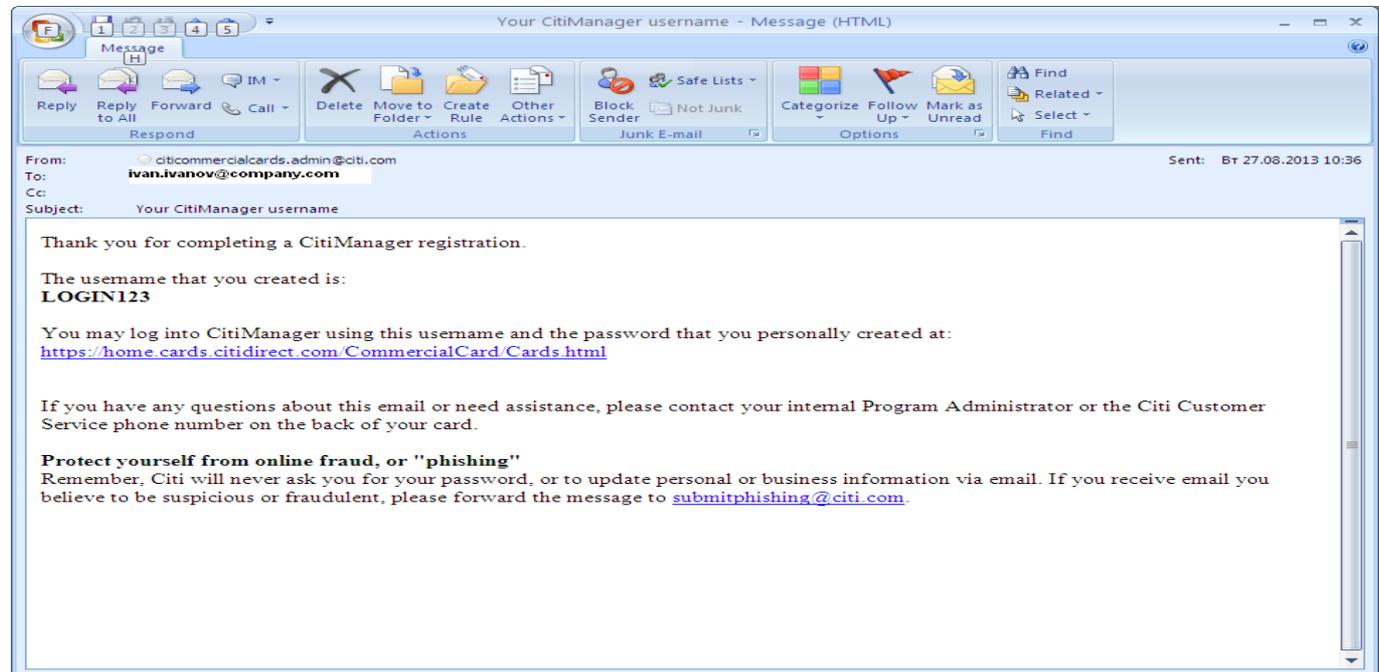
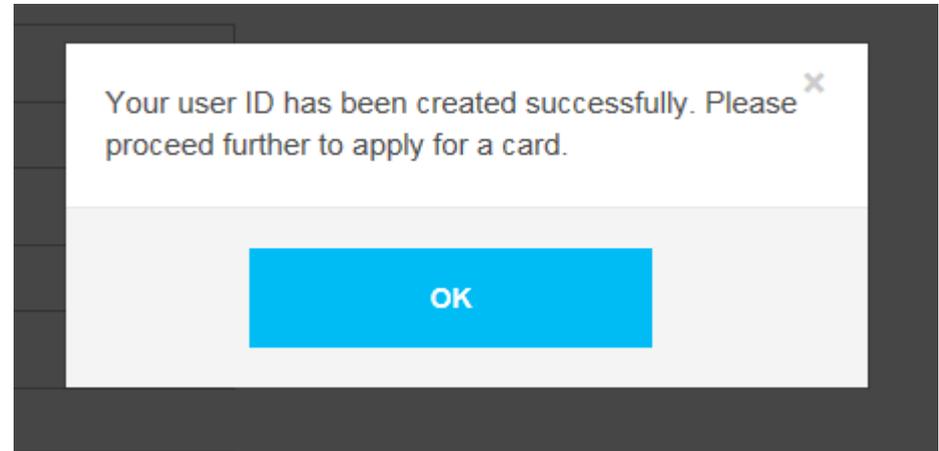


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User registration in CitiManager

6) You will see the message saying that your user ID has been created (Press 'OK' to proceed). You will also get an e-mail confirmation of your account creation.



Card Application



Check your personal information/correct if required. The example of an application is on the next slides:

АО КБ СИТИБАНК

Информация

ADDENDUM C TO CORPORATE CREDIT CARD AGREEMENT
CORPORATE CREDIT CARD APPLICATION
PARTS "COMPANY - YOUR EMPLOYER" AND "COMPANY'S ADDRESS(ACTUAL)"
ARE FILLED BY CITIBANK EMPLOYEE.
PART "CARD SPENDING LIMIT SET UP" IS FILLED BY PROGRAMME
ADMINISTRATOR.

Компания - Ваш работодатель

COMPANY LEGAL NAME
АО КБ СИТИБАНК

AGREEMENT #
499999, 12/01/2013

Местонахождение компании

COUNTRY
RUSSIAN FEDERATION

POSTAL CODE
123317

REGION/DISTRICT
MOSKOW / MOSCOW

CITY
МОСКВА

STREET
ГАШЕКА

Fields «Company», «Company Address» and «Card spending limits» are already filled by your company and can't be changed

Card Application



Установление расходных лимитов по карте



MONTHLY CASH WITHDRAWAL LIMIT

MONTHLY CASH WITHDRAWAL COUNT

CARD SPENDING LIMIT

* LANGUAGE CODE

Ваша персональная информация



* GENDER

* TITLE

* SUR NAME IN RUSSIAN

* NAME IN RUSSIAN

* MIDDLE NAME IN RUSSIAN

* SUR NAME IN ENGLISH

* NAME IN ENGLISH

MIDDLE NAME IN ENGLISH

Select the appropriate option in «Title» field

Card Application



* EMBOSSED NAME

test

* DATE OF BIRTH

01/01/1990

* PASSPORT SERIES AND NUMBER

1234567890

* DATE OF ISSUANCE

02/02/2000

* PASSPORT ISSUANCE AUTHORITY

TEST

EMPLOYEE ID

Адрес вашей регистрации

* COUNTRY

RUSSIAN FEDERATION

* POSTAL CODE

123456

REGION/DISTRICT

MOSKOVSKAYA OBL / MOSCOW

* CITY

MO

* STREET

M

* HOUSE

10

Maximum number of symbols in field «Embossed Name» is 19
If your first and last name are more than 19 characters in total, enter the first letter of your first name and full last name using the sign "."
Example: I.Ivanov

In the field «Passport Issuance authority» you can enter only **subdivision code. Maximum number of symbols in this field is 15**

Maximum number of symbols in fields «City» and «Street» is 13
(For example: type S-Petersburg instead of Saint-Petersburg)

Card Application



* STREET

* HOUSE

APARTMENT #

Ваша контактная информация

* YOUR BUSINESS PHONE NUMBER [7-XXXXX-XXXXXXX-]
 - -

* YOUR HOME PHONE NUMBER [7-XXXXX-XXXXXXX-]
 - -

* YOUR MOBILE PHONE NUMBER
 -

* YOUR EMAIL ADDRESS

Please fill in «YOUR CONTACT INFORMATION» field the following way:

1. Enter Your mobile phone number in format: Z-XXXXXXXXXX, where «Z» is country code, XXXXXXXXXXX – mobile phone number;
2. Check your email address, correct it if needed.

I, the undersigned, hereby request the issue of a Card which I am obliged to use exclusively in connection with the business of the Company in strict accordance with all the provisions of the Conditions of Use that I have read and agreed to. I declare that all the details set out in this Application above are true and complete and I consent to the processing of my personal data as described in this Data Protection Notice and Declaration. I am obliged to immediately inform the Program Administrator on any changes to the information provided in this Application. I consent that the Bank may independently verify any information submitted by myself in connection with this Program and I authorize the Bank to conduct any required checkings and verifications of this information, including by contacting the Company - my employer at any time.

Applicant

Your Signature Sample (similar to signature in passport): _____

Date: ____/____/____

Authorize on behalf of the Company

Authorizer Name: _____

Authorizer Position: _____

Signature: _____

Date: ____/____/____

Company seal:

АО КБ СИТИБАНК

After the data are checked, press Submit. The system will confirm the submission.

SUBMIT

SAVE AS DRAFT CANCEL

Enter CitiManager



CITI® COMMERCIAL CARDS

CitiManager Choose Language English ▾

Existing Users

SIGN IN CLEAR

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

New Users

[Self Registration For Cardholders](#)

[Self Registration For Non Cardholders](#)

[Apply For Card](#)

[Need Assistance?](#)

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In order to print the application log in the system:

- ✓ Enter your Username
- ✓ Enter your Password
- ✓ Press 'Login'

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CitiManager

[LOGIN](#) / **Reset Challenge Questions and Answers**

Select challenge questions and set answers.

CHALLENGE QUESTION 1

In which city were you born? ▾

* ANSWER 1

* CONFIRM ANSWER 1

CHALLENGE QUESTION 2

In which city were you born? ▾

* ANSWER 2

* CONFIRM ANSWER 2

CHALLENGE QUESTION 3

In which city were you born? ▾

* ANSWER 3

* CONFIRM ANSWER 3

SAVE CLEAR CANCEL

On the first logging in the system with your username & password you will be asked to create answers to challenge questions. Each time you log in the system you will be asked 1 of the 3 challenge questions in a random way, so please remember your answers.

Note: All answers must be four (4) letters or more.

Press "Save"

Print Application



You can see your Application under the Menu 'My Profile' – 'Request History'. It will be in "Waiting for signed copy" status.

Company
АО КБ СИТИБАНК - МС СВ - RU ▾

Welcome, Ekate...
My Profile | Sign Out



[CONTACT INFORMATION](#)

[USER ROLE AND HIERARCHY](#)

[ENTITLEMENTS](#)

[USER PREFERENCES](#)

[CHANGE PASSWORD](#)

[RESET CHALLENGE QUESTIONS](#)

[MERGE USERNAMES](#)

[CHANGE PRIMARY COMPANY](#)

[LINK/UNLINK CARD ACCOUNT](#)

[ASSIGN/ UNASSIGN ALTERNATE USER](#)

[APPLY FOR NEW CARD](#)

REQUEST HISTORY

 List of Application and Maintenance Requests

[DOWNLOAD \(XLS\)](#)

REQUEST ID ▾	STATUS ▾	REQUEST TYPE ▾	LAST MODIFIED DATE ▾	MODIFIED BY ▾
E0001104603	Processed	Individual online application	22/10/2016 03:55:42	...
E0001103052	Waiting for approval	Individual online application	11/10/2016 07:19:04	...
E0001103015	Waiting for approval	Individual online application	11/10/2016 06:59:53	...
E0001102936	WaitingSignedCopy	Individual online application	11/10/2016 06:28:51	...

To print the application:

- 1) Open the application by clicking on its Request ID;
- 2) Press "Download" button, print the application, sign it and hand it to your Program Administrator;
- 3) After the Bank receives full document package your card will be issued within fifteen (15) working days

Commercial Cards Customer Service



Dear Clients,

thank you for your participation! To get more information or leave requests please contact us:

Russia +7 495 77 55 999

Kazakhstan +7 727 258 21 22

e-mail: commercialcardscustomerservices@citi.com

Best regards,
Citi Commercial Cards Customer Service