CitiManager Registration (Cardholders Only)

CitiManager Login Information: Citi Commercial Cards

Click on blue hyper link: Register as a Cardholder

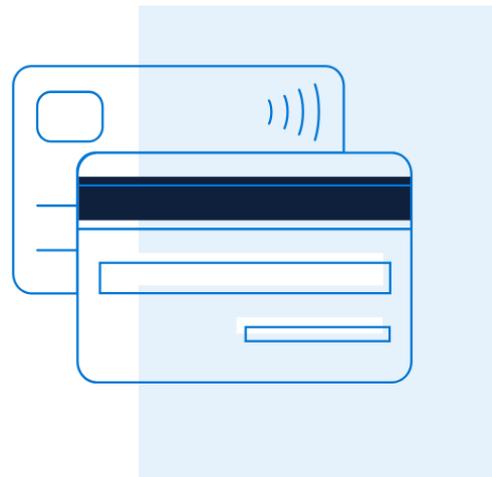Enter the 16 digit card number and security code (CVV) in the fields

Enter the last four digits of your employee ID in the field shown below

Welcome

To help us protect your account, we'll need to verify your identity.

Last 4 of SSN -OR- Last 4 of Employee ID

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Continue   Cancel

Select the "Call Office" option to receive the one-time identification code. The number listed will belong to the procurement card program coordinator/administrator. Contact purchasing prior to requesting the code as they will provide the code for you once received.

Verification Method

We'll finish the verification process by sending you a One-Time Identification Code to a number you've already provided. Please select the number below.

Where should we send your code?

○ Text Mobile (+1-***-***-8684)
◉ Call Office (XXXXXX2734)
○ Call Mobile (+1-***-***-8684)

Register using temporary credentials, we'll send to the email we have on file.

By clicking Continue below, I agree to receive a call or text message from an automated dialing system at the number above to receive my Verification Code. Normal cell phone charges may apply.

Continue   Cancel
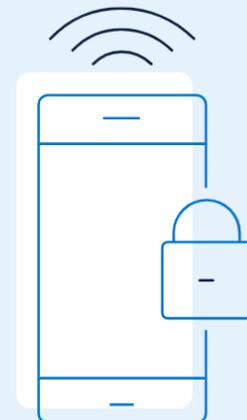
Enter the one-time identification code before the timer expires and select **Continue**
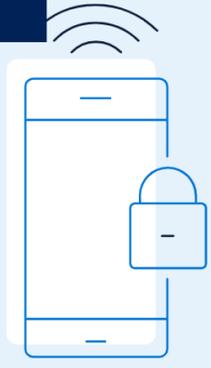

2:54
Time remaining to enter code

One-Time Code
Enter the One-Time Identification Code sent to your mobile phone (+1-***-***-8684).

One-Time Identification Code

Please enter your One-Time Identification Code

Continue   Cancel

Complete the sign on details which includes entering a username, password, and email address

Sign On Details
Let's set up your username and password for your new account.

Username
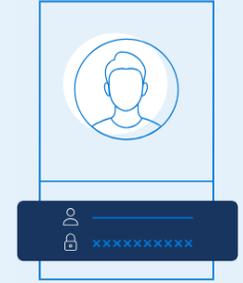
Please enter a username

Password

Confirm Password

Please confirm password

Primary Email Address

placeholderemail@work.com

Please enter a valid email address

Alternate Email Address (Optional)

placeholderemail@work.com

Continue   Cancel

Set up a challenge question and answer for customer services verification

Customer Services Verification

Select a question and create an answer to verify your identity anytime you call-in or contact Customer Services.

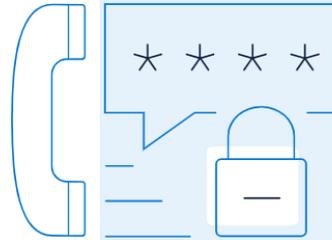Customer Services Question

Select Question   ▼

Customer Services Answer

[   ]

Confirm Customer Services Answer

[   ]

Continue   Back   Cancel

Complete the registration process by confirming Account Details and selecting the **Register Account**

Review and Register

Almost done! Review and confirm your details to complete the registration process.

Account Details

Username

Card Number   XXXX-XXXX-XXXX

Account Name

Register Account   Back   Cancel

Once you complete, the following confirmation screen should appear. Click **Sign On** to login

All set,

✓ You've successfully registered your account.

Please keep this new username and password for future CitiManager® access.

Sign On ⬅

Download the CitiManager® App

Manage your new Citi Corporate Card on the go.

App Store | Google play

Set up your **Security Questions** and answers. Be sure that this information is easy to remember

Security Questions

Select security questions and set answers to verify your identity anytime you log into your account.

Security Question 1

Select Question ▾

Security Question Answer 1

Confirm Security Question Answer 1

Security Question 2

Select Question ▾

Security Question Answer 2

Confirm Security Question Answer 2

Security Question 3

Select Question ▾

Security Question Answer 3

Confirm Security Question Answer 3

Save

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On the home screen, the credit limit, available credit, current balance, and recent activity are shown. Select the credit card icon on the sidebar for more information (access statements, perform general account maintenance, replace lost/stolen cards, etc.

CitiManager App | Manage your new Citi Corporate Card on the go. Download Now   ✕

| $15,000.00 | $15,000.00 | $0.00 | $0.00 |
| Credit Limit | Available Credit ❶ | Current Balance | No payment due |

Open-Card Activation Required   Replace Card   View Requests   Statements   View Pin   Alerts

Recent Activity

Recent Authorization(s)

TRANSACTION DATE	POSTING DATE	TRANSACTION DETAILS	EXCHANGE RATE	AMOUNT	STATUS

There are no outstanding authorizations on this account.

Unbilled Transaction(s)

TRANSACTION DATE	POSTING DATE	TRANSACTION DETAILS	EXCHANGE RATE	AMOUNT

No transactions have been posted to this account this month.

CARD INFORMATION

CARD OVERVIEW

NAME ON CARD	CARD NUMBER	ACCOUNT STATUS
	···· ···· ··	Open-Card Activation Required

EMPLOYEE ID	CREDIT LIMIT	CURRENT BALANCE
	$ 15,000.00	$ 0.00

COST CENTER	DEFAULT ACCOUNTING CODE	DATE ACCOUNT OPENED
Not Available	Not Available	02/10/2021

STATEMENTS

☰ RECENT	03 JUN 2022	03 FEB 2022	03 DEC 2021	03 NOV 2021	03 OCT 2021	VIEW MORE

AGING OF BALANCE

Days Past Due : 0 Amount Past Due : $ 0.00	1-30 DAYS $ 0.00	31-60 DAYS $ 0.00	61-90 DAYS $ 0.00	91-120 DAYS $ 0.00	> 121 DAYS $ 0.00

CARD CONTACT INFO | EDIT >>

FIRST NAME	LAST NAME	ADDRESS LINE 1 1 MAIN ST

CITY HOUSTON	STATE TX	COUNTRY UNITED STATES OF AMERICA

EMPLOYEE ID	PHONE NUMBER	MOBILE PHONE NUMBER

ACTIVATE CARD

CARD MAINTENANCE

VIEW PIN

REPLACE LOST/STOLEN/NEVER RECEIVED/DAMAGED CARD