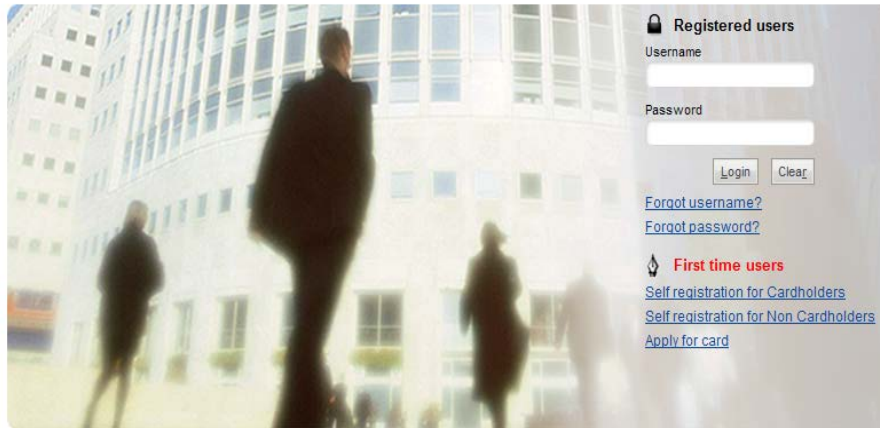


Creating a CitiBank Login for Online P-Card Statements



You are authorized to use this System for approved business purposes only. Use for any other purpose is prohibited. All transactional records, reports, e-mail, software, and other data generated by or residing upon this System are the property of the company and may be used by the company for any purpose. Authorized and unauthorized activities may be monitored.

CitiBank Customer Service 1-800-248-4553 Option 1

Apply for Online Statements:

www.citimanager.com/login

1. Click on “Self Registration for Cardholders” under “First Time Users”.
2. Select the registration option that applies to you.
 - Select option 1 if you received an email with your registration ID and passcode after your first transaction.
 - Select option 2 if you have not received a registration ID and passcode. When prompted, you will need to enter your name, address, and account number EXACTLY as it appears on the card application.
 - For the Helpdesk verification question select “Last 4 of SSN” and then enter the last four digits of the CARDHOLDERS Social Security Number.
3. Once the registration process is complete, you will be prompted to log onto the system using your newly created user ID and password.

4. Account access will be available immediately following the authentication process to ensure your access is secure going forward.

Customize your Account : Click on “Manage Alerts”

1. Choose #6 to receive notice when a New Statement is Available
2. To add another email address (admin asst. and/or detailer)
Go to “Manage Email Address”

Link Multiple Accounts:

Set up each account with Usernames and Passwords each account must have separate Usernames. Passwords and security questions can be the same.

1. Select one card to be the main card.
2. From the Home page of the main card choose My Profile.
3. Click on “Username merger” and Accept the agreement.
4. Enter the username and password of the accounts you would like to link.
5. Repeat for each card.

View and Download Statement :

1. From the Home page, you may choose the account and statement date for the current statement or past statements.
2. You may print or download the desired statement.

Removing an Account:

Before doing this please make sure there have not been any recent transactions that will need to be detailed.

1. Go to Statement
2. Then select Account Info
3. Select the card you want to unlink.
4. Select “ Unlink current card account”
5. Repeat for each card account you want to remove.