

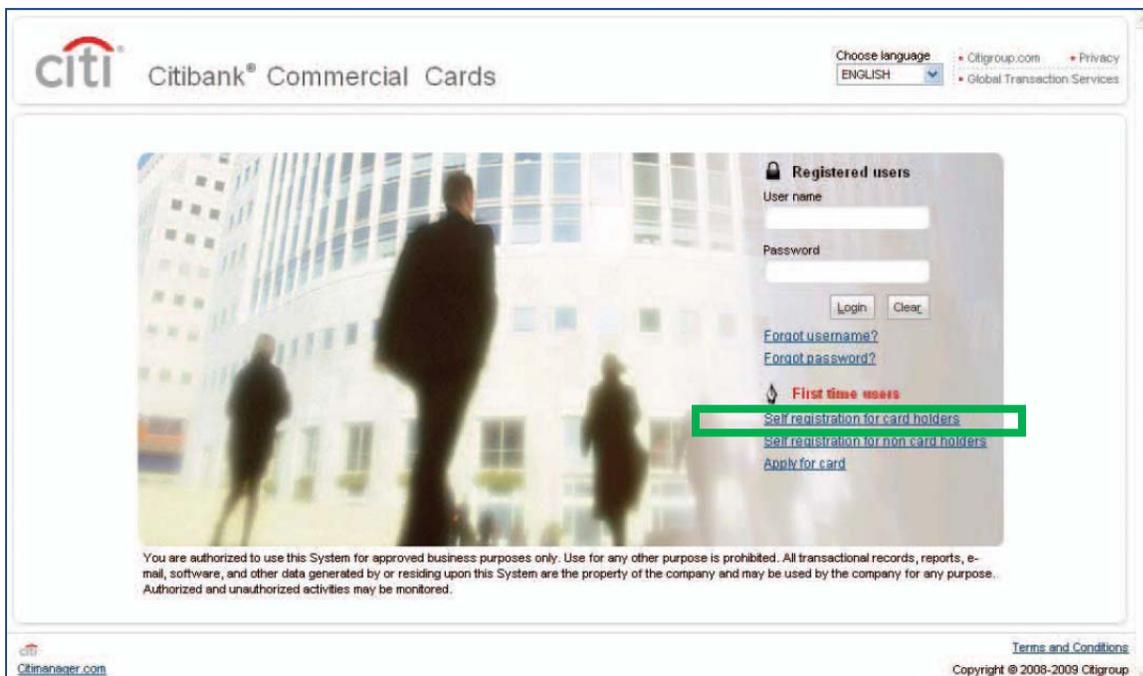
State Citibank Visa Non-Employee Travel (NET) Online Statement Access

To access your monthly billing statement, please log on to the CitiManager® web portal at <https://home.cards.citidirect.com>.

****If you already have a PCard your NET card statement is included in the same signon. Click on the drop down at the top of the page to toggle between Pcard and NET card. Skip to page 3**

The self-registration link is located just below the text **First time users** on the CitiManager® home page. Prior to accessing the self-registration link, it is important to have the following information available:

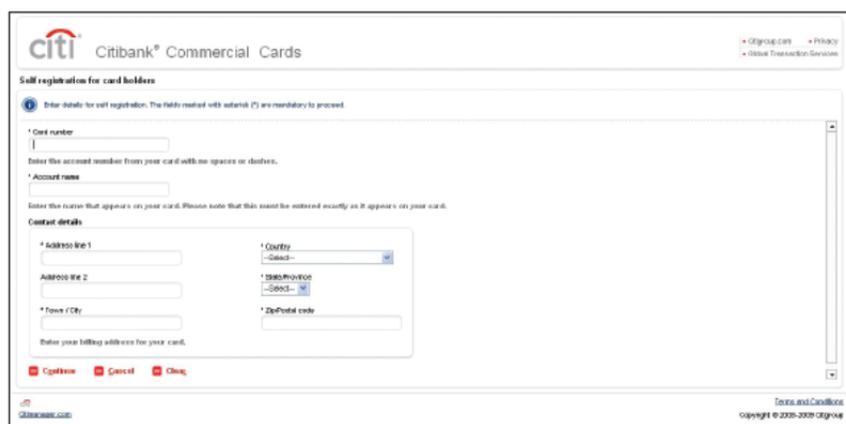
1. Full 16-digit card number
2. Account name, (your name) exactly as it appears on the face of the card
3. Account address, exactly as it appears on the *screen print* received.



Eight Steps to CitiManager® Self-Registration:

Step 1: Click on Self-registration for cardholders.

Step 2: Enter account information exactly as it appears on your statement. The account information marked with an asterisk identifies required fields.

The screenshot shows the 'Self registration for card holders' page on the Citi website. The page title is 'Citi Citibank® Commercial Cards'. There are links for 'Citigroup.com' and 'Privacy', and a link for 'View Transaction Services'. A blue information icon and text state: 'Enter details for self registration. The fields marked with asterisk (*) are mandatory to proceed.' The form includes several fields: 'Card number' (with a small icon), 'Account name' (with a note: 'Enter the account number from your card without spaces or dashes.'), 'Country' (a dropdown menu), 'State/province' (a dropdown menu), 'Postal code' (with a note: 'Enter the billing address for your card.'), 'Address line 1', 'Address line 2', and 'Town / City'. At the bottom of the form are three buttons: 'Continue', 'Cancel', and 'Clear'. The footer contains 'Citigroup.com' and 'Terms and Conditions Copyright © 2008-2009 Citigroup'.

Step 3: Select Continue to proceed, Cancel if you need to return to previous screen or Clear if you need to edit the information entered.

Step 4: Once the card details are entered correctly, you will be able to establish a Username and Password.

Username Guidelines: Unique, seven (7) to 50 characters, no special characters, not case sensitive

Password Guidelines: Six (6) to 20 characters, case sensitive, must include one upper and one lowercase alpha and at least one number, special characters and spaces are acceptable, no one identical character consecutively.

NOTE: Username is locked after 90 days of inactivity and a new Password cannot be the same as the last three (3) passwords created.

Step 5: Select Continue to proceed, Cancel if you need to return to the previous screen or Clear if you need to edit the information entered.

Step 6: Once your Username and Password have been established, you will receive a final review and confirmation screen. The final screen is a confirmation that your self-registration process is complete.

Step 7: Click OK in order to complete your first login and set up your challenge questions as part of Citi's dual authentication security procedures.

Step 8: Click Save to complete your challenge question setup and access the CitiManager® Cardholder home screen.

Viewing and Printing Online Statements

After signing on to the CitiManager® home page:

Step 1: Click on the **Web Tools** tab.

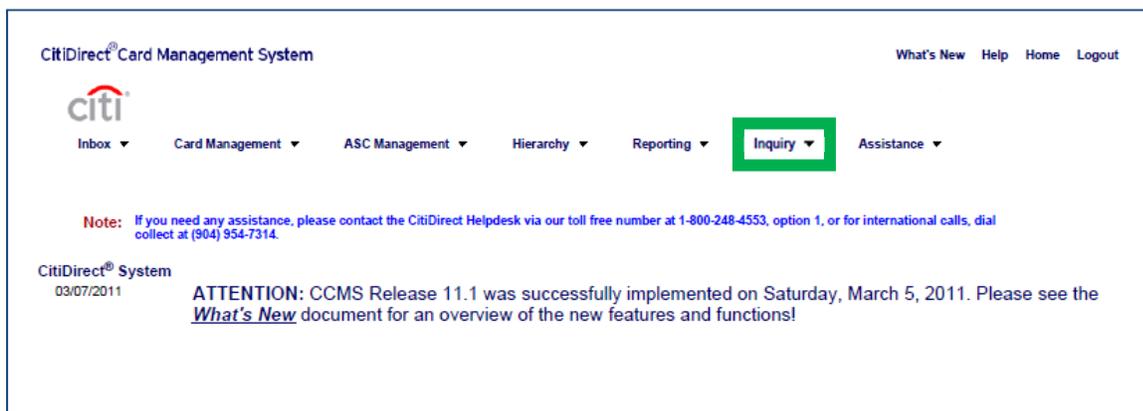
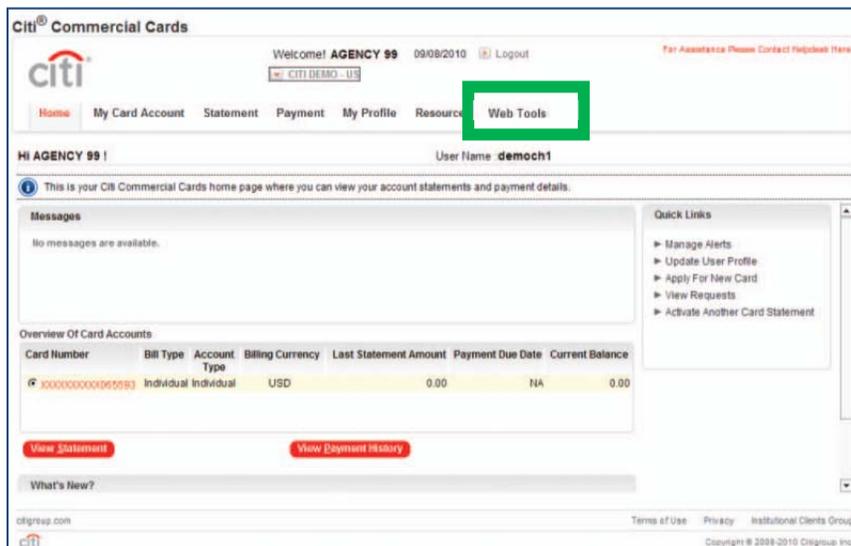
Step 2: Click on Citidirect Card Management System.

Step 3: Click on the next line that starts with NYS NET.

Step 4: Hover the mouse over the menu field named "Inquiry", click on "Statement".

Step 5: Click on "Search" to list the statements available for viewing and printing.

Step 6: Click on the account number link to access the desired billing cycle. Click on the "Print Statement" button to print.



*For assistance contact Citi Customer Services:
Citibank Internet Systems Support Helpdesk
Toll Free: (800) 248-4553, option 1*