



## **CitiManager Redesign for Cardholders**

The redesigned platform is for Cardholders only and therefore, in order to access the redesigned platform, you will need to unlink your accounts if you have merged your Cardholder and Program Administrator accounts together.

### **Steps for unlinking Program Administrator and Cardholder Accounts:**

1. Log onto the existing site
2. Click on 'Statement'
3. Click on 'Account info'
4. Click on 'Unlink current card account'
5. Click on 'Confirm to complete process'

### **Steps to register a card against a new user ID:**

1. Click on 'Self-registration for cardholders'
2. Select 'Fill the card's data'
3. Enter the details exactly as shown on the statement. It is recommended that you download a copy of the statement for reference.
4. Select a new user name and enter the password information as requested on the screen
5. Log onto the existing site using your new username and password