

State Citibank Visa Procurement Card Online Statement Access Instructions

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

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 insert on which your card was affixed

Registered users

User name

Password

[Forgot username?](#)

[Forgot password?](#)

First time users

[Self registration for card holders](#)

[Self registration for non card holders](#)

[Apply for card](#)

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.

CitiManager.com

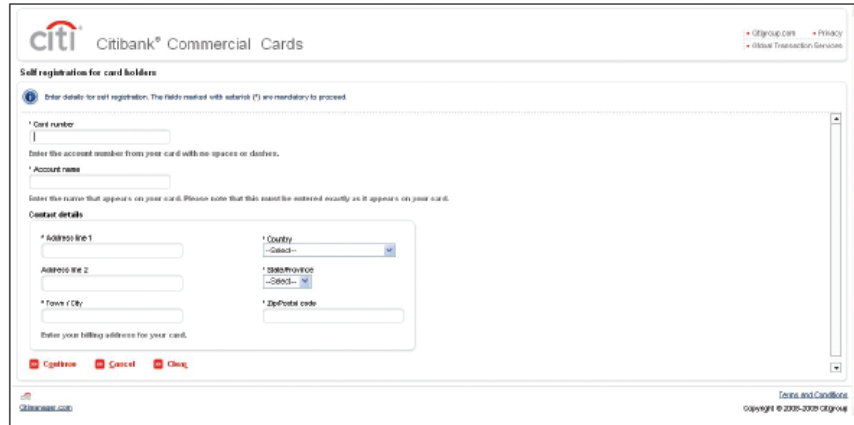
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Eight Steps to CitiManager® Self-Registration:

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 CitiManager website. The page title is 'Citi Citibank® Commercial Cards'. There are links for 'CitiGroup.com', 'Privacy', and 'About Transaction Services'. A note states: 'Enter details for self registration. The fields marked with asterisk (*) are mandatory to proceed.' The form includes the following fields: 'Card number' (with a note: 'Enter the account number from your card with no spaces or dashes.'), 'Account name' (with a note: 'Enter the name that appears on your card. Please note that this must be entered exactly as it appears on your card.'), and 'Contact details' which includes 'Address line 1', 'Address line 2', 'Town / City', 'Country' (dropdown), 'State/Province' (dropdown), and 'Zip/Postal code'. At the bottom of the form are three buttons: 'Continue', 'Cancel', and 'Clear'. The footer contains 'CitiManager.com' and 'Terms and Conditions copyright © 2006-2007 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-P, which is your level of hierarchy.

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.

Citi® Commercial Cards

Welcome! AGENCY 99 09/08/2010 Logout For Assistance Please Contact Helpdesk Here

Home My Card Account Statement Payment My Profile Resources **Web Tools**

Hi AGENCY 99! User Name democh1

This is your Citi Commercial Cards home page where you can view your account statements and payment details.

Messages
No messages are available.

Quick Links
▶ Manage Alerts
▶ Update User Profile
▶ Apply For New Card
▶ View Requests
▶ Activate Another Card Statement

Overview Of Card Accounts

Card Number	Bill Type	Account Type	Billing Currency	Last Statement Amount	Payment Due Date	Current Balance
XXXXXXXXXXXX095583	Individual	Individual	USD	0.00	NA	0.00

View Statement View Payment History

What's New?

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CitiDirect® Card Management System What's New Help Home Logout

Inbox Card Management ASC Management Hierarchy Reporting **Inquiry** Assistance

Note: If you need any assistance, please contact the CitiDirect Helpdesk via our toll free number at 1-800-248-4553, option 1, or for international calls, dial collect at (904) 954-7314.

CitiDirect® System
03/07/2011
ATTENTION: CCMS Release 11.1 was successfully implemented on Saturday, March 5, 2011. Please see the [What's New](#) document for an overview of the new features and functions!

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