

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 for Cardholders is located just below the text **New Users** on the CitiManager® home page. Prior to accessing the self-registration link, it is important to have the following information available:

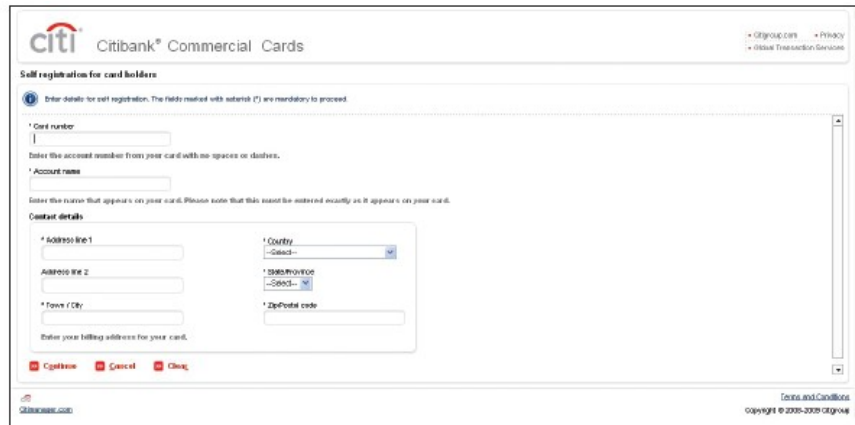
1. Full 16-digit card number
2. Account name, (your name) exactly as it appears on the face of the card
3. Account address, exactly as it appears on the insert on which your card was affixed

The screenshot displays the CitiManager web portal interface. At the top left, the text "CitiManager" is visible. At the top right, there is a "Choose Language" dropdown menu set to "English". The main content area is divided into two columns. The left column is titled "Existing Users" and contains two input fields labeled "USERNAME" and "PASSWORD". Below these fields is a blue "SIGN IN" button and a "CLEAR" link. At the bottom of this column are two links: "Forgot username?" and "Forgot password?". The right column is titled "New Users" and contains three links: "Self Registration For Cardholders", "Self Registration For Non Cardholders", and "Apply For Card". At the bottom of this column is a link: "Need Assistance?".

Eight Steps to CitiManager® Self-Registration:

Step 1: Click on Self-registration for cardholders. Select fill the card's data and continue.

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' form on the Citi Commercial Cards website. The form includes the following fields and instructions:

- Card number:** A text input field with an asterisk. Instruction: 'Enter the account number from your card with no spaces or dashes.'
- Account name:** A text input field with an asterisk. Instruction: 'Enter the name that appears on your card. Please note that this must be entered exactly as it appears on your card.'
- Contact details:** A section containing:
 - Address line 1:** Text input field with an asterisk.
 - Address line 2:** Text input field.
 - Town / City:** Text input field with an asterisk. Instruction: 'Enter your billing address for your card.'
 - Country:** Dropdown menu with an asterisk.
 - State/Province:** Dropdown menu with an asterisk.
 - Zip/Postal code:** Text input field with an asterisk.

At the bottom of the form, there are three buttons: 'Continue', 'Cancel', and 'Clear'. The Citi logo and 'CitiManager' branding are visible at the top left, and 'Terms and Conditions' and 'Copyright © 2016-2017 Citigroup' are at the bottom right.

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.

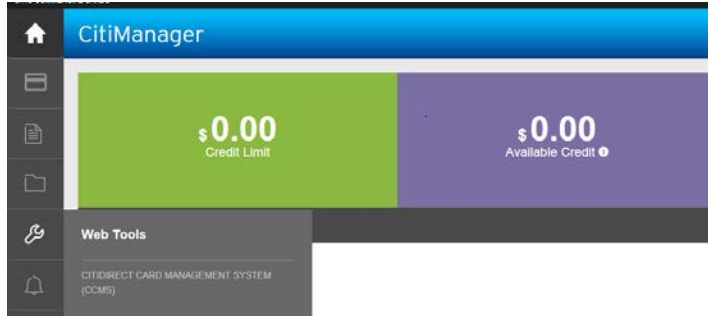
Viewing and Printing Online Statements

After signing on to the CitiManager® home page:

Step 1:

Hover the mouse over the **Wrench** located on the left of the page to access **Web Tools** and

Click on Transaction Management



Step 2: Click on the link in blue that starts with NYS-P, which is your level of hierarchy.

NYS-P

Step 3: Hover the mouse over the menu field named "Inquiry", click on "Statement".



Step 5: Click on "Search" button 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.

Why It's Important to Use Web Tools Tab to Print Your Statement:

The statement format derived from using the Web Tools tab is preferred because the credit card number is masked and the view provides greater transaction detail.

For assistance, contact Citi Customer Service: 1-800-248-4553, option 1