

# Card Activation and CitiManager® Registration

Revised 11/30/2020

# Activation Website

*Enter the URL listed on the removal label on the front of the card. You will be directed to a secure Citibank webpage (HTTPS).*

## Verify Card Details

**Enter Your Account Information**      1. Verify Details      2. Configure Card      3. Confirmation

Please enter your new credit card number: \*

Security code: \*

Last 4 digits of primary card holder's social security number: \*

**Enter the last 4 digits of your EMPLID**

In some cases this may be the last four digits of your employee ID if a social security number was not provided.

[Continue](#)   [Cancel](#)

\* Required Field

For your security, avoid using a public or shared computer when conducting corporate card transactions.

If you are experiencing technical difficulties activating your card, please call the number on the activation sticker and a Citi representative will assist you.

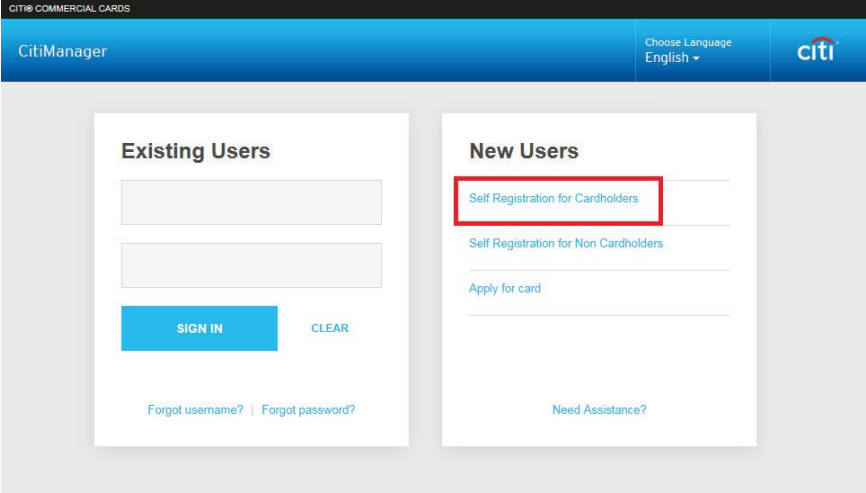
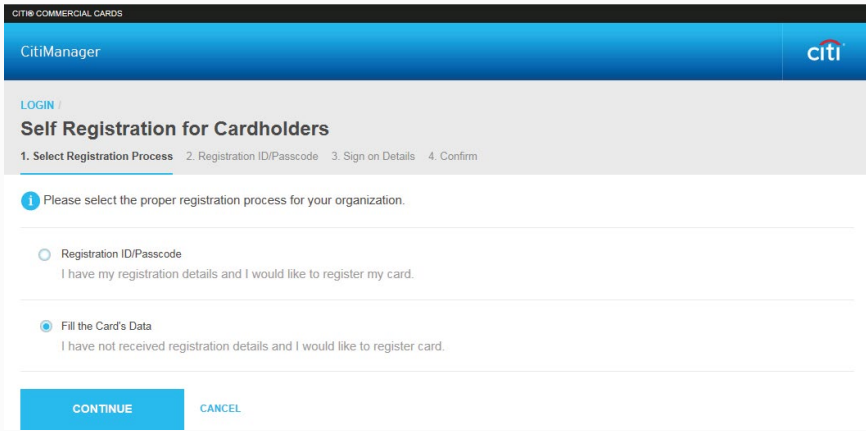
TERMS & CONDITIONS | PRIVACY

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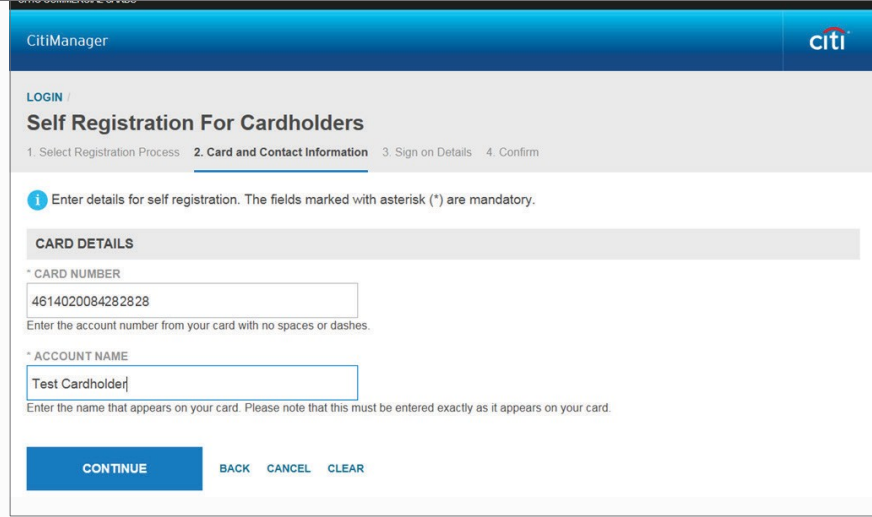
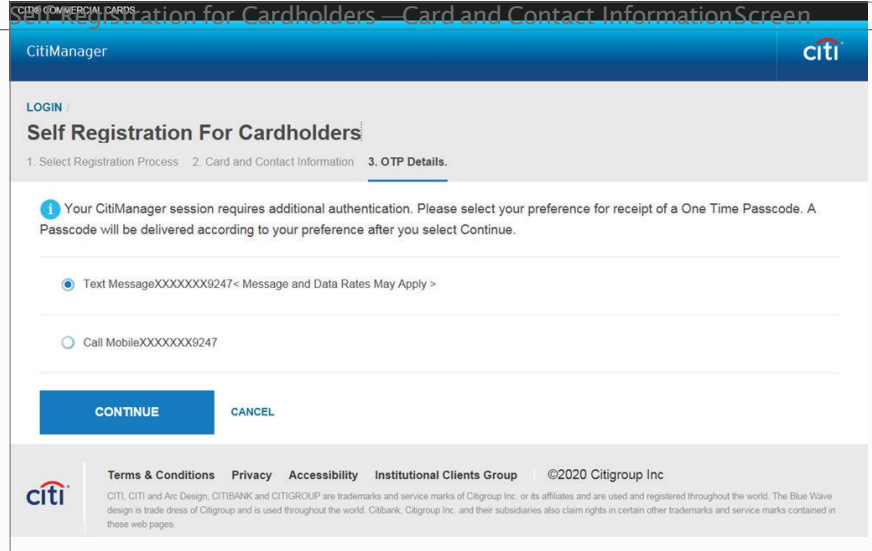
# Configure Card

# Confirmation

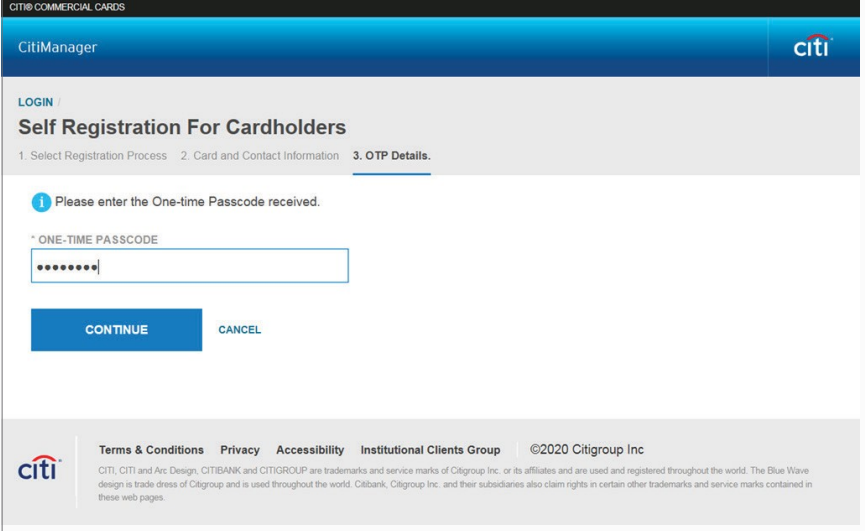

# Registration Website

Screen	Step/Action
 <p>CitiManager Site Login Screen</p>	<ol style="list-style-type: none"> <li>1. Navigate to <a href="https://citimanager.com/login">citimanager.com/login</a>.</li> <li>2. From the CitiManager Site Login screen New Users section, click the Self Registration for Cardholders link. <i>The Self Registration for Cardholders — Select Registration Process screen displays.</i></li> </ol>
	<ol style="list-style-type: none"> <li>3. Select the Fill the Card's Data radiobutton and click the Continue button. <i>The Self Registration for Cardholders—Card and Contact Information screen displays.</i></li> </ol>

**Note: If you added your mobile phone when activating your card, follow the instructions on pages 7-11 and if not, follow the instructions on pages 12-14.**

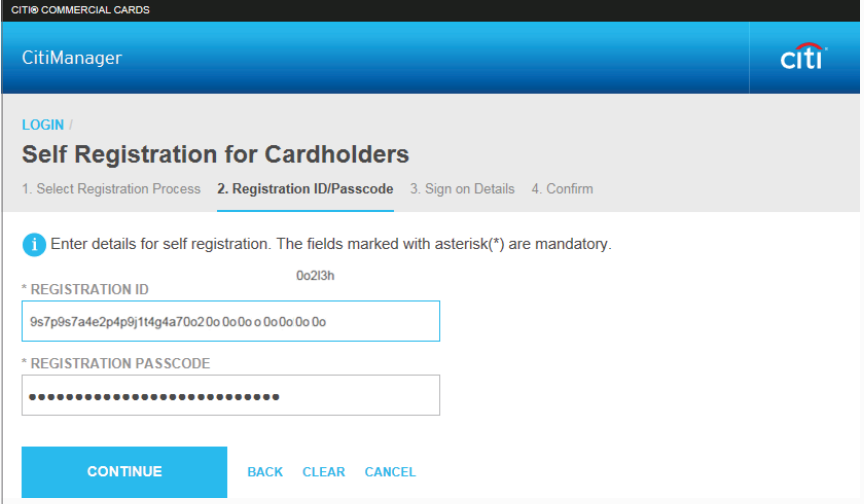
Screen	Step/Action
	<p>4. In the Card Number field, type your card number exactly as it appears on your billing statement, no spaces or dashes.</p> <p>5. In the Account Name field, type your account name exactly as it appears on your billing statement.</p> <p>6. Click the Continue button. <i>The Self Registration for Cardholders—OTP Details screen displays.</i></p> <p>Note: If the Self Registration for Cardholders —OTP Details screen does not display, then your mobile number is not on file. Refer to the Self-Registration Using the Card Details Option and CVV/CVC Code (No Mobile Number on File) topic in this User Guide.</p>
	<p>7. Select the radio button for the desired OTP (one-time passcode) receipt option and click the Continue button.</p> <p>Possible options are:</p> <ul style="list-style-type: none"> <li>• Text Message</li> <li>• Call Mobile</li> </ul> <p><i>The Self Registration for Cardholders—OTP Details screen displays.</i></p>

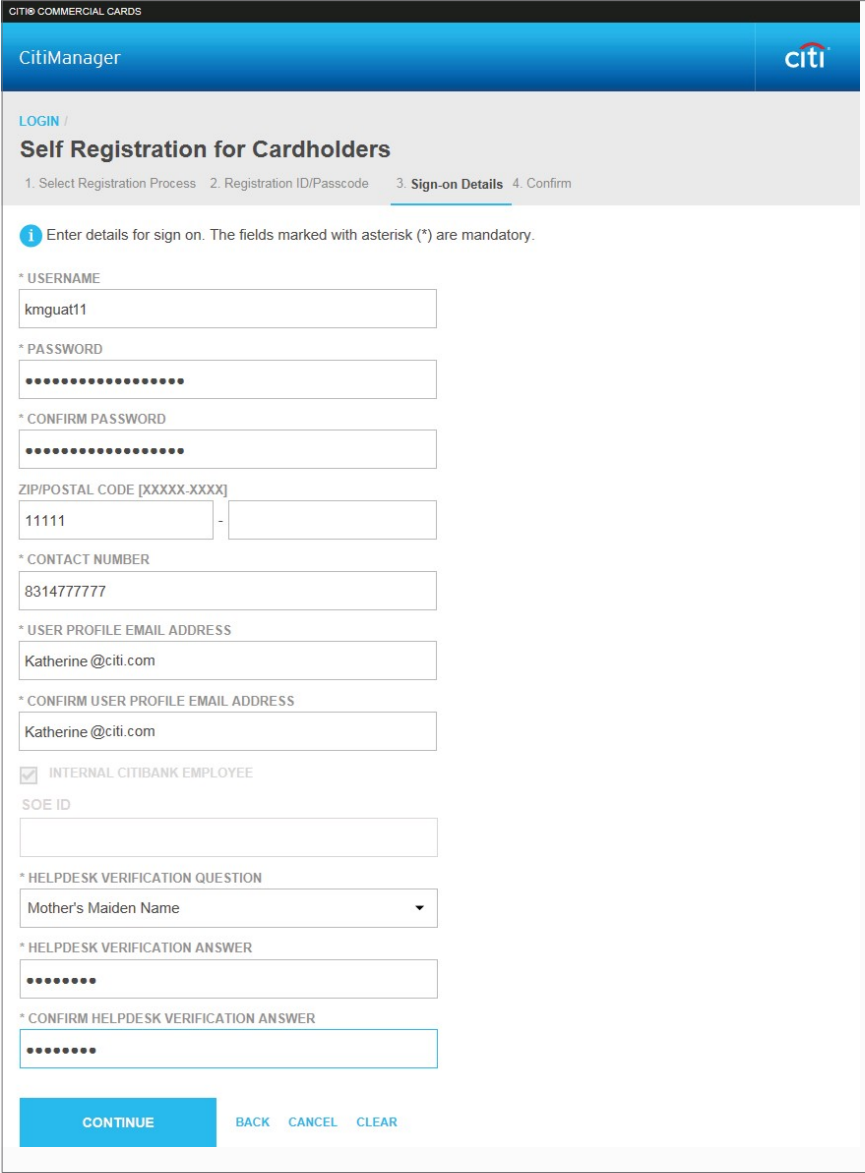
Self Registration for Cardholders —OTP DetailsScreen

Screen	Step/Action
	<p>8. Retrieve your OTP from the receipt option selected.</p> <p>9. In the One-time Passcode field, type the eight-digit passcode and click the Continue button.</p> <p><i>A message displays.</i></p> <p>Note: OTPs received by voice message or text expires after 100 seconds. You have six attempts to enter the OTP correctly. If the OTP expired, or you have more than six failed attempts, you can click the Cancel button to return to the receipt options screen.</p> <p>10. Click the OK button to close the message.</p> <p><i>The Registration ID and Passcodes are sent to your e-mail address and the Self Registration for Cardholders—Registration ID/Passcode screen displays.</i></p> <p>Note: If you experience any issues receiving the registration ID and passcode, please contact your Program Administrator.</p>
	<p>11. Select the Registration ID/Passcode radio button and click the Continue button.</p> <p><i>The Self Registration for Cardholders—Registration ID/Passcode screen displays.</i></p>

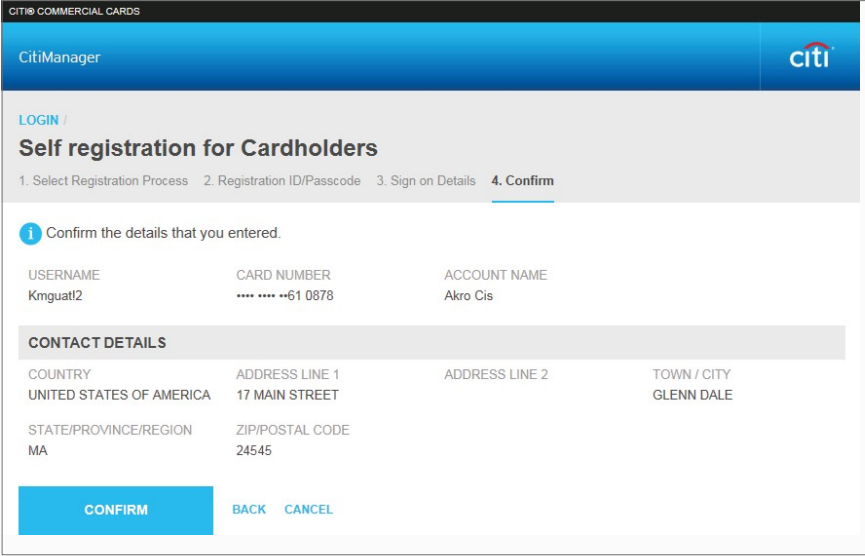
Self Registration for Cardholders —OTP Details Screen —Enter One-time Passcode

Self Registration for Cardholders —Select Registration Process Screen

Screen	Step/Action
 <p>CITI® COMMERCIAL CARDS</p> <p>CitiManager</p> <p>LOGIN /</p> <h3>Self Registration for Cardholders</h3> <p>1. Select Registration Process   <b>2. Registration ID/Passcode</b>   3. Sign on Details   4. Confirm</p> <p><b>i</b> Enter details for self registration. The fields marked with asterisk(*) are mandatory.</p> <p>* REGISTRATION ID <span>0o2l3h</span></p> <p>9s7p9s7a4e2p4p9j14g4a70o20o 0o0o o 0o0o 0o 0o</p> <p>* REGISTRATION PASSCODE</p> <p>CONTINUE   BACK   CLEAR   CANCEL</p>	<p>12. In the Registration ID field, type the Registration ID supplied in the e-mail sent from Citi.</p> <p>13. In the Registration Passcode field, type the Passcode supplied in the e-mail sent from Citi.</p> <p>14. Click the Continue button.</p> <p><i>The Self Registration for Cardholders—Sign-on Details screen displays.</i></p>
<p>Self Registration for Cardholders—Registration ID/PasscodeScreen</p>	

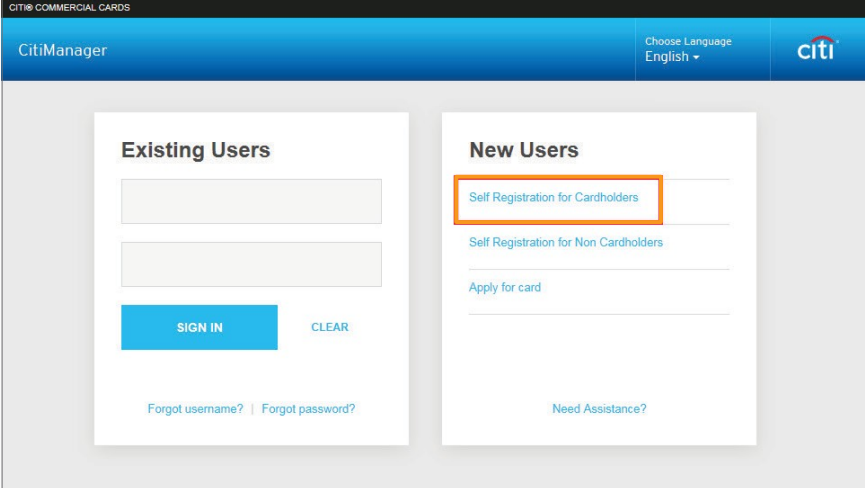
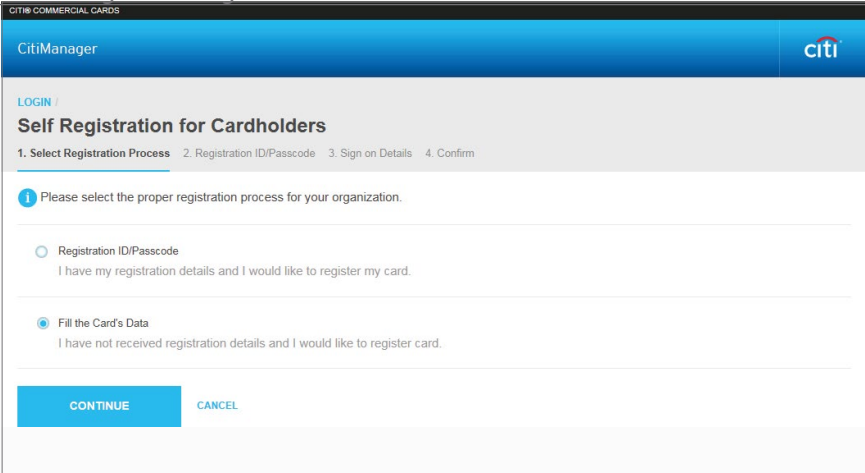
Screen	Step/Action
 <p>Self Registration for Cardholders —Sign-on DetailsScreen</p>	<p>15. Complete the required fields (*) for self-registration.</p> <p>Note: The username and password requirements display in a pop-up window as you enter them. A checkmark displays when the requirement is fulfilled.</p> <p>The fields displayed and the username and password requirements vary based on your company’s setup.</p> <p>16. When you are finished, click the Continue button.</p> <p><i>The Self Registration for Cardholders— Confirm screen displays.</i></p>



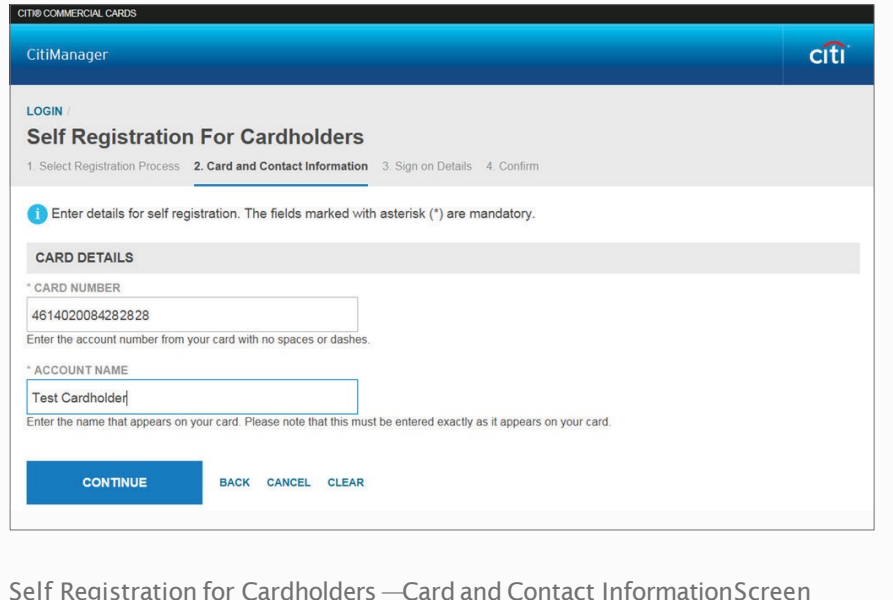
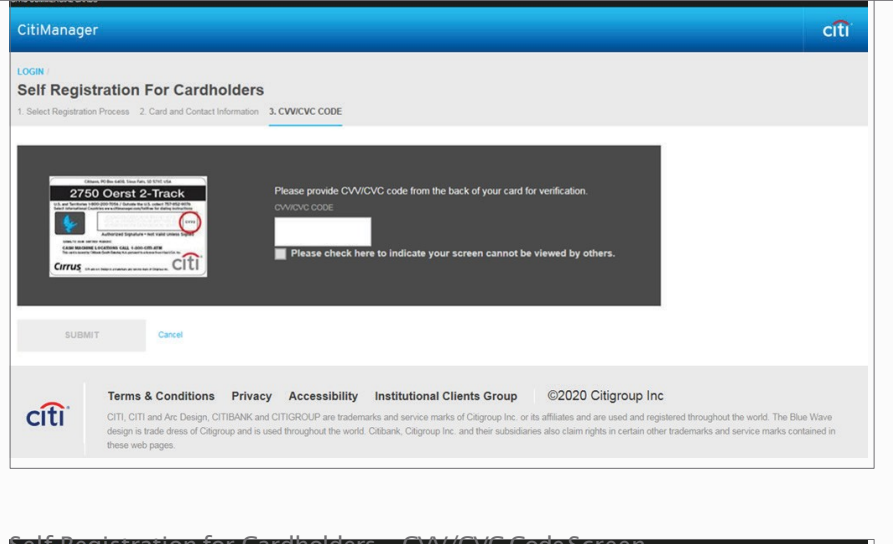
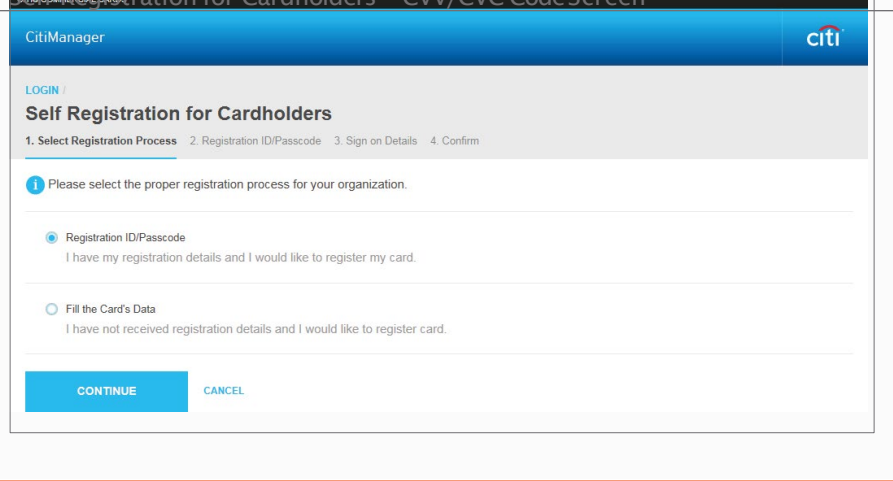
Screen	Step/Action
 <p>Self Registration for Cardholders —ConfirmScreen</p>	<p>17. Review the information that displays and when you are finished, click the Confirm button.</p> <p><i>A confirmation message displays.</i></p> <p>18. Click the OK button.</p> <p><i>The CitiManager Site Login screen displays.</i></p> <p>Note: Use the Username and Password you created to log in to the CitiManager Site. When you log in for the first time, you will be asked to select and answer three challenge questions. You may be asked to answer one of the challenge questions each time you log in.</p>

**Step-by-Step Instructions**

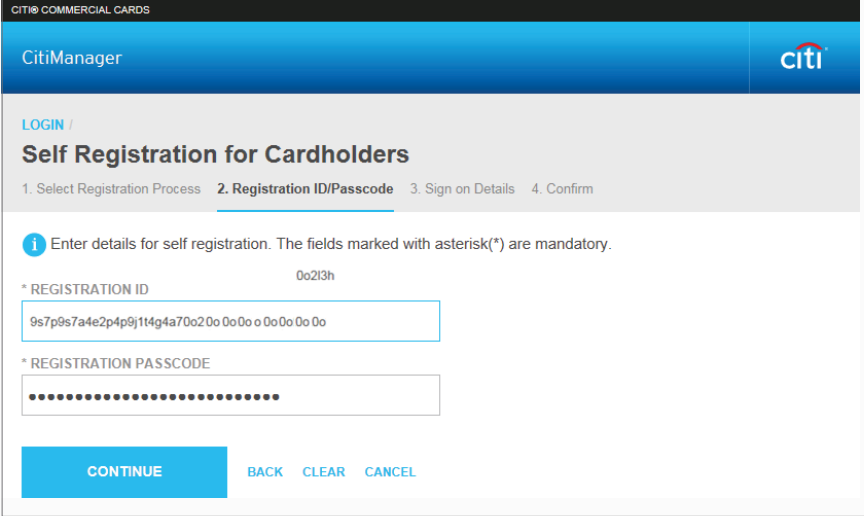
Self-Registration Using the Card Details Option and CVV/CVC Code (No Mobile Number on File)

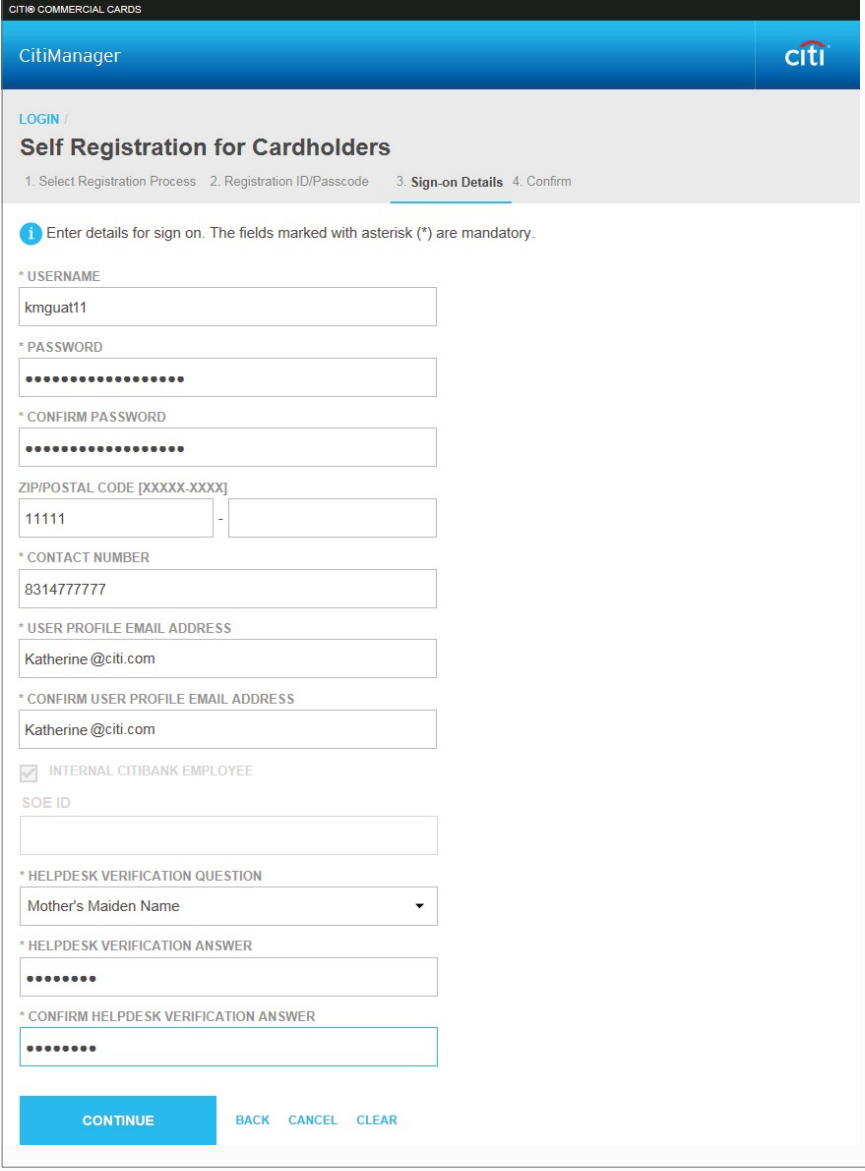
Screen	Step/Action
 <p>The screenshot shows the CitiManager login page. On the right side, under the 'New Users' heading, the link 'Self Registration for Cardholders' is highlighted with a red rectangular box. Other visible links include 'Self Registration for Non Cardholders' and 'Apply for card'. The 'Existing Users' section has 'SIGN IN' and 'CLEAR' buttons.</p>	<ol style="list-style-type: none"> <li>1. Navigate to <a href="https://citimanager.com/login">citimanager.com/login</a>.</li> <li>2. From the CitiManager Site Login screen New Users section, click the Self Registration for Cardholders link. <i>The Self Registration for Cardholders — Select Registration Process screen displays.</i></li> </ol>
<p>CitiManager Site LoginScreen</p>  <p>The screenshot shows the 'Self Registration for Cardholders' screen. It has a progress indicator with four steps: '1. Select Registration Process', '2. Registration ID/Passcode', '3. Sign on Details', and '4. Confirm'. The first step is active. Below, there is an instruction: 'Please select the proper registration process for your organization.' Two radio buttons are present: 'Registration ID/Passcode' (unselected) and 'Fill the Card's Data' (selected). The 'Fill the Card's Data' option includes the text: 'I have not received registration details and I would like to register card.' At the bottom are 'CONTINUE' and 'CANCEL' buttons.</p>	<ol style="list-style-type: none"> <li>3. Select the Fill the Card's Data radio button and click the Continue button. <i>The Self Registration for Cardholders—Card and Contact Information screen displays.</i></li> </ol>

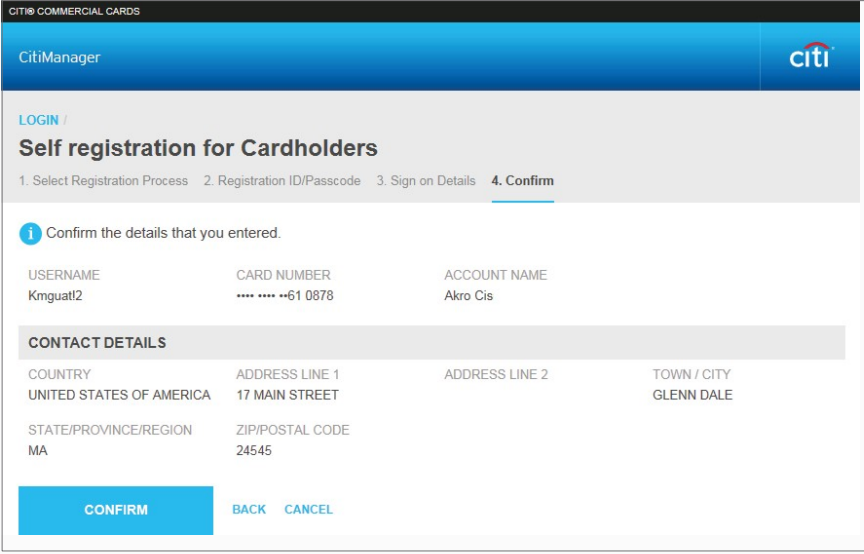
Self Registration for Cardholders —Select Registration Process Screen — Card Details

Screen	Step/Action
	<ol style="list-style-type: none"> <li>In the Card Number field, type your card number exactly as it appears on your billing statement, no spaces or dashes.</li> <li>In the Account Name field, type your account name exactly as it appears on your billing statement.</li> <li>Click the Continue button. <i>The Self Registration for Cardholders—CVV/CVC Code screen displays.</i></li> </ol>
	<ol style="list-style-type: none"> <li>In the CVV/CVC Code text field, type the code from the back of your card and select the checkbox validating that your screen cannot be viewed by others.</li> <li>Click the Submit button. <i>A message displays.</i></li> <li>Click the OK button to close the message. <i>The Registration ID and Passcodes are sent to your e-mail address and the Self Registration for Cardholders—Registration ID/Passcode screen displays.</i></li> </ol> <p>Note: If you experience any issues receiving the registration ID and passcode, please contact your Program Administrator.</p>
	<ol style="list-style-type: none"> <li>Select the Registration ID/Passcode radio button and click the Continue button. <i>The Self Registration for Cardholders—Registration ID/Passcode screen displays.</i></li> </ol>

Self Registration for Cardholders—Select Registration Process Screen

Screen	Step/Action
 <p>Self Registration for Cardholders —Registration ID and PasscodeScreen</p>	<ol style="list-style-type: none"> <li>11. In the Registration ID field, type the Registration ID supplied in the e-mail sent from Citi.</li> <li>12. In the Registration Passcode field, type the Passcode supplied in the e-mail sent from Citi.</li> <li>13. Click the Continue button. <i>The Self Registration for Cardholders— Sign-on Details screen displays.</i></li> </ol>

Screen	Step/Action
 <p>The screenshot shows the 'Self Registration for Cardholders' screen, specifically the 'Sign-on Details' step. The form includes the following fields and values:</p> <ul style="list-style-type: none"> <li>* USERNAME: kmguat11</li> <li>* PASSWORD: [Redacted]</li> <li>* CONFIRM PASSWORD: [Redacted]</li> <li>ZIP/POSTAL CODE [XXXXX-XXXX]: 11111</li> <li>* CONTACT NUMBER: 831477777</li> <li>* USER PROFILE EMAIL ADDRESS: Katherine@citi.com</li> <li>* CONFIRM USER PROFILE EMAIL ADDRESS: Katherine@citi.com</li> <li><input checked="" type="checkbox"/> INTERNAL CITIBANK EMPLOYEE</li> <li>SOE ID: [Redacted]</li> <li>* HELPDESK VERIFICATION QUESTION: Mother's Maiden Name</li> <li>* HELPDESK VERIFICATION ANSWER: [Redacted]</li> <li>* CONFIRM HELPDESK VERIFICATION ANSWER: [Redacted]</li> </ul> <p>At the bottom, there is a blue 'CONTINUE' button and three smaller buttons: 'BACK', 'CANCEL', and 'CLEAR'.</p>	<p>14. Complete the required fields (*) for self-registration.</p> <p>Note: The username and password requirements display in a pop-up window as you enter them. A checkmark displays when the requirement is fulfilled.</p> <p>The fields displayed and the username and password requirements vary based on your company's setup.</p> <p>15. When you are finished, click the Continue button.</p> <p><i>The Self Registration for Cardholders—Confirm screen displays.</i></p>
<p>Self Registration for Cardholders —Sign-on DetailsScreen</p>	

Screen	Step/Action
 <p>Self Registration for Cardholders —ConfirmScreen</p>	<p>16. Review the information that displays and when you are finished, click the Confirm button.</p> <p><i>A confirmation message displays.</i></p> <p>17. Click the OK button.</p> <p><i>The CitiManager Site Login screen displays.</i></p> <p>Note: Use the Username and Password you created to log in to the CitiManager Site. When you log in for the first time, you will be asked to select and answer three challenge questions. You may be asked to answer one of the challenge questions each time you log in.</p>

