Activate and Register your New Citibank Card

The cardholder must complete a 2-step process in order to begin using their new Ctibank Travel or Non-Employee (NET) Card.

<u>Step 1</u> – Activate the new card. This will allow the cardholder to actually charge expenses to the new card.

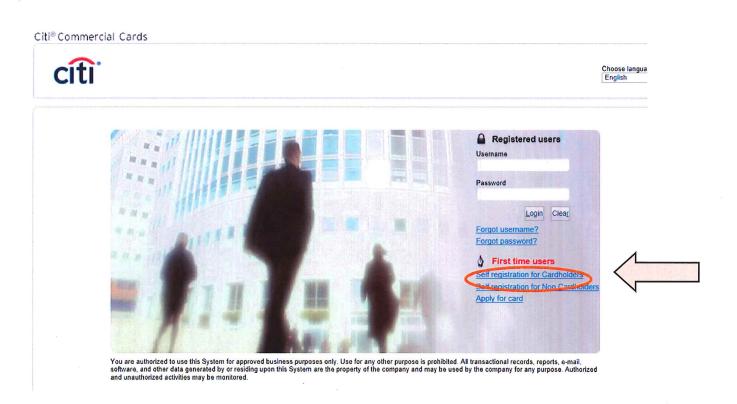
Call 1-877-905-1861

Follow the prompts -

The security/password is the last 4-digits of your Social Security Number.

<u>Step 2</u> – Register the new card. This will allow the cardholder to log-on to Citibank's website and download/print their monthly Citibank Statement.

Go to website https://home.cards.citidirect.com/CommercialCard/Cards.html Click on "Self registration for Cardholders"



Click "Fill the card's data" Click "Continue"

Citi® Commercial Cards



Self registration for Cardholders



Please select the proper registration process for your organization.

Registration ID/Passcode

I have my registration details and I would like to register my

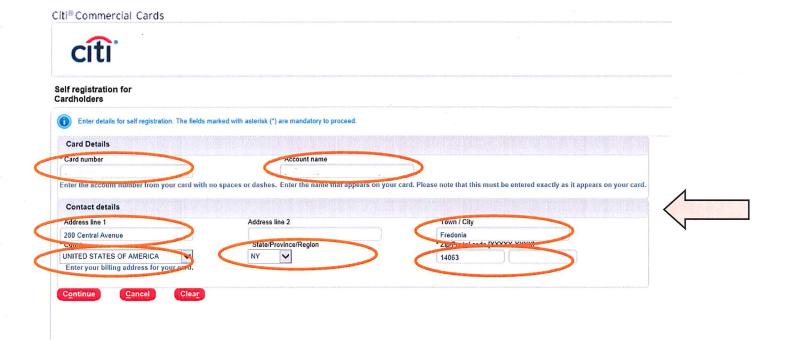
Fill the card's data

I have not received registration details and I would like to register card.

Continue

Cancel

Type in your:
Card number
Card name (**EXACTLY** as it appears on your new card)
Address line 1 is 280 Central Avenue
Town/City is Fredonia
Country is United States of America
State/Providence/Region is NY
Zip Postal is 14063
Click "Continue"

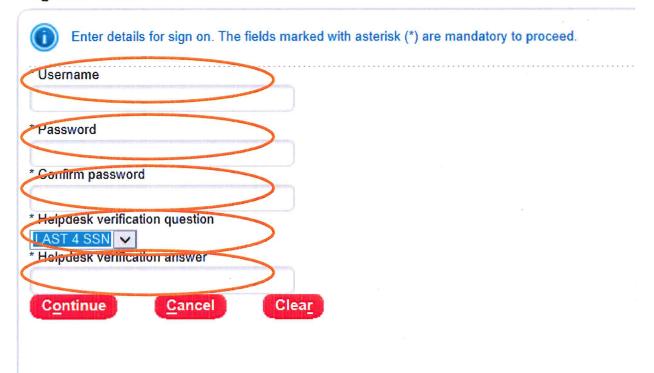


Create a new and unique Username (cannot be the same Username you already have for another Citibank card). Create a new and unique Password
Confirm the new and unique Password
Helpdesk verification question — is the last 4 SSN
Helpdesk verification answer — is the last 4 digits of your Social Security Number
Click "Continue"

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Sign on details



You will receive a Recap
If all information is correct click, "Confirm"
If all information is not correct, click "Cancel"

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Recap



Confirm the details that you entered.

Username

Card number XXXXXXXXXXX140

Account name

Contact details

Address line 1 Country

280 Central Avenue UNITED STATES OF AMERICA

Address line 2 State/Province/Region

NY

Rev: 10/02/13

Town / City Zip/Postal code

Fredonia 14063

Confirm Cancel

IMPORTANT NOTES:

The cardholder must complete this 2-step process for every Citibank card they obtain. Each Citibank card is a separate card and a separate account... each individual card must be Activated AND Registered using unique Usernames and passwords for each.

Once each card has been Activated and Registered, the cardholder can decide whether they want ONE Username and Password for all Citibank cards or if they want to maintain individual Usernames and Passwords for each card.

If the cardholder chooses to have ONE Username and Password they must:

Go to website https://home.cards.citidirect.com/CommercialCard/Cards.html

Type in the Username (that you want to use from that day forward)

Enter the password

Go to "My Profile"

At the bottom in red, click on "User Name Merger"

Enter the Username(s) that you would like to merge to this single Sign-on (in other words, enter in the Username IDs you used to "Register" your other cards with).

After all cards are "merged" into one Sign-on... there will be a drop-down menu at the top that the cardholder will click on to pick the statement they want to see.