

DoD Cardholder Self Registration

November 25, 2008

Cardholder Registration

Cardholders will have the ability to self register for the Landing Page where they can also access online statements.

Required Information from your statement:

- URL: <https://home.cards.citidirect.com>
- Card number
- Account name
- Address

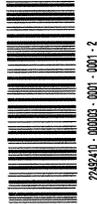
Things to remember:

- Account name, Address and Zip Code must match exactly how it reflects on your Citi statement.
- If your Zip Code is 9 digits then enter all 9 digits. If your Zip Code is only 5 digits then enter the 5 digits.

Cardholder Self Registration



7123456789005013400075780007578288



Account Number:
XXXX-XXXX-XX05-0134

Due Date:
09/22/2008

Total Amount Due:
\$75.78

Enter Amount Paid:

JANE DOE
TEST AGENCY 99
701 E 60TH ST N
MC 2145
SIOUX FALLS SD 57104-0432

**N0000001

Remit payment to:
CITIBANK GOVERNMENT CARD SERVICES
P O BOX 6575
THE LAKES, NV 88901-6575

For telephone or address change on travel cards, please place an X in the parentheses and make the desired changes on the reverse side.()

Payment coupon: Please tear along perforation and return this portion with your payment. Make check or money order payable in U.S. dollars on a U.S. bank to Citibank. Include account number on check or money order. No cash please. Do not staple or tape your check to this coupon.

CITIBANK GOVERNMENT CARD SERVICES CARD STATEMENT

Previous Balance	Payments and Credits	New Charges	New Balance
\$0.00	\$0.00	\$75.78	\$75.78

Invoice Date
08/28/2008
Due Date
09/22/2008

FOR CUSTOMER SERVICE CALL 1-800-200-7056 OR WRITE P.O. BOX 6408, SIOUX FALLS, SD, 57117-6408
OUTSIDE THE U.S. AND CANADA CALL COLLECT 757-852-9076
SEND PAYMENTS TO: CITIBANK GOVERNMENT CARD SERVICES, P.O. BOX 6575, THE LAKES, NV 88901-6575

Agency Name: TEST AGENCY 99		Account Number: XXXX-XXXX-XX05-0134	
Accounting Code:		Agency/Org Id:	
Billing Office Id:		Tax Exempt #:	
Discretionary Code:		Cycle Purchase Limit: \$0.00	
Single Purchase Limit: \$0.00			

Sale Date	Post Date	MCC Code	Reference Number	Description	Total Amount
07/31	08/01	0000	4214000000103	1 GDR TEST CHARGE 3 JACKSONVILLE FL	12.50
07/31	08/01	0000	4214000000111	2 GDR TEST CHARGE 4 JACKSONVILLE FL	63.28
*****TOTAL AMOUNT DUE: \$75.78					

ACCOUNT SUMMARY		Previous Balance	Payments	Credits	Purchases and Advances	Taxes and Fees	New Balance
CURRENT PERIOD	Purchases	\$0.00	\$0.00	\$0.00	\$75.78	\$0.00	\$75.78
	Advances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTALS	\$0.00	\$0.00	\$0.00	\$75.78	\$0.00	\$75.78

Memo Section	Amount Over Credit Limit: \$0.00
	Amount Past Due: \$0.00
	Net Total Charges: \$75.78
	Total Cash Advances: \$0.00
	Current Period Total: \$75.78

This is a sample statement. You will need your statement to self register.



Cardholder Self Registration

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Choose language

[Citigroup.com](#) [Privacy](#)
[Global Transaction Services](#)

Registered users

Username

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.

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[Citimanager.com](#)

Cardholder Self Registration

Self registration for card holders

Enter details for self registration. The fields marked with asterisk (*) are mandatory to proceed.

* Card number
1234567890050134
Enter the account number from your card or statement with no spaces or dashes.

* Account name
JANE DOE
Enter the name that appears on your card or statement. Please note that this must be entered exactly as it appears on your card or statement.

Contact details

* Address line 1 701 E 60TH ST N	* Country UNITED STATES OF AMERICA
Address line 2 MC 2145	* State SD
* Town / City SIOUX FALLS	* Zip code 571040432

Enter your billing address as it appears on your statement. Minimum length of zipcode is 9.

Continue Cancel Clear

Users will be prompted for account information.
Ensure you enter the Account and Address information as stated **EXACTLY** as it appears on your Statement. If your Zip Code is 9 digits then enter all 9 digits. If your Zip Code is only 5 digits then enter the 5 digits.

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Cardholder Self Registration

The screenshot shows a web browser window displaying the Citibank Commercial Cards self-registration page. The browser's address bar is empty, and the page title is "Citibank Commercial Cards". The page content includes a navigation bar with links for "Citigroup.com", "Privacy", and "Global Transaction Services". Below the navigation bar, the page title "Self registration for card holders" is displayed. A red error message is shown at the top of the registration form, stating: "The card details provided does not exist or the card has already been registered. Please verify the details provided or contact Customer Support for further assistance." The registration form contains several input fields: "Card number" (1234567890050134), "Account name" (JANE DOE), "Address line 1" (701 E 60TH ST N), "Address line 2" (MC 2145), "Town / City" (SIOUX FALLS), "Country" (UNITED STATES OF AMERICA), "State" (SD), and "Zip code" (571040432). A red callout box with a red border and a red arrow pointing to the error message contains the text: "If invalid information is entered, an error message will display". The page footer includes the Citibank logo, the URL "Citimanager.com", and the text "Terms and Conditions" and "Copyright © 2008 Citigroup". The browser's status bar shows "Done" and "Internet".

Self registration for card holders

The card details provided does not exist or the card has already been registered. Please verify the details provided or contact Customer Support for further assistance.

* Card number
1234567890050134
Enter the account number from your card or statement with no spaces or dashes.

* Account name
JANE DOE
Enter the name that appears on your card or statement. Please note that this must be entered exactly as it appears on your card or statement.

Contact details

* Address line 1
701 E 60TH ST N

Address line 2
MC 2145

* Town / City
SIOUX FALLS
Enter your billing address as it appears on your statement. Minimum length of zipcode is 9.

* Country
UNITED STATES OF AMERICA

* State
SD

* Zip code
571040432

Continue Cancel Clear

If invalid information is entered, an error message will display

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Done Internet

Cardholder Self Registration

Citibank® Commercial Cards - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Research

Address http://169.185.207.18:9100/CommercialCard/Cards.html Go Links

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[Global Transaction Services](#)

Sign on details

Enter details for sign on. The fields marked with asterisk (*) are mandatory to proceed.

* Username

* Password

* Confirm password

Type the desired information in the appropriate field

Username Rules:

- At least 7 characters, no more than 16 characters.
- Cannot already exist.
- Cannot include any special characters.
- Is not case-sensitive.

Password Rules:

- Length of password must be at least 6 characters, no more than 9.
- Password must include at least 1 letter.
- Password must include at least 1 number.
- Passwords are case-sensitive.
- No consecutive characters (i.e. tt, dd).
- Special characters and spaces are acceptable.

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Done Internet ms..

Cardholder Self Registration

Citibank® Commercial Cards - Internet Explorer 6

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss Research Messenger

Address <https://homeuat.cards.citidirect.com/CommercialCard/Cards.html> Go Links

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Recap ?

→ Confirm the details that you entered.

Username
hailestest

Card number
XXXX XXXX XXXX 500004

First name TEST **Last name** NAME26

Contact details

Email ID
testname26@noemail.com

Contact number 123456789 **Zip code** 571040432

Save Cancel

Confirm the details you entered are correct and click the save button

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Cardholder Self Registration

Confirmation message

Confirmation of self-registration

The account with username 'hailestest' has been signed up successfully.

**Your account Username has been signed up successfully. Click OK to continue.
User should remember their Username and Password created on this page for future access to the Landing Page.**

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Done Internet

Cardholder Self Registration

Citibank® Commercial Cards Choose language: ENGLISH

Registered users

Username:

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.

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4:48 PM

Cardholder Self Registration

The screenshot shows a web browser window with the Citibank Commercial Cards logo at the top. The page title is "Set challenge questions". Below the title, there is an information icon and the text "Select challenge questions and set answers.". The main content area contains three challenge questions, each with a dropdown menu for the question and a text input field for the answer. The questions are:

- Software challenge mechanism question 1: With what organization did you hold your first job?
- Software challenge mechanism question 2: What was the name of your first pet?
- Software challenge mechanism question 3: In which city were you born?

At the bottom of the form, there are three buttons: "Save", "Cancel", and "Clear". A red callout box points to the form with the following text:

Complete the Challenge Question section and click Save to continue. Note all answers must be four (4) letters or more.

The footer of the page includes the Citibank logo, the URL "Citimanager.com", and the text "Terms and Conditions" and "Copyright © 2008 Citigroup". The browser's status bar at the bottom shows "Done" and "Internet".

Cardholder Self Registration

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Welcome, **hailestest** [Sign off](#)

[Citigroup.com](#) [FAQ](#) [Privacy](#)
[Global Transaction Services](#)

Date
09/10/2008

Admin functions
Applications
Alerts
Message board
Profile
Search
View links

Welcome!

View the various functionalities available to you in this application.

Admin functions
Perform administrative functions.

Applications
Access the various applications allocated to you.

Alerts
View and update the various alerts to be displayed.

Message board
View messages.

Profile
View and update your profile details and preferences.

Search
Search users.

View links
View links and their mapping.

Click on the Application icon to gain access to your statement in the Card Statements and Payments (CSP) application.

The Landing Page Home Screen displays.

[Contact CAM](#)
[Contact CAS](#)
[Contact helpdesk](#)
[Landing page](#)

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Done Internet