

CitiManager Self-Registration for Non-Cardholders

Step	Action	Result
	<p>What You Need to Know</p> <p>Non-Cardholder access to CitiManager is granted by an existing non-cardholder within your company. You will receive two e-mails from citicommercialcards.admin@citi.com One e-mail contains your Registration Details code. The other e-mail contains your Registration passcode. You will have 60 days to register your CitiManager access before your details will expire.</p>	
1.	Type the following in your URL address bar: https://home.cards.citidirect.com	The CitiManager Login screen displays.
2.	Click the Self-registration for Non-Cardholders link.	The Self-registration for Non-Cardholders screen displays.
3.	Obtain the registration details and passcode from your e-mail and enter them in the appropriate fields.	All of the required fields are populated.
4.	Click the Continue link.	The Create Username and Password screen displays.
	<p>Note: A username and password guide will appear as a red "X" next to each criterion. As you type your new username or password, a green checkmark will display next to each criterion as it is met.</p>	
5.	Type in your desired username in the User name field.	The username displays in the User name field.
6.	Type your desired password in the Password field.	Your password displays as dots the Password field.
7.	Confirm your password by retyping your password in the Confirm password field.	Your new password displays as dots in the Confirm password field.
8.	Click in the Save link.	A confirmation screen displays indicating to use new password upon next login.
9.	Click OK .	The CitiManager Login screen displays.
10.	Type your newly created username and password in the appropriate fields. Click the Login button.	The Challenge Question screen displays.
11.	Select and answer the three (3) desired Challenge questions.	The three (3) desired questions and answers display. One of these questions will be selected at random to validate future logins.
12.	Click Save .	The CitiManager Home screen displays.