How to Update Contact Information in CitiManager®
Quick Reference Guide

It is critical to confirm your mailing address is up to date by **August 1, 2018**, to help ensure your new GSA SmartPay® 3 card arrives on time. To update your contact information, simply follow the steps below:

1. Navigate to [citimanager.com/login](https://citimanager.com/login) and login with your existing credentials. From the homepage, click on the **card icon** on the left-hand menu.

   **Note:** If you are not registered in CitiManager®, navigate to [citimanager.com/login](https://citimanager.com/login) and select the “self registration for cardholders” link.

2. From the Card Details screen, click **Card Maintenance** on the right-hand menu.

3. If you’re prompted to select your Country and Language, select from the drop-down menus and click **Proceed**.

4. Update your contact details and click **Submit**.

   **Note:** online maintenance fields may vary by company.