

# CitiManager<sup>®</sup> Mobile User Guide

Cardholder

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# User Guide Overview

## Document Scope

This CitiManager® Mobile User Guide provides detailed step-by-step instructions used by cardholders.

## Your Access May Vary

The functions you have access to are based on your role and entitlements. You may not have entitlements for all the functions described in this User Guide. Examples include:

- **My Accounts:** Only for cardholders who have multiple accounts assigned to them.
- **Select Organization:** Only for cardholders who have cards in more than one company or organization.
- **Dual Currency:** Only for cardholders who require account information in two currencies.
- **Pay Bill (Make Payment):** Only for cardholders who have the entitlement to make a payment in the classic CitiManager® web-tool. The Pay Bill function is currently available in the U.S. only.

# Introduction to CitiManager® Mobile

## Introduction

CitiManager Mobile can be used to view statements, new activity and account balances wherever you are from most mobile devices.

CitiManager Mobile is a mobile Internet site that can be used on most smartphone browsers. This includes many BlackBerry, Apple iOS, Android, Windows and Symbian phone models, as well as many other devices that meet the minimum technical requirements.

Devices meeting the following operating system requirements or better are capable of accessing the CitiManager Mobile site:

- Android 2.2 (Froyo) onward (released in 2010)
- iOS 3.0 onward (released in 2009)
- BlackBerry OS 6 onward\*
- Opera Mobile 10 (released 2010)
- Windows 7.5

\*This currently excludes BlackBerry OS 6.0 (9300)

For an optimized user experience, we encourage you to leverage the most recent device versions and operating systems available.

CitiManager Mobile accesses information through the classic CitiManager web-tool, just as you would from your desktop.

CitiManager Mobile provides real-time data and reflects the exact information as the classic CitiManager web-tool.

All users who have access to the classic CitiManager web-tool have access to CitiManager Mobile unless your organization chooses to opt out.

## Security and Entitlements

To access CitiManager Mobile, use the same username, password and challenge question that you do in the classic CitiManager web-tool.

As a security precaution, CitiManager Mobile will automatically log you out after five minutes of inactivity. This is to ensure that no sensitive information is visible if the mobile device is lost or stolen.

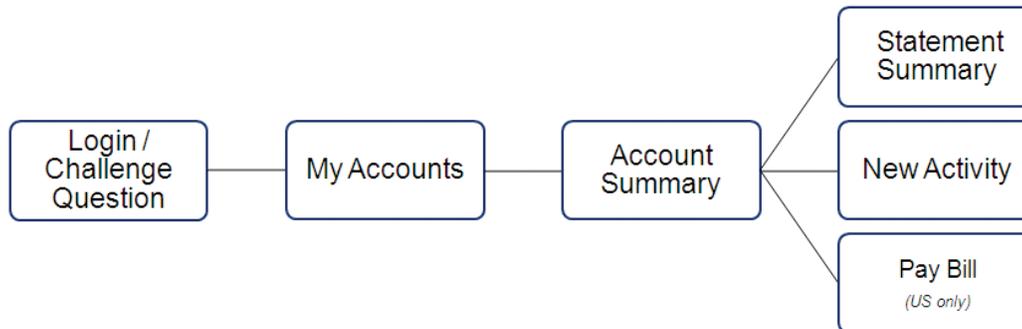
No personal identifiable information or data is stored on your mobile device.

Your entitlements in CitiManager Mobile are based on your existing entitlements in the classic CitiManager web-tool. For example, cardholders who are entitled to make payments in the classic CitiManager web-tool will also be able to make payments in CitiManager Mobile.

## CitiMobile Icons

The following icons are used to navigate in CitiManager Mobile:

	Use to navigate to the previous screen.
	Use to access Citi Customer Service contact information.
	Use to change your default language settings.
	Use to log out of CitiManager Mobile.
	Use to access Mobile Help which provides quick reminders and navigation tips.
	Use to make a payment if you have the necessary entitlements.
	Use to search for transactions by date, transaction description or transaction amount.



- **My Accounts:** When you have more than one Citi Commercial Cards account, this screen provides a snapshot of your accounts including the current balance and available credit for each card. You can also select the account from which you wish to view more detailed information.
- **Account Summary:** When you have a single Citi Commercial Cards account, this screen provides a snapshot of your current statement including your available credit, the previous statement balance, your new activity balance and your current balance due.
- **Statement Summary:** Allows you to access your current statement and up to five prior statements that show activity so you can review balance and transaction level details.
- **New Activity:** Allows you to review all of your new transactions which will be included in your next statement.
- **Pay Bill (Make Payment):** Allows you to make a payment using a bank account that has been set up in the classic CitiManager web-tool. This function is currently available in the U.S. only.

# Select Your Language

## Overview

Use this procedure to select the language in which CitiManager Mobile displays if different than the default.

## Key Concepts

Your default language is determined by the language setting of your browser. If your default browser language is currently supported by CitiManager Mobile, that becomes the default in CitiManager Mobile. If your default browser language is not supported by CitiManager Mobile, the default language is English.

Currently, supported languages include English, French, German, Italian, Portuguese, Spanish and Swedish. Additional languages will be included in future releases.

Alternately, you may select your preferred language from the **Login** screen if different from the default. However, when you change your language preference in CitiManager Mobile, it will only apply to your current session. Preferences changed in CitiManager Mobile are not synchronized to the classic CitiManager web-tool.

Additionally, your challenge question will always display in the language used when creating the challenge question answer, regardless if you select another viewing language while on the CitiManager Mobile site.

## Screen Map

### Login Screen

### Select Language Screen

### Login Screen – Selected Language

## Step-by-Step Instructions

### To Select Your Language:

Step	Action
1.	From the <b>Login</b> screen, press the <b>Language Settings</b> button. <i>The Select Language screen displays.</i>
2.	From the <b>Select Language</b> screen, press the button for your preferred language. <i>The Login Screen displays in the language selected.</i>

## Log into CitiManager Mobile

### Overview

Use this procedure to log into CitiManager Mobile from your mobile device.

### Key Concepts

Before logging into CitiManager Mobile, you must first have a username and password set up in the classic CitiManager web-tool.

To access CitiManager Mobile use the same username, password and challenge question as you do in the classic CitiManager web-tool.

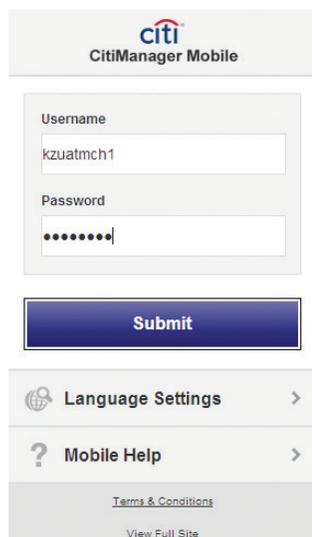
It is not possible to reset your CitiManager password in CitiManager Mobile.

To set up your username and password, or to reset your password, navigate to the classic CitiManager web-tool at [www.citimanager.com/login](http://www.citimanager.com/login).

Depending on the number of Citi Commercial Cards assigned to you, either the **Account Summary** or the **My Accounts** screen displays upon successful login.

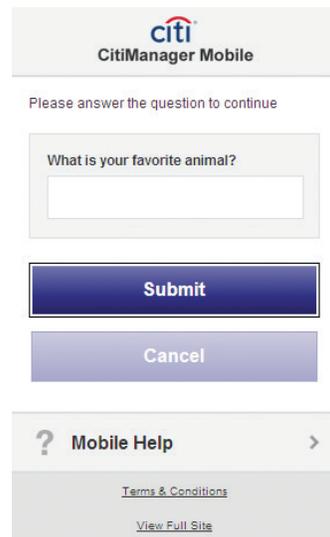
### Screen Map

#### Login Screen



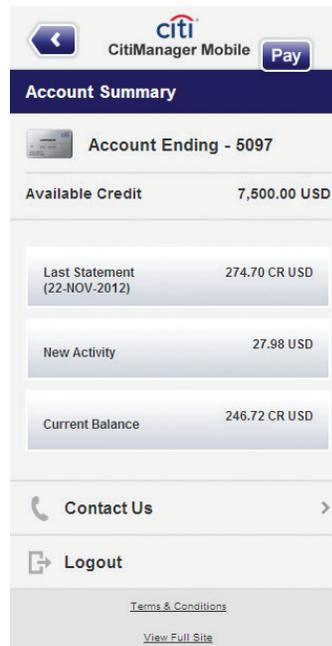
The Login Screen displays the CitiManager Mobile logo at the top. Below the logo are two input fields: 'Username' with the text 'kzuatmch1' and 'Password' with masked characters. A blue 'Submit' button is positioned below the password field. At the bottom, there are two menu items: 'Language Settings' with a globe icon and a right-pointing arrow, and 'Mobile Help' with a question mark icon and a right-pointing arrow. At the very bottom, there are links for 'Terms & Conditions' and 'View Full Site'.

#### Challenge Question Screen



The Challenge Question Screen displays the CitiManager Mobile logo at the top. Below the logo, it says 'Please answer the question to continue'. There is a text input field with the question 'What is your favorite animal?'. Below the input field are two buttons: a blue 'Submit' button and a grey 'Cancel' button. At the bottom, there is a 'Mobile Help' menu item with a question mark icon and a right-pointing arrow. At the very bottom, there are links for 'Terms & Conditions' and 'View Full Site'.

#### Account Summary Screen



The Account Summary Screen displays the CitiManager Mobile logo at the top, along with a back arrow and a 'Pay' button. Below the logo is the title 'Account Summary'. There is a card for 'Account Ending - 5097' with a credit card icon. Below this, it shows 'Available Credit' as 7,500.00 USD. Further down, there are three summary cards: 'Last Statement (22-NOV-2012)' for 274.70 CR USD, 'New Activity' for 27.98 USD, and 'Current Balance' for 246.72 CR USD. At the bottom, there are two menu items: 'Contact Us' with a phone icon and a right-pointing arrow, and 'Logout' with a door icon. At the very bottom, there are links for 'Terms & Conditions' and 'View Full Site'.

## Step-by-Step Instructions

### To Log into CitiManager Mobile:

Step	Action
1.	From your mobile device browser, navigate to <a href="http://www.citimanager.com/mobile">www.citimanager.com/mobile</a> . <i>The CitiManager Mobile login screen displays.</i>
2.	In the <b>Username</b> field, type the same username that you use to log into the classic CitiManager web-tool.
3.	In the <b>Password</b> field, type the same password that you use to log into the classic CitiManager web-tool.
4.	Press the <b>Submit</b> button. <i>The Challenge Question screen displays. If you enter an incorrect username or password, or are an unrecognized cardholder, an error message displays.</i> <b>Note:</b> The challenge questions that display are based on the challenge questions you set in the classic CitiManager web-tool.
5.	In the challenge answer text field, type the answer that corresponds to the challenge question displayed. <b>Note:</b> If you enter an invalid response three times, your CitiManager ID will be locked. To unlock your CitiManager ID, contact Citi Customer Service using the number provided on the back of your card.
6.	Press the <b>Submit</b> button. <i>The Account Summary or My Accounts screen displays.</i> <b>Note:</b> To cancel the login process, press the <b>Cancel</b> button.

## View Account Summary/My Accounts

### Overview

Use this procedure to view the **Account Summary** or **My Accounts** screen depending on the number of Citi Commercial Cards accounts you have.

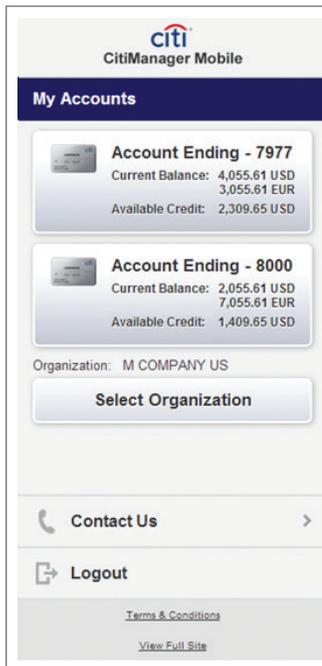
### Key Concepts

If you have one Citi Commercial Cards account, the **Account Summary** screen displays upon successful log in.

If you have more than one Citi Commercial Cards account, the **My Accounts** screen displays upon successful login.

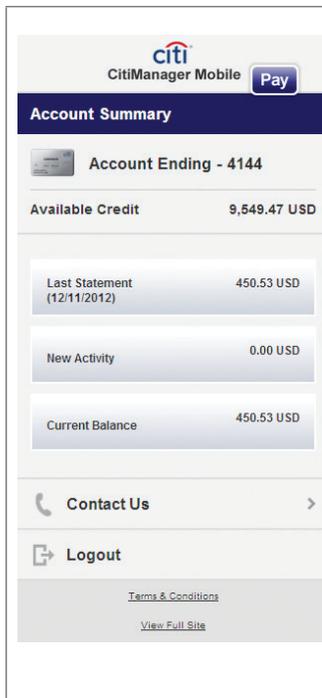
Refer to the **Log into CitiManager** topic for additional detail about logging in.

## My Accounts Screen



- A snapshot of your Citi Commercial Cards accounts displays on this screen with the current balance and available credit for each card.
- Only the last four digits of your account number display.
- For cardholders with dual currency, the balances display in both currencies.
- From this screen you can select the Citi Commercial Cards account from which you want to view additional details.
- The default organization displays based on your setup in the classic CitiManager web-tool and displays above the **Select Organization** button. Refer to the **Select Organization** topic to change the default organization.
- You can also navigate to Citi Customer Service contact information, log out, view the terms and conditions or navigate to the classic CitiManager web-tool.

## Account Summary Screen



- A snapshot of your current statement displays on this screen including your available credit, the previous statement balance, your new activity balance and your current balance due.
- Only the last four digits of your account number display.
- For cardholders with dual currency, the balances display in both currencies.
- You can navigate to previous statements, view new activity, and with appropriate entitlements, make a payment.
- If there is no statement for the last billing cycle, the **Last Statement** button displays without a date, the amount will be zero and the button will be disabled.
- If there is no outstanding balance from the previous statement, the **Current Balance** button displays with an amount of zero. The button is disabled for non-U.S. cardholders or U.S. cardholders whose organization does not permit them to make payments.
- You can also navigate to Citi Customer Service contact information, log out, view the terms and conditions or navigate to the classic CitiManager web-tool.

## Step-by-Step Instructions

### To Select an Account from My Accounts:

Step	Action
1.	From the <b>My Accounts</b> screen, press the button for the account you wish to view. <i>The Account Summary screen for the selected account displays.</i>
2.	To return to the <b>My Accounts</b> screen, press the <b>Back</b>  button.

## View Statement(s) and Transactions

### Overview

Use this procedure to view a statement(s) and transaction detail.

### Key Concepts

The **Statement Summary** screen defaults to your most recent statement. You can view transaction detail such as the date, description and the amount for each transaction. It is also possible to drill down to additional transaction detail such as the merchant address.

You can view up to six statements (current statement and up to five previous that show activity. Statements with no activity will not display). If you have no statements, the **Statement Summary** screen is not available and there is no option to select a statement. If you only have one statement it displays as the most recent statement.

It is also possible to search for transactions. Refer to the **Search for Transactions** topic for additional detail.

### Screen Map

#### Account Summary Screen

The Account Summary screen displays the following information:

- Account Ending - 4144**
- Available Credit: 9,549.47 USD**
- Last Statement (12/11/2012): 450.53 USD**
- New Activity: 0.00 USD**
- Current Balance: 450.53 USD**
- Contact Us** (with arrow)
- Logout** (with arrow)
- [Terms & Conditions](#)
- [View Full Site](#)

#### Statement Summary Screen

The Statement Summary screen displays the following information:

- Account Ending - 4144**
- Current Balance: 450.53 USD**
- Payment: 01/05/2013**
- Due: 11/12/2012 - 12/11/2012**
- Select Statement** button
- Search** button
- Table of Transactions:**

Date / Description	Amount
11/12/2012 CWTSATOTRAV 8902551217082	16.00 USD ▶
11/12/2012 DELTA AIR 0067145574372	754.70 USD ▶
11/14/2012 DOLLAR RENT A CAR 555	140.60 USD ▶
11/16/2012 DELTA AIR 0067137572099	206.27 CR USD ▶
11/16/2012 USAIRWAYS 0377147044287	368.60 USD ▶

#### Transaction Detail

The Transaction Detail screen displays the following information:

- Account Ending - 4144**
- Current Balance: 450.53 USD**
- Payment: 01/05/2013**
- Due: 11/12/2012 - 12/11/2012**
- Select Statement** button
- Search** button
- Table of Transaction Details:**

Date / Description	Amount
11/12/2012 CWTSATOTRAV 8902551217082	16.00 USD ▶
11/12/2012 DELTA AIR 0067145574372	754.70 USD ▼
<b>Reference Number:</b>	24717052314873142019476
<b>Transaction Amount:</b>	754.70 USD
<b>Transaction Currency:</b>	USD
<b>Exchange Rate:</b>	11/08/2012
<b>Transaction Date:</b>	FORT LEWIS, WA

## Step-by-Step Instructions

### To View Statement(s) and Transactions:

Step	Action
1.	<p>From the <b>Account Summary</b> screen, press the <b>Last Statement</b> button.</p> <p><i>The Statement Summary screen displays for the billing cycle.</i></p> <p><b>Note:</b> The first 20 transactions display on the <b>Statement Summary</b> screen.</p>
2.	<p>If you have more than 20 transactions, press the <b>More</b> link that displays on the bottom right corner of the screen.</p> <p><i>Up to 20 additional transactions display.</i></p> <p><b>Note:</b> Continue to press the <b>More</b> link until all transactions are displayed and the <b>More</b> link no longer displays.</p>
3.	<p>To view a statement for another billing cycle, press the <b>Select Statement</b> button.</p> <p><i>The Select Statement screen displays.</i></p>
4.	<p>Press the desired billing-cycle date button.</p> <p><i>The Statement Summary screen for the selected billing-cycle displays.</i></p>
5.	<p>To view detailed transaction information such as the merchant address, press the blue expand arrow that displays to the right of the dollar amount.</p> <p><i>Detailed information for the selected transaction displays.</i></p>
6.	<p>To return to the <b>Account Summary</b> screen, press the <b>Back</b>  button.</p> <p><i>The Account Summary screen displays.</i></p>

## View New Activity

### Overview

Use this procedure to view transactions that have posted to the card account but are not yet part of a final statement.

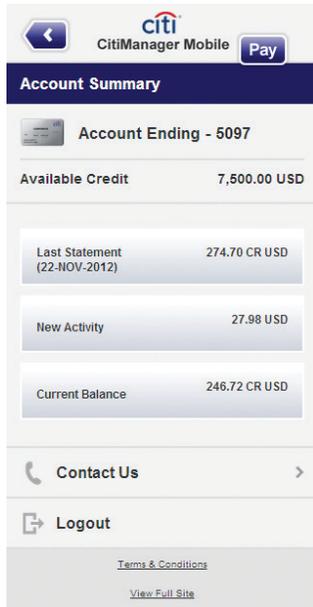
### Key Concepts

The **New Activity** screen displays the date, description and the amount for each new transaction. It is also possible to drill down to additional transaction detail such as the merchant address.

To search for new transactions, refer to the **Search for Transactions** topic.

## Screen Map

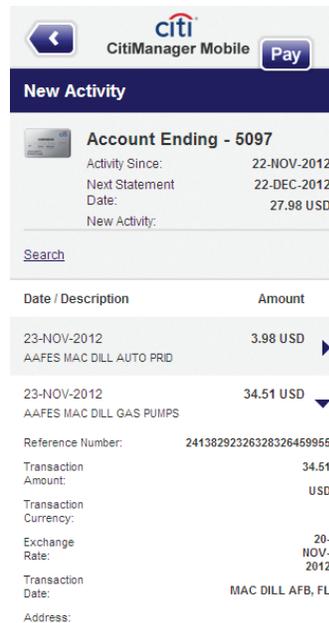
### Account Summary Screen



### New Activity Screen



### Transaction Detail



## Step-by-Step Instructions

### To View New Activity:

Step	Action
1.	From the <b>Account Summary</b> screen, press the <b>New Activity</b> button. <i>The New Activity screen displays the statement for the current billing cycle and the first 20 new transactions.</i>
2.	If you have more than 20 new transactions, press the <b>More</b> link that displays on the bottom right corner of the screen. <i>Up to 20 additional new transactions display.</i> <b>Note:</b> Continue to press the <b>More</b> link until all new transactions are displayed and the <b>More</b> link no longer displays.
3.	To view detailed transaction information such as the merchant address, press the blue expand arrow that displays to the right of the dollar amount. <i>Detailed information for the selected transaction displays.</i>
4.	To return to the <b>Account Summary</b> screen, press the <b>Back</b>  button. <i>The Account Summary screen displays.</i>

# Make a Payment – U.S. Only

## Overview

Use this procedure to make a payment on your account if you have the necessary entitlement.

## Key Concept

If you meet the following criteria, it is possible for you to make a payment in CitiManager Mobile:

- You are a U.S. cardholder
- You have the entitlement to make a payment in the classic CitiManager web-tool
- You have a bank account set up for a payment in the classic CitiManager web-tool

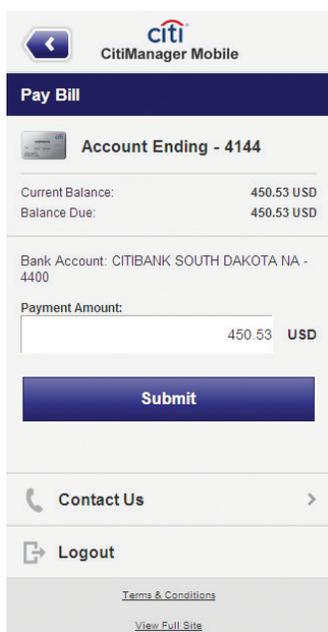
This option is only available to U.S. cardholders and will not display for any other region.

Payments do not post until the next business day.

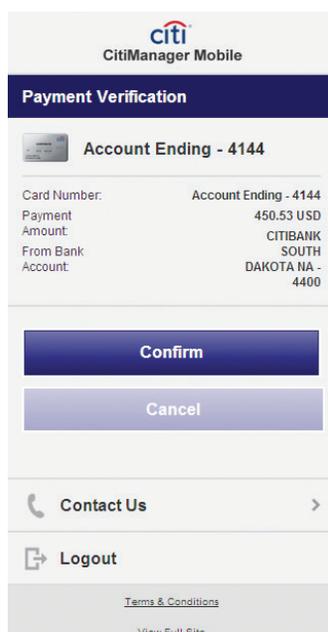
The maximum payment allowed per account is the outstanding balance for that account plus an additional \$100. All payments must be made in USD.

## Screen Map

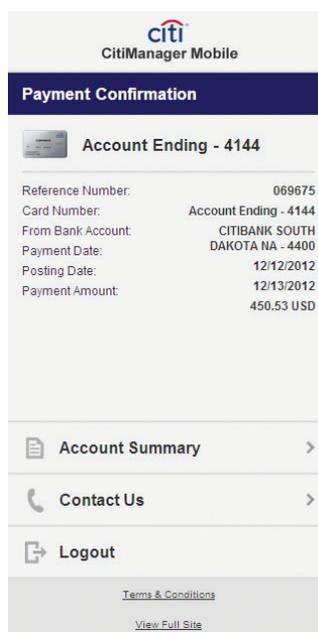
### Pay Bill Screen



### Payment Verification Screen



### Payment Confirmation Screen



## Step-by-Step Instructions

### To Make a Payment:

Step	Action
1.	<p>From the <b>Account Summary</b> screen, press the <b>Pay</b>  button that displays at the top right corner of the screen or press the <b>Balance Due</b> button.</p> <p><i>The Pay Bill screen displays showing the account currently used to make payments.</i></p> <p><b>Note:</b> The <b>Pay</b> button is also available on the top right corner of the <b>Statement Summary</b> and <b>New Activity</b> screens.</p>
2.	<p>In the <b>Payment Amount</b> field, enter the desired payment amount and press the <b>Submit</b> button.</p> <p><i>The Payment Verification screen displays.</i></p> <p><b>Note:</b> The current balance defaults as the payment amount.</p> <p>If you have more than one bank account set up, the <b>Change Bank Account</b> button displays. It is possible to change the bank linked to your account within the CitiManager web-tool. Please refer to the <b>Change Bank Account</b> topic for additional information.</p>
3.	<p>From the <b>Payment Verification</b> screen, press the <b>Confirm</b> button.</p> <p><i>The Payment Confirmation screen displays.</i></p> <p><b>Note:</b> From the <b>Payment Confirmation</b> screen it is possible to view the following information:</p> <ul style="list-style-type: none"> <li>• Reference Number</li> <li>• Card Number</li> <li>• From Bank Account</li> <li>• Posting Date</li> <li>• Payment Amount</li> </ul>

## Change Bank Account – U.S. Only

### Overview

Use this procedure to change the bank account from which you will make a payment if you have more than one bank account linked to your account in the classic CitiManager web-tool.

### Key Concept

This option is only available for U.S. cardholders.

Your default bank account displays above the **Change Bank Account** button. If you have more than one bank account linked to your account, a list of accounts display on the **Change Bank Account** screen. The bank name and the last four digits of the account number display.

To add another bank account not currently listed in CitiManager Mobile, it must be added in the classic CitiManager web-tool.

## Screen Map

### Pay Bill Screen

### Change Bank Account Screen

## Step-by-Step Instructions

### To Change Bank Account:

Step	Action
1.	From the <b>Pay Bill</b> screen, press the <b>Change Bank Account</b> button. <i>The Change Bank Account screen displays the list of available bank accounts.</i>
2.	From the list of available bank accounts, press the desired bank account from which the payment will be made. <i>The Pay Bill screen displays the selected bank account.</i> <b>Note:</b> To return to the <b>Pay Bill</b> screen without selecting a different bank account, select the <b>Cancel</b> button.
3.	To continue making a payment, in the <b>Payment Amount</b> field, enter the desired payment amount and press the <b>Submit</b> button. <i>The Payment Verification screen displays.</i> <b>Note:</b> The current balance defaults as the payment amount.

Step	Action
4.	<p>From the <b>Payment Verification</b> screen, press the <b>Confirm</b> button.</p> <p><i>The Payment Confirmation screen displays.</i></p> <p><b>Note:</b> From the <b>Payment Confirmation</b> screen it is possible to view the following information:</p> <ul style="list-style-type: none"> <li>• Reference Number</li> <li>• Card Number</li> <li>• From Bank Account</li> <li>• Posting Date</li> <li>• Payment Amount</li> </ul>

## Search for Transactions

### Overview

Use this procedure to search for a specific transaction from the **Statement Summary** or **New Activity** screen.

### Key Concepts

It is possible to search for a transaction by date, transaction description or transaction amount. If no matching transactions are found based on the search criteria entered, a message displays indicating no results were found.

You can perform a search from the **Statement Summary** or **New Activity** screen.

### Screen Map

#### Statement Summary Screen

**Statement Summary**

**Account Ending - 4144**

Current Balance: 450.53 USD  
 Payment: 01/05/2013  
 Due: 11/12/2012 - 12/11/2012  
 Statement:

Select Statement

Search

Date / Description	Amount
11/12/2012 CWTSATOTRAV 8902551217082	16.00 USD
11/12/2012 DELTA AIR 0067145574372	754.70 USD
11/14/2012 DOLLAR RENT A CAR 555	140.60 USD
11/16/2012 DELTA AIR 0067137572099	206.27 CR USD
11/16/2012 USARWAYS 0377147044287	368.60 USD

#### Search Field Expanded

**Statement Summary**

**Account Ending - 4144**

Current Balance: 450.53 USD  
 Payment: 01/05/2013  
 Due: 11/12/2012 - 12/11/2012  
 Statement:

Select Statement

Hide Search

delta

Date / Description	Amount
11/12/2012 CWTSATOTRAV 8902551217082	16.00 USD
11/12/2012 DELTA AIR 0067145574372	754.70 USD
11/14/2012 DOLLAR RENT A CAR 555	140.60 USD

#### Search Results

**Statement Summary**

**Account Ending - 4144**

Current Balance: 450.53 USD  
 Payment: 01/05/2013  
 Due: 11/12/2012 - 12/11/2012  
 Statement:

Select Statement

Hide Search

delta

Clear Search Results

Date / Description	Amount
11/12/2012 DELTA AIR 0067145574372	754.70 USD
11/16/2012 DELTA AIR 0067137572099	206.27 CR USD
11/23/2012 DELTA AIR 0067145574372	375.10 CR USD

## Step-by-Step Instructions

### To Search for a Transaction:

Step	Action
1.	<p>From the <b>Statement Summary</b> or <b>New Activity</b> screen, press the <b>Search</b> link.</p> <p><i>The screen refreshes and the search field displays. The Search link name changes to the Hide Search link.</i></p> <p><b>Note:</b> To hide the search field, press the <b>Hide Search</b> link.</p>
2.	<p>In the search field, type the desired search criteria and press the <b>Search</b>  button.</p> <p><i>The screen refreshes and displays the transaction(s) that meet the search criteria entered.</i></p> <p><b>Note:</b> A maximum of 30 characters can be entered into the search field.</p>
3.	<p>To clear the search results, press the <b>Clear Search Results</b> link.</p> <p><i>The Statement Summary or New Activity screen displays depending on which screen the search originated from.</i></p> <p><b>Note:</b> The <b>Clear Search Results</b> link only displays when text is entered in the search field and you press the <b>Search</b>  button.</p>

## Select Organization

### Overview

Use this procedure to select another organization when you have cards associated to multiple organizations or companies. If you are not associated with multiple companies or organizations, this option is not available.

### Key Concepts

The default organization displays based on your setup in the classic CitiManager web-tool. The default organization displays above the **Select Organization** button in CitiManager Mobile.

If you change your organization in CitiManager Mobile, the new organization will automatically display the next time you log into CitiManager Mobile.

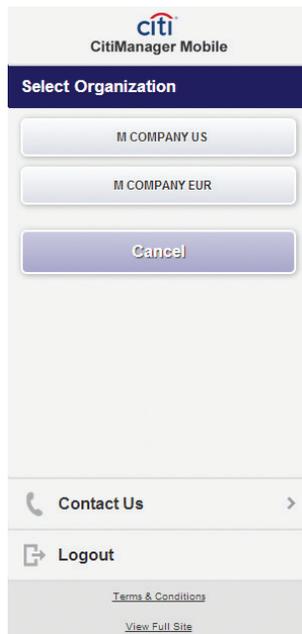
To permanently change the default to a different organization, you must change it in the classic CitiManager web-tool.

## Screen Map

### My Accounts Screen – Default Organization



### Select Organization Screen



### My Accounts Screen – New Organization



## Step-by-Step Instructions

### To Select a Different Organization:

Step	Action
1.	From the <b>My Accounts</b> screen, press the <b>Select Organization</b> button. <i>The Select Organization screen displays with the organizations that are associated to you.</i>
2.	Press the button for the desired organization for which you want to view card account information. <i>The Account Summary or My Accounts screen displays depending on the number of card accounts associated with the selected organization.</i>

## Log out of CitiManager Mobile

### Overview

Use this procedure to manually log out of CitiManager Mobile.

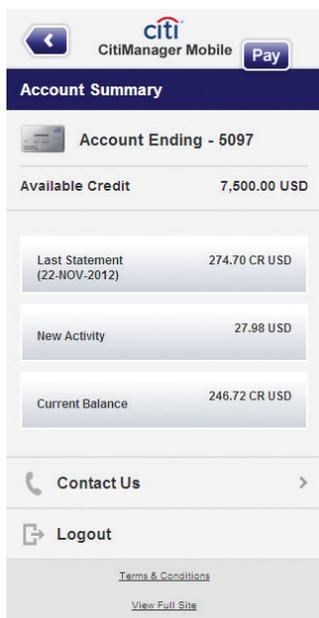
### Key Concepts

Once you are logged into CitiManager Mobile, the **Logout** button is available at the bottom of all CitiManager Mobile screens.

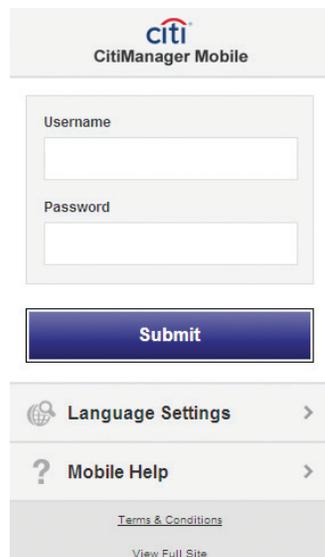
If you forget to log out, the CitiManager Mobile site will automatically log you out after five minutes of inactivity.

## Screen Map

### Log Out Button



### Login Screen



## Step-by-Step Instructions

### To Log Out of CitiManager Mobile:

Step	Action
1.	<p>From any CitiManager Mobile screen, press the <b>Logout</b> button.</p> <p><i>The CitiManager Mobile login screen displays.</i></p> <p><b>Note:</b> After a period of five minutes of inactivity, you will be logged out of CitiManager Mobile automatically.</p>

## Contact Us

### Overview

Use this procedure to access Citi Customer Service contact information.

### Key Concepts

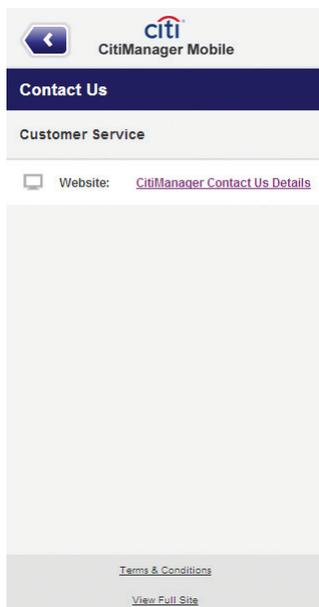
CitiManager Mobile provides dedicated support that is accessible from the **Mobile Help** link on the **Login** and **Challenge Question** screens as well as from the **Contact Us** link on all other CitiManager Mobile screens.

Cardholders in North America are provided Citi Customer Service information specific to their organization including local and international phone numbers based on their regional settings in the classic CitiManager web-tool. The e-mail and mailing addresses are also provided.

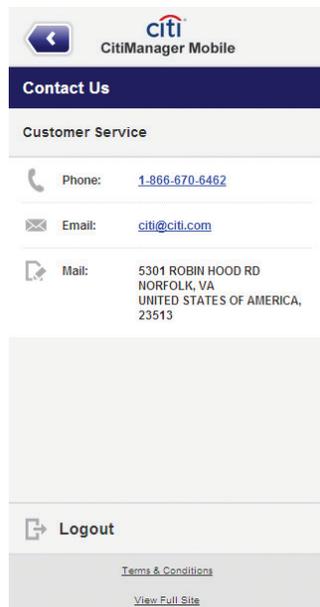
For all cardholders outside of North America a link is provided to a list of all country contact numbers.

## Screen Map

### Web Help



### Contact Us



## Step-by-Step Instructions

### To View Citi Contact Details from the Login Screen:

Step	Action
1.	From the <b>Login</b> screen, press the <b>Mobile Help</b> link. <i>The Contact Us screen displays.</i>
2.	Press the <b>CitiManager Contact Us Details</b> link. <i>The CitiManager Contact Us website displays with the contact information.</i>

### To View Citi Contact Details from the Account Summary Screen:

Step	Action
1.	From the <b>Account Summary</b> screen, press the <b>Contact Us</b> link. <i>The Contact Us screen displays showing the phone number, e-mail address and mailing address (North America) or a link to all country contact numbers (all non-North American users).</i>

Citi Transaction Services  
[transactionservices.citi.com](http://transactionservices.citi.com)

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