

# Cardholder Self Registration Statement and Bill Pay

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October 7, 2008

# Cardholder Registration

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Cardholders will have the ability to self register for the Landing Page where they will access Card Statements and Online Bill Pay.

## **Required Information:**

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

## **Things to remember:**

- Cardholders can not register their account until the 1<sup>st</sup> paper statement is received.

# Cardholder Self Registration

**Click on the "Self registration for cardholders" link**

**Secure login**

Username

Password

[Forgot username?](#)  
[Forgot password?](#)

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.

[Apply for card](#) | [Self registration for card holders](#) | [Self registration for non card holders](#)

[Citimanager.com](#) [Terms and Conditions](#)  
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# Cardholder Self Registration



## Self registration for card holders

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

\* Card number

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

\* Account name

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

Address line 2

\* Town / City

\* Country

\* State

\* Zip code

Enter your billing address as it appears on your statement.

Continue

Cancel

Clear

Users will be prompted for account information

# 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

**citi Citibank® Commercial Cards**

- Citigroup.com
- FAQ
- Privacy
- Global Transaction Services

**Recap**

Confirm the details that you entered.

**Username**  
davidbruda

**Card number**  
XXXX XXXX XXXX 500004

**First name** TEST **Last name** NAME26

**Contact details**

**Email ID**  
david.b.ruda@citi.com

**Contact number** 123456789 **Zip code** 571040432

Save Cancel

**Confirm the details you entered are correct and click the confirm button**

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Done

Start | Inbox - Micr... | CAFÉ - Car... | CAFÉ - Car... | Citigroup.n... | Citibank® ... | Microsoft P... | 100% | Internet MS.MS. | 11:19 AM

# Cardholder Self Registration

The screenshot displays the Citibank Commercial Cards self-registration interface. At the top, the Citibank logo and 'Citibank® Commercial Cards' are visible. A navigation menu includes links for Citigroup.com, FAQ, Privacy, and Global Transaction Services. The page title is 'Self registration for non card holders'. An error message is displayed in a red-bordered box: 'The registration details provided does not exist or the registration ID has expired or has been already used. Please verify the details provided or contact Customer Support for further assistance.' Below the error message is a registration form with the following fields: Registration ID (testing12345), First name (Sample), Last name (User), Email ID (snowsson@noemail.com), Contact number (3334445555), and Zip code (33344). The form includes 'Continue', 'Cancel', and 'Clear' buttons. A red callout box with a red arrow pointing to the error message contains the text: 'If invalid information is entered, an error message will display.' The footer of the page includes the Citibank logo, 'Citimanager.com', 'Terms and Conditions', and 'Copyright © 2008 Citigroup'. The browser's address bar shows 'Done' and the status bar shows 'Internet'.

# Cardholder Self Registration

The screenshot shows an Internet Explorer 6 browser window with the address bar displaying `https://homeuat.cards.citidirect.com/CommercialCard/Cards.html`. The page header features the Citibank logo and the text "Citibank Commercial Cards". A navigation menu includes links for "Citigroup.com", "FAQ", "Privacy", and "Global Transaction Services".

The main content area is titled "Confirmation message" and contains a green checkmark icon followed by the text "Confirmation of self-registration". Below this, a message states: "The account with username 'davidbruda' has been signed up successfully." An "OK" button is positioned below the message. A red callout box with a red border points to the "OK" button and contains the text: "Your account username has been signed up successfully. Click OK to continue."

The footer of the page includes the Citibank logo, the URL "Citimanager.com", and a link for "Terms and Conditions". Copyright information for 2008 Citigroup is also present. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox, CAFÉ, Citigroup, Citibank, Microsoft P...), and the system tray with a 100% zoom level and the time 11:20 AM.

# Cardholder Self Registration

The screenshot shows a web browser window displaying the Citibank Commercial Cards self-registration page. The page title is "Sign on details". A message states: "Enter details for sign on. The fields marked with asterisk (\*) are mandatory to proceed." The form includes the following fields:

- \* Username
- \* Password
- \* Confirm password
- \* Secret question (dropdown menu with "WHAT IS YOUR PET NAME" selected)
- \* Answer
- Internal Citibank employee
- SOE ID

Buttons for "Continue", "Cancel", and "Clear" are located below the SOE ID field.

**Type the desired information in the appropriate field. Note: You will be required to select a Secret Question. The response to the Secret Question is used by Citi's Technical Helpdesk to validate the identity of the Cardholder.**

**PASSWORD PARAMETERS**

- Length of password must be at least 6 digits.
- Password must include at least 1 letter.
- Password must include at least 1 number.
- Passwords are case-sensitive.

Footer information includes "Citimanager.com", "Terms and Conditions", "Copyright © 2008 Citigroup", and "Internet".

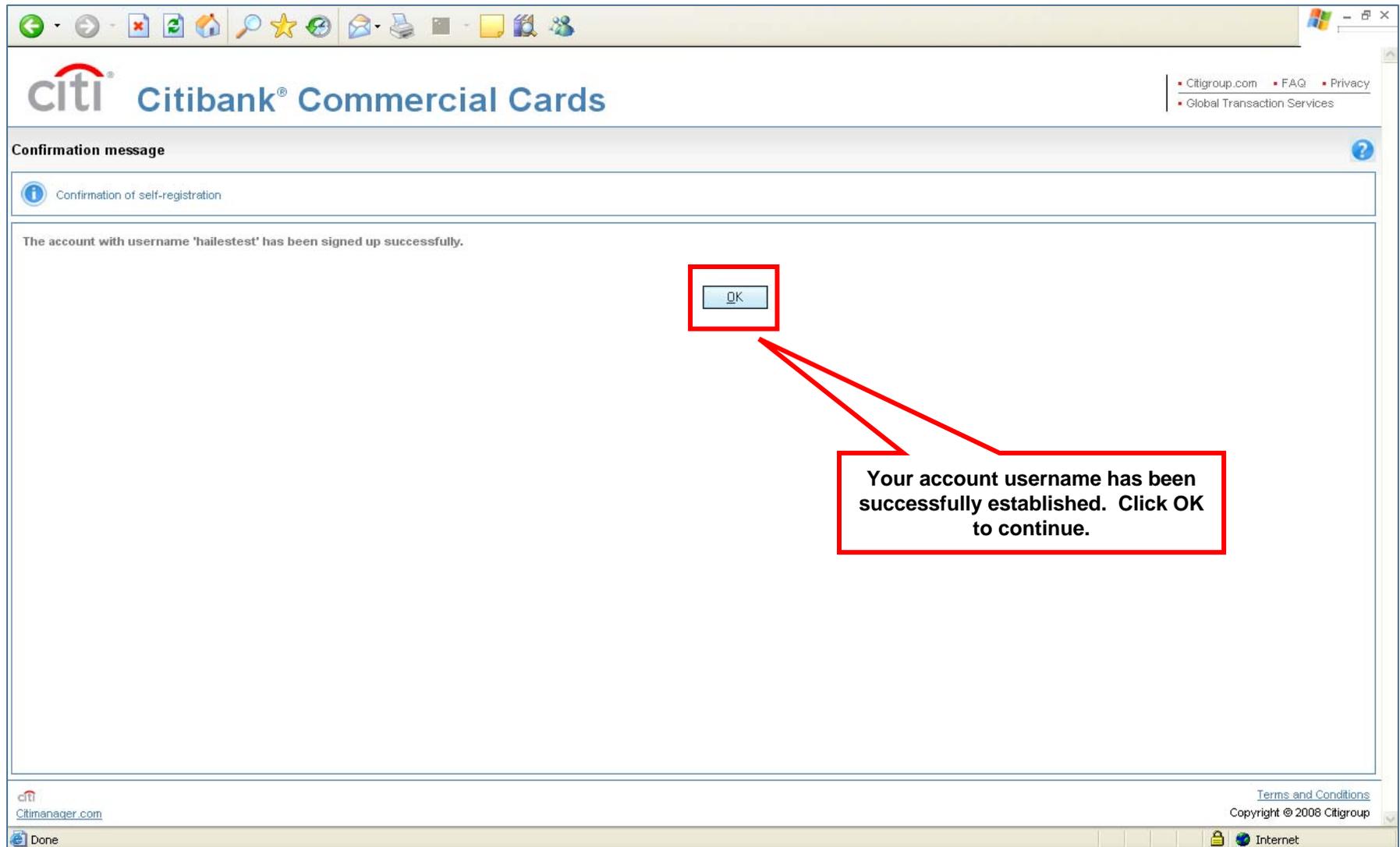
# Cardholder Self Registration

The screenshot shows a web browser window displaying the Citibank Commercial Cards self-registration page. The page title is "Citibank Commercial Cards". In the top right corner, there are links for "Citigroup.com", "FAQ", "Privacy", and "Global Transaction Services". Below the header, there is a "Recap" section with a blue question mark icon. A message says "Confirm the details that you entered." with a circular arrow icon. The recap form contains the following fields:

- Username: hallestest
- Registration ID: XXXX XXXX XXXX ygvhge
- SOE ID: (empty)
- First name: Sample
- Last name: User
- Contact details section containing:
  - Email ID: @citi.com
  - Contact number: 3334445555
  - Zip code: 33344

At the bottom of the recap form, there are two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red rectangular box. A red callout box with a pointer to the "Save" button contains the text: "Confirm the details that you entered. click Save to continue." The browser's address bar shows "Done" and the status bar shows "Internet".

# Cardholder Self Registration



# 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

**citi Citibank® Commercial Cards**

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

### Set challenge questions

Select challenge questions and set answers.

Software challenge mechanism question 1  
In which city were you born?

Software challenge mechanism answer 1

Software challenge mechanism question 2  
In which city were you born?

Software challenge mechanism answer 2

Software challenge mechanism question 3  
In which city were you born?

Software challenge mechanism answer 3

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

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Done Internet MS.MS.

Start | Inbox - Micr... | CAFÉ - Car... | CAFÉ - Car... | Citigroup.n... | Citibank® ... | Microsoft P... | 100% | 11:20 AM

# Cardholder Self Registration

The screenshot displays the Citibank Commercial Cards website interface. At the top left is the Citi logo and the text "Citibank® Commercial Cards". To the right, there is a language selection dropdown set to "ENGLISH" and links for "Citigroup.com", "FAQ", "Privacy", and "Global Transaction Services".

The main content area features a "Secure login" section, highlighted with a red box. This section includes:

- A lock icon and the heading "Secure login".
- A "Username" label and an input field.
- A "Password" label and an input field.
- "Login" and "Clear" buttons.
- Links for "Forgot username?" and "Forgot password?".

A red callout box with an arrow pointing to the login form contains the text: "Login using your new login credentials".

Below the login form, a disclaimer states: "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."

At the bottom of the page, there are navigation links: "Apply for card", "Self registration for card holders", and "Self registration for non card holders". The footer includes the Citi logo, "Citimanager.com", "Terms and Conditions", and "Copyright © 2008 Citigroup". The browser's status bar at the very bottom shows "Done" and "Internet".

# Cardholder Self Registration