

Online Applications Quick Start Guide Department of Defense

June 2016



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Introduction

Key Concepts

The Online Application process allows cardholder applications to be submitted and processed online:

1. The application process is initiated by the A/OPC in CitiDirect® Card Management System (CCMS).
2. The applicant receives an email that provides the client code, passcode and instructions for submitting the application.
3. The applicant completes online application using the instructions provided in the email and submits the application for supervisory review.
4. The supervisor receives an email which directs them to log in and review the application for completeness and accuracy. The supervisor either approves or rejects the application in CCMS.
5. The A/OPC receives an email once the supervisor has approved the application. The email directs the A/OPC to log in and review the application and either approve or reject the application in CCMS.
6. If approved, the application is submitted to Citi for processing. Cards are mailed out to applicants within 24 to 48 hours of the application's submission. Applicants will receive cards within seven to ten business days. If the A/OPC rejects the application, it is sent back to the applicant to resolve errors and then resubmit.

Applications submitted for individually billed accounts via the Online Application process are considered to have the electronic signature of the applicant. Therefore, the cardholder does not have to physically sign a paper application.

Initiating the Online Application

Key Concepts

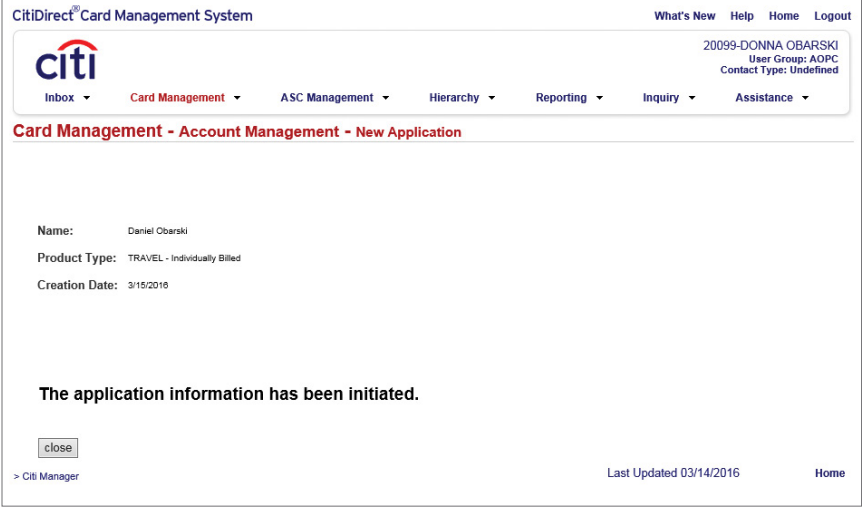
The A/OPC initiates the application process in CCMS:

1. The A/OPC navigates to the **New Application** screen in CCMS and completes the **demographics** and **controls** sections of the application.
2. After the A/OPC initiates the process, an email is sent to the applicant providing them with the client code, passcode and instructions for submitting the application.

Step-by-Step Instructions

Screen	Step/Action
	<ol style="list-style-type: none"> 1. From the CCMS Home screen, click the Card Management tab and select the Account Management and the New Application sub-tabs. <i>The New Application screen displays.</i>
<p>CCMS Home Screen – New Application</p>	

Screen	Step/Action
	<ol style="list-style-type: none"> 2. Type the required information in the demographics sections. Required fields are indicated by an asterisk (*). 3. To select the hierarchy to which the account will be assigned, from the controls section, click the assign button to the right of the Hierarchy field. When the Assign Hierarchy window displays, select the appropriate hierarchy from the drop-down list. Click the Next button to drill-down to the next level. When you are finished, click the assign button. Note: An account cannot be assigned to Hierarchy Level 1. 4. Select the appropriate Account Type radio button. Note: Selecting Standard will initiate a credit check. Selecting Restricted will bypass the credit check process.
<p>New Application Screen</p>	<ol style="list-style-type: none"> 5. If desired, complete the Active Start Date and Active End Date fields. 6. To have the card expedited to the cardholder, select the Expedited Card (2 to 3 day delivery) checkbox. When the card fee message displays, click the OK button. Note: The Expedite Card field displays once the hierarchy is selected. 7. When you are finished with the new application, click the Submit button. <i>The confirmation screen displays.</i>
	<p><i>The confirmation screen displays.</i></p>
<p>Assign Hierarchy Window</p>	

Screen	Step/Action
 <p>CitiDirect® Card Management System</p> <p>What's New Help Home Logout</p> <p>20099-DONNA OBARSKI User Group: AOPC Contact Type: Undefined</p> <p>Inbox Card Management ASC Management Hierarchy Reporting Inquiry Assistance</p> <p>Card Management - Account Management - New Application</p> <p>Name: Daniel Obarski Product Type: TRAVEL - Individually Billed Creation Date: 3/15/2016</p> <p>The application information has been initiated.</p> <p>close</p> <p>> Citi Manager Last Updated 03/14/2016 Home</p>	<p>8. From the confirmation screen, click the Close button.</p> <p><i>The applicant receives an email with the client code and passcode along with instructions for completing and submitting the application online.</i></p>

Application Initiation Confirmation Screen

Online Application Process for Applicants

Key Concepts

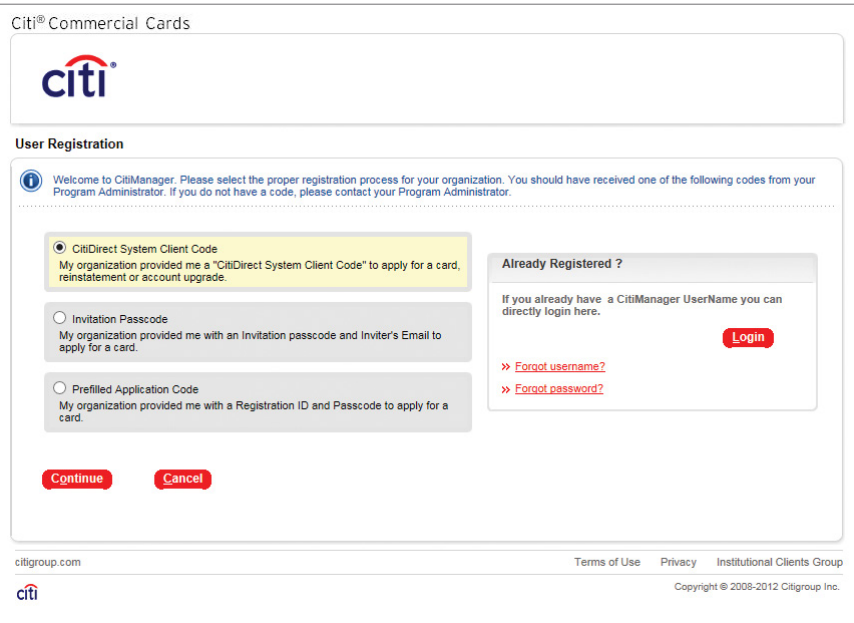
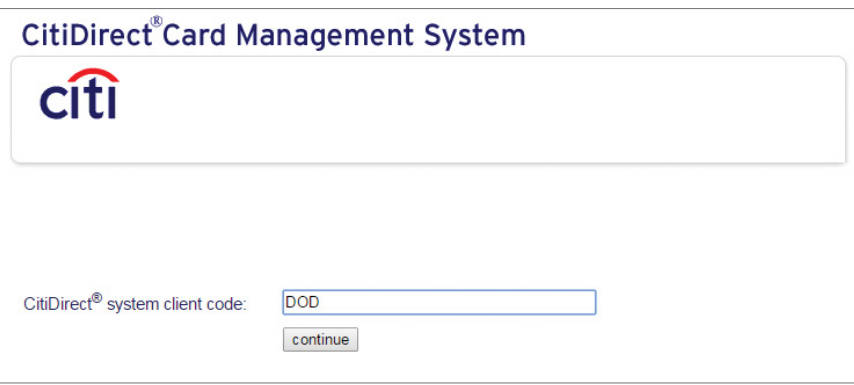
After the applicant receives the email notification:

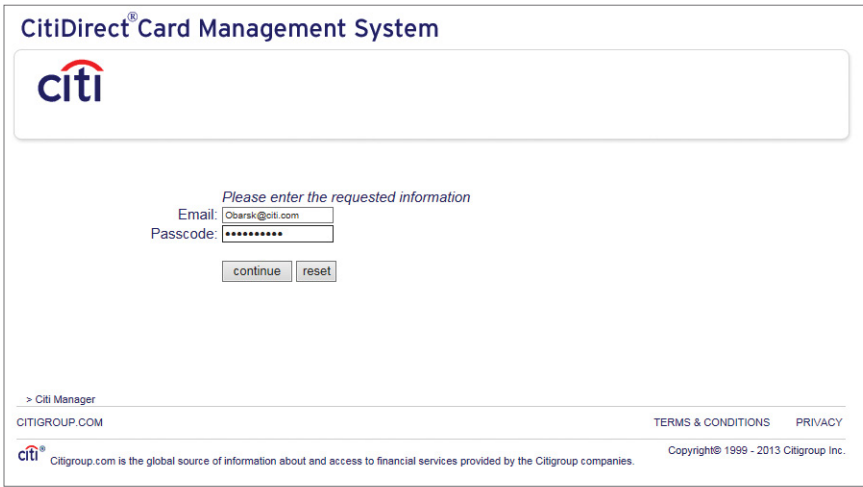
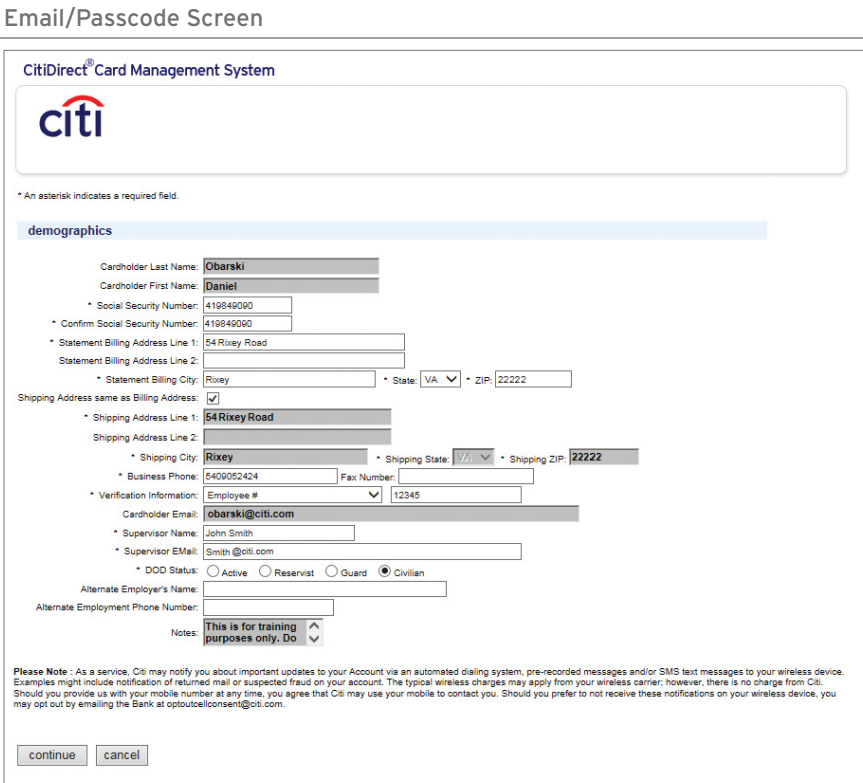
1. The applicant navigates to the **CitiManager Site Login** screen and clicks the **Apply for Card** link. Using the instructions provided in the email, the applicant will enter the client code, their email address and passcode.
2. The applicant completes the required fields in the application including the supervisor’s name and email address and submits the application for supervisory approval.


Applications submitted for individually billed accounts via the Online Application process are considered to have the electronic signature of the applicant. Therefore, the cardholder does not have to physically sign a paper application.

Step-by-Step Instructions

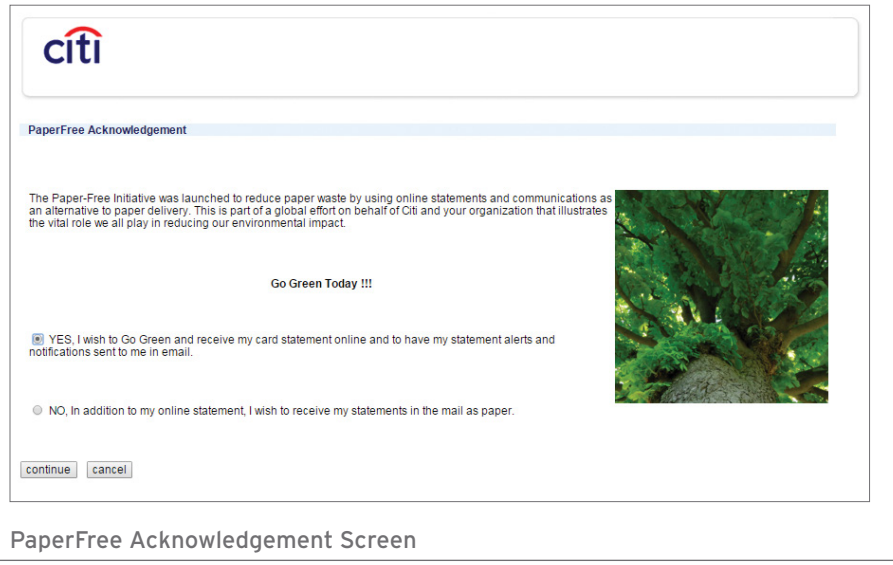
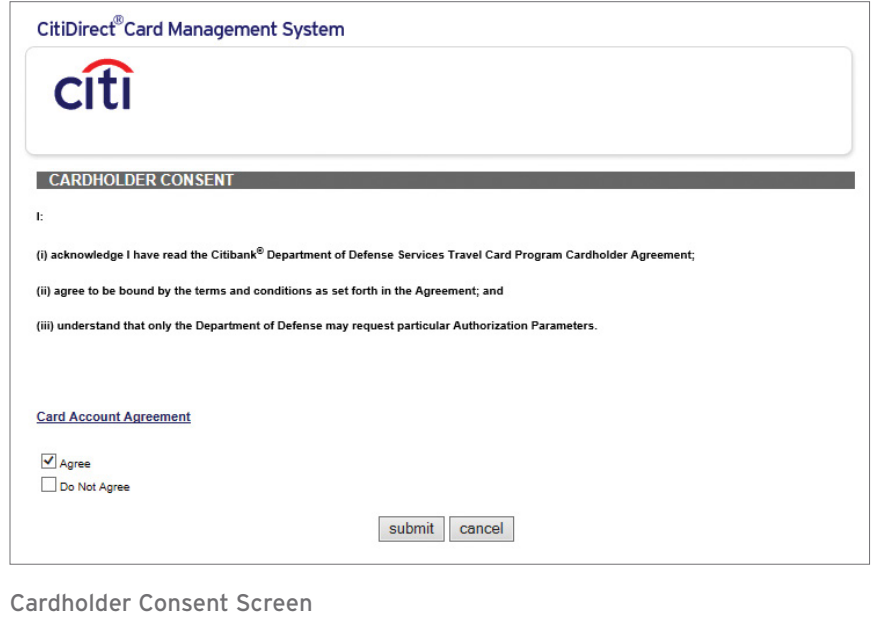
Screen	Step/Action
 <p>CitiManager Site Login Screen</p>	<ol style="list-style-type: none"> 1. Navigate to https://home.cards.citidirect.com. 2. From the CitiManager Site Login screen, click the Apply for Card link. <i>The User Registration screen displays.</i>



Screen	Step/Action
<p>Citi® Commercial Cards</p>  <p>User Registration Screen</p>	<ol style="list-style-type: none"> 3. Select the CitiDirect System Client Code radio button. 4. Click the Continue button. <i>The CitiDirect® system client code screen displays.</i>
 <p>CitiDirect® System Client Code Screen</p>	<ol style="list-style-type: none"> 5. In the CitiDirect® system client code field, type client code provided in the email. 6. Click the Continue button. <i>The Email/Passcode screen displays.</i>

Screen	Step/Action
 <p>The screenshot shows the 'CitiDirect Card Management System' logo at the top. Below it, a prompt says 'Please enter the requested information'. There are two input fields: 'Email:' with the value 'Obarsk@citi.com' and 'Passcode:' with a masked password of seven asterisks. Below the fields are 'continue' and 'reset' buttons. At the bottom, there are links for '> Citi Manager', 'CITIGROUP.COM', 'TERMS & CONDITIONS', and 'PRIVACY'. A footer note states: 'CitiGroup.com is the global source of information about and access to financial services provided by the Citigroup companies. Copyright© 1999 - 2013 Citigroup Inc.'</p>	<ol style="list-style-type: none"> 7. In the Email field, type your email address. 8. In the Passcode field, type the passcode provided in the email. 9. Click the Continue button. <p><i>The application – demographics screen displays.</i></p>
 <p>The screenshot shows the 'CitiDirect Card Management System' logo at the top. Below it, a note says '* An asterisk indicates a required field.' The 'demographics' section contains the following fields: Cardholder Last Name (Obarski), Cardholder First Name (Daniel), Social Security Number (419849090), Confirm Social Security Number (419849090), Statement Billing Address Line 1 (54 Rixey Road), Statement Billing Address Line 2 (Rixey), State (VA), ZIP (22222), Shipping Address same as Billing Address (checked), Shipping Address Line 1 (54 Rixey Road), Shipping Address Line 2 (Rixey), Shipping City (Rixey), Shipping State (VA), Shipping ZIP (22222), Business Phone (5409052424), Fax Number, Verification Information (Employee # 12345), Cardholder Email (obarski@citi.com), Supervisor Name (John Smith), Supervisor Email (Smith@citi.com), DOD Status (Active, Reservist, Guard, Civilian - Civilian is selected), Alternate Employer's Name, and Alternate Employment Phone Number. A 'Notes' dropdown menu is set to 'This is for training purposes only. Do'. At the bottom are 'continue' and 'cancel' buttons. A 'Please Note' section at the very bottom explains that Citi may notify via automated dialing, pre-recorded messages, or SMS text messages to a wireless device, and that typical wireless charges may apply.</p>	<ol style="list-style-type: none"> 10. Complete the required fields in the demographics section of the application. Required fields are indicated by an asterisk (*). <p>Note: Ensure the supervisor's email address is correct or they will not receive the application for approval.</p> <ol style="list-style-type: none"> 11. Click the Continue button. <p><i>The second part of the application form displays.</i></p>
<p>Application – Demographics Screen</p>	

Screen	Step/Action				
<div data-bbox="99 338 963 758"> <p>CitiDirect® Card Management System</p>  <p>Last Name: Obarski First Name: Daniel * ID Info: Social Security Number <input type="text" value="419909090"/> * (MM/DD/YYYY) Date of Birth: <input type="text" value="04/14/19#"/> Same as billing address: <input checked="" type="checkbox"/> * Residential Address Line1 (P.O. Box not permitted): <input type="text" value="54 Rixey Road"/> Residential Address Line2: <input type="text"/> * Residential City: <input type="text" value="Rixey"/> * State: <input type="text" value="VA"/> * ZIP: <input type="text" value="22222"/> * Residential Phone: <input type="text" value="5409052424"/></p> <p><small>Please Note : As a service, Citi may notify you about important updates to your Account via an automated dialing system, pre-recorded messages and/or SMS text messages to your wireless device. Examples might include notification of returned mail or suspected fraud on your account. The typical wireless charges may apply from your wireless carrier; however, there is no charge from Citi. Should you provide us with your mobile number at any time, you agree that Citi may use your mobile to contact you. Should you prefer to not receive these notifications on your wireless device, you may opt out by emailing the Bank at optout@consent@citi.com.</small></p> <p><input type="button" value="continue"/> <input type="button" value="cancel"/></p> </div>	<p>12. Complete the required fields in the second part of the application. Required fields are indicated by an asterisk (*).</p> <p>13. Click the Continue button.</p> <p><i>The Status Note screen displays.</i></p>				
<div data-bbox="99 821 963 1472"> <p>Status Note</p> <table border="1"> <tr> <td>NAME</td> <td>Daniel Obarski</td> </tr> <tr> <td>PRODUCT TYPE</td> <td>TRAVEL - Individually Billed</td> </tr> </table> <p>You may attach a note to this application by writing your comments below (255 Characters Max)</p> <p>Comments</p> <div data-bbox="185 1142 808 1314"> <input type="text"/> </div> <p><input type="button" value="submit"/> <input type="button" value="cancel"/></p> </div>	NAME	Daniel Obarski	PRODUCT TYPE	TRAVEL - Individually Billed	<p>14. If necessary, type a note in the Comments section and click the Submit button.</p> <p><i>The PaperFree Acknowledgement screen displays.</i></p>
NAME	Daniel Obarski				
PRODUCT TYPE	TRAVEL - Individually Billed				

Status Note Screen

Screen	Step/Action
 <p>The screenshot shows the 'PaperFree Acknowledgement' screen. At the top left is the Citi logo. Below it is a header 'PaperFree Acknowledgement'. The main text reads: 'The Paper-Free Initiative was launched to reduce paper waste by using online statements and communications as an alternative to paper delivery. This is part of a global effort on behalf of Citi and your organization that illustrates the vital role we all play in reducing our environmental impact.' To the right of this text is a photograph of a large, leafy tree. Below the text, it says 'Go Green Today !!!'. There are two radio button options: 'YES, I wish to Go Green and receive my card statement online and to have my statement alerts and notifications sent to me in email.' (which is selected) and 'NO, In addition to my online statement, I wish to receive my statements in the mail as paper.' At the bottom are 'continue' and 'cancel' buttons.</p>	<p>15. Select either the YES or NO radio button to indicate if you agree to go paper free or wish to receive a statement in the mail.</p> <p><i>If YES is selected, the email confirmation screen displays and you can enter the email address where you want the statement sent.</i></p> <p><i>If NO is selected, the Cardholder Consent screen displays.</i></p>
 <p>The screenshot shows the 'Cardholder Consent' screen. At the top left is the Citi logo. Below it is a header 'CitiDirect® Card Management System'. Underneath is a dark bar with the text 'CARDHOLDER CONSENT'. Below this, it says 'I:' followed by three numbered items: (i) acknowledge I have read the Citibank® Department of Defense Services Travel Card Program Cardholder Agreement; (ii) agree to be bound by the terms and conditions as set forth in the Agreement; and (iii) understand that only the Department of Defense may request particular Authorization Parameters. Below this is a link for 'Card Account Agreement'. At the bottom, there are two checkboxes: 'Agree' (which is checked) and 'Do Not Agree'. At the very bottom are 'submit' and 'cancel' buttons.</p>	<p>16. Select either the Agree or Do Not Agree checkbox to indicate if you agree to the Cardholder Consent.</p> <p>17. Click the Submit button.</p> <p><i>If Agree is selected, the Cardholder Credit Check screen displays. If not, the application process is terminated.</i></p> <p>Note: Selecting the Do Not Agree checkbox will stop the application process and the initiating A/OPC will be notified that the applicant did not agree to the terms and conditions.</p>

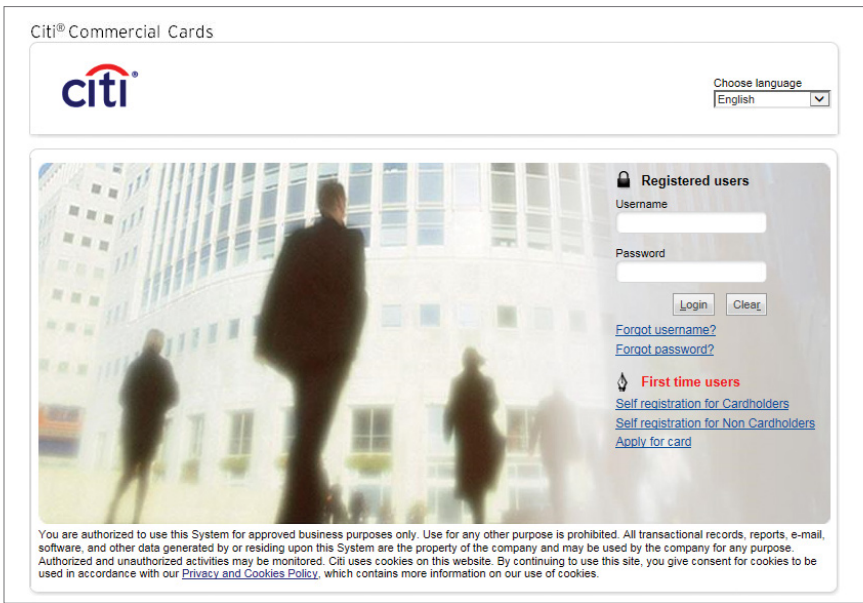
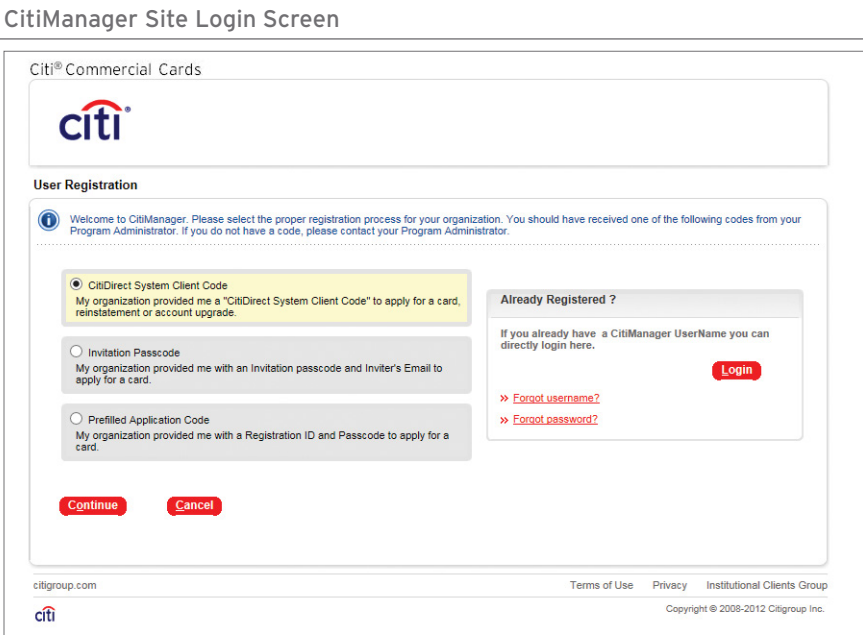
Screen	Step/Action
<p>CitiDirect® Card Management System</p>  <p>CARDHOLDER CREDIT CHECK</p> <p>This application is for a Department of Defense Travel Card Account, which may be standard or restricted, as described in the Cardholder Agreement. I expressly agree to accept whichever type of account is established. Pursuant to requirements of law, including the U.S.A. Patriot Act, the bank is required to request additional information to verify your identity.</p> <p><input checked="" type="checkbox"/> I, as the cardholder, AUTHORIZE the bank to obtain consumer reports on me</p> <p><input type="checkbox"/> I, as the cardholder, DO NOT AUTHORIZE the bank to obtain consumer reports on me</p> <p><input type="button" value="submit"/> <input type="button" value="cancel"/></p>	<p>18. Select either the Authorize or Do Not Authorize checkbox to indicate if you agree to the bank obtaining consumer reports (e.g. credit check).</p> <p>19. Click the Submit button.</p> <p><i>If Authorize is selected, the confirmation screen displays. If not, the application process is terminated.</i></p> <p>Note: Selecting the Do Not Authorize checkbox will stop the application process and the initiating A/OPC will be notified that the applicant did not agree to a credit check.</p>
<p>Cardholder Credit Check Consent Screen</p> <p>CitiDirect® Card Management System</p>  <p>Name: Daniel Obarski</p> <p>Product Type: TRAVEL - Individually Billed</p> <p>Creation Date: 3/16/2016</p> <p>The application information has been submitted.</p> <p><input type="button" value="close"/></p> <p>> Citi Manager</p>	<p>20. Click the Close button.</p> <p><i>The application is submitted to the Supervisor for review and they will receive an email notification that an application is awaiting approval.</i></p>
<p>Application Submission Confirmation Screen</p>	

Online Application Review Process for Supervisors

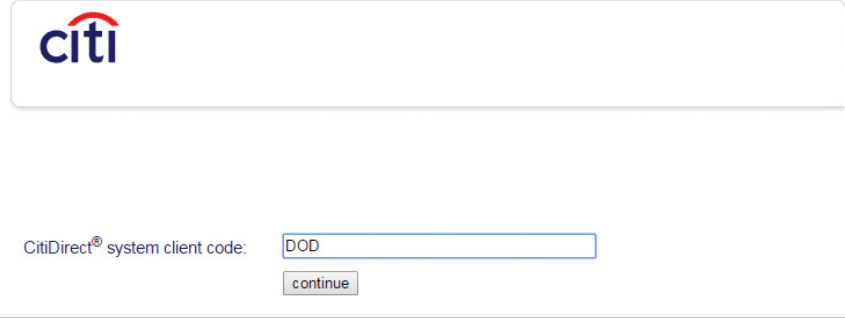

After the supervisor receives the email that an application has been submitted:

1. The supervisor navigates to the **CitiManager® Site Login** screen and clicks the **Apply for Card** link. Using the instructions provided in the email, the supervisor enters the client code, their email address and passcode. The supervisor reviews the application for accuracy and either approves or rejects the application.
2. The A/OPC receives an email once the supervisor has approved the application.

Step-by-Step Instructions

Screen	Step/Action
 <p>The screenshot shows the CitiManager Site Login screen. At the top left is the Citi logo and 'Citi® Commercial Cards'. On the right, there is a 'Choose language' dropdown menu set to 'English'. The main content area features a background image of people in a modern office building. Overlaid on this is a login form with fields for 'Username' and 'Password', and 'Login' and 'Clear' buttons. Below the form are links for 'Forgot username?', 'Forgot password?', and 'First time users'. Under 'First time users', there are links for 'Self registration for Cardholders', 'Self registration for Non Cardholders', and 'Apply for card'. At the bottom, there is a small disclaimer about system usage and cookies.</p>	<ol style="list-style-type: none"> 1. Navigate to www.citimanager.com/login. 2. From the CitiManager Site Login screen, click the Apply for Card link. <i>The User Registration screen displays.</i>
 <p>The screenshot shows the User Registration screen. At the top left is the Citi logo and 'Citi® Commercial Cards'. Below is the 'User Registration' section. A message states: 'Welcome to CitiManager. Please select the proper registration process for your organization. You should have received one of the following codes from your Program Administrator. If you do not have a code, please contact your Program Administrator.' There are three radio button options: 'CitiDirect System Client Code' (selected), 'Invitation Passcode', and 'Prefilled Application Code'. To the right is an 'Already Registered?' section with a 'Login' button and links for 'Forgot username?' and 'Forgot password?'. At the bottom are 'Continue' and 'Cancel' buttons. The footer includes 'citigroup.com', 'Terms of Use', 'Privacy', 'Institutional Clients Group', and 'Copyright © 2008-2012 Citigroup Inc.'</p>	<ol style="list-style-type: none"> 3. Select the CitiDirect System Client Code radio button. 4. Click the Continue button. <i>The CitiDirect® system client code screen displays.</i>

User Registration Screen

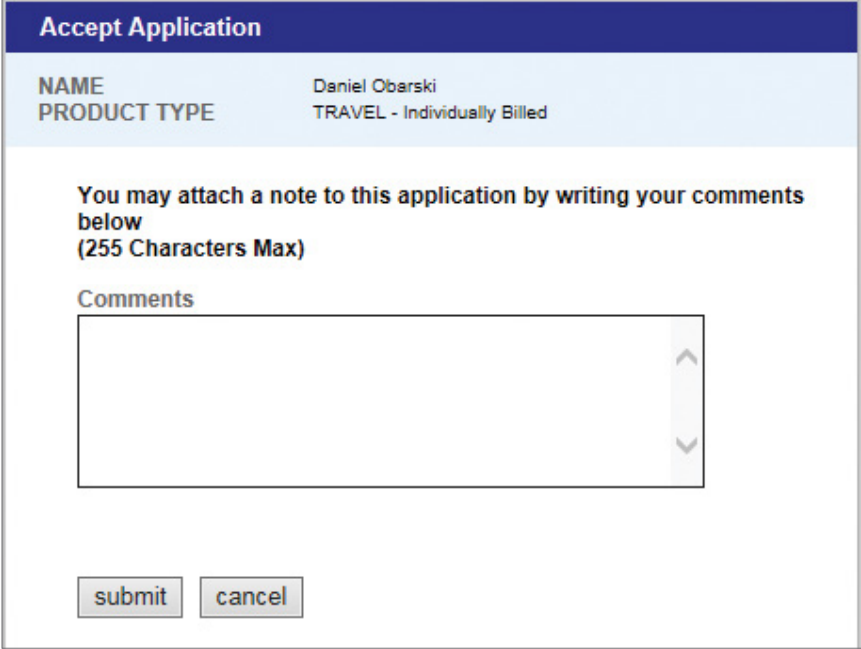
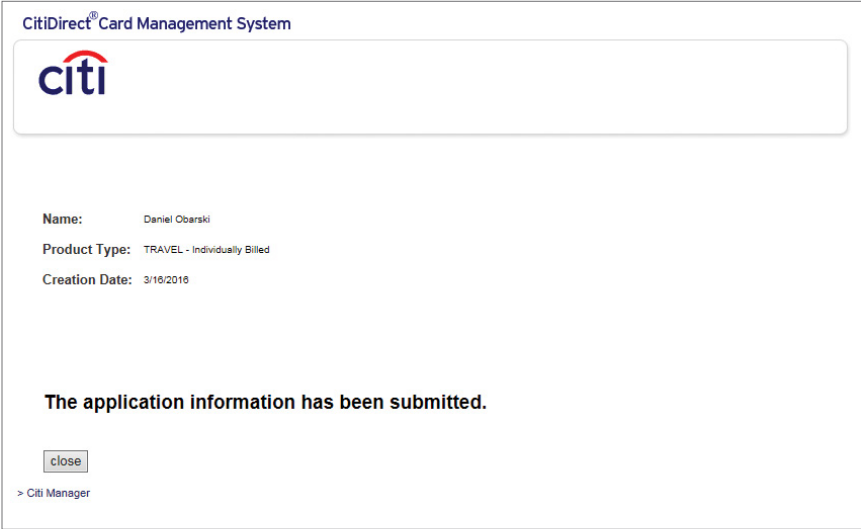
Screen	Step/Action
<p>CitiDirect® Card Management System</p>  <p>CitiDirect® system client code: <input type="text" value="DOD"/> <input type="button" value="continue"/></p> <p>CitiDirect® System Client Code Screen</p>	<ol style="list-style-type: none"> In the CitiDirect system client code field, type the client code provided in the email. Click the Continue button. <p><i>The Email/Passcode screen displays.</i></p>
<p>CitiDirect® Card Management System</p>  <p>Please enter the requested information</p> <p>Email: <input type="text" value="Cbarsk@citi.com"/></p> <p>Passcode: <input type="password" value="*****"/></p> <p><input type="button" value="continue"/> <input type="button" value="reset"/></p> <p>> Citi Manager</p> <p>CITIGROUP.COM TERMS & CONDITIONS PRIVACY</p> <p><small>citi® Citigroup.com is the global source of information about and access to financial services provided by the Citigroup companies. Copyright© 1999 - 2013 Citigroup Inc.</small></p> <p>Email/Passcode Input Screen</p>	<ol style="list-style-type: none"> In the Email field, type your email address. In the Passcode field, type the passcode provided in the email. Click the Continue button. <p><i>The application – demographics approval screen displays.</i></p>

Screen	Step/Action
<div style="border: 1px solid #ccc; padding: 10px;"> <p>CitiDirect® Card Management System</p> <p><small>*An asterisk indicates a required field.</small></p> <p>demographics</p> <p>Cardholder Last Name: Obarski</p> <p>Cardholder First Name: Daniel</p> <p>Statement Billing Address Line 1: 54 Rixey Road</p> <p>Statement Billing Address Line 2: _____</p> <p>Statement Billing City: Rixey State: VA ZIP: 22222</p> <p>Shipping Address: Same as Billing Address</p> <p>Business Phone: 5409051010 Fax Number: _____</p> <p>Paper Free Statements: Accepted detail</p> <p>Verification Information: Employee # 12345</p> <p>Cardholder Email: obarski@citi.com</p> <p>Supervisor Name: John Smith</p> <p>Supervisor EMail: Smith@citi.com</p> <p>Supervisor Phone: _____</p> <p>Supervisor Mailing Address: _____</p> <p>DDO Status: <input type="radio"/> Active <input type="radio"/> Reservist <input type="radio"/> Guard <input checked="" type="radio"/> Civilian</p> <p>Alternate Employer's Name: _____</p> <p>Alternate Employment Phone Number: _____</p> <p>Notes: <input type="text"/></p> <p><small>Please Note : As a service, Citi may notify you about important updates to your Account via an automated dialing system, pre-recorded messages and/or SMS text messages to your wireless device. Examples might include notification of returned mail or suspected fraud on your account. The typical wireless charges may apply from your wireless carrier; however, there is no charge from Citi. Should you provide us with your mobile number at any time, you agree that Citi may use your mobile to contact you. Should you prefer to not receive these notifications on your wireless device, you may opt out by emailing the Bank at optout@consent@citi.com.</small></p> <p>accept reject cancel</p> </div>	<p>10. Review the application for accuracy and completeness.</p> <p>11. Click either the Accept or Reject button to indicate if the application is approved or not.</p> <p><i>If the application is rejected, the Reject Application window displays.</i></p> <p><i>If the application is accepted, the Accept Application window displays.</i></p>

Application Approval – Demographics Screen

<div style="border: 1px solid #ccc; padding: 10px;"> <p style="background-color: #003366; color: white; padding: 5px;">Reject Application</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">NAME</td> <td>Daniel Obarski</td> </tr> <tr> <td>PRODUCT TYPE</td> <td>TRAVEL - Individually Billed</td> </tr> </table> <p>To reject this application, press the "reject" button. Please type a message of explanation to send to the applicant. You may also return to the application without rejecting it.</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 80px;"> <p>Please correct email address</p> </div> <p><input checked="" type="checkbox"/> Can Reapply [By not selecting this option, the application is denied and cannot be resubmitted. A new application will need to be completed.]</p> <p>reject return to application</p> </div>	NAME	Daniel Obarski	PRODUCT TYPE	TRAVEL - Individually Billed	<p>12. If the application is rejected, type the reason why the application is being rejected and click the Reject button.</p> <p><i>The application is returned to the applicant so it can be corrected and re-submitted.</i></p> <p>Note: Ensure the Can Reapply checkmark is selected in order to allow the applicant to resubmit the application after corrections are made.</p> <p>OR</p> <p>If the application is accepted, type a note in the Comments section if necessary and click the Submit button.</p> <p><i>The confirmation screen displays.</i></p>
NAME	Daniel Obarski				
PRODUCT TYPE	TRAVEL - Individually Billed				

Rejection Application Screen

Screen	Step/Action
 <p>Accept Application Screen</p>	
 <p>Application Submission Confirmation Screen</p>	<p>13. Click the Close button.</p> <p><i>The application is submitted to the A/OPC for review and they will receive an email notification that an application is awaiting approval.</i></p>

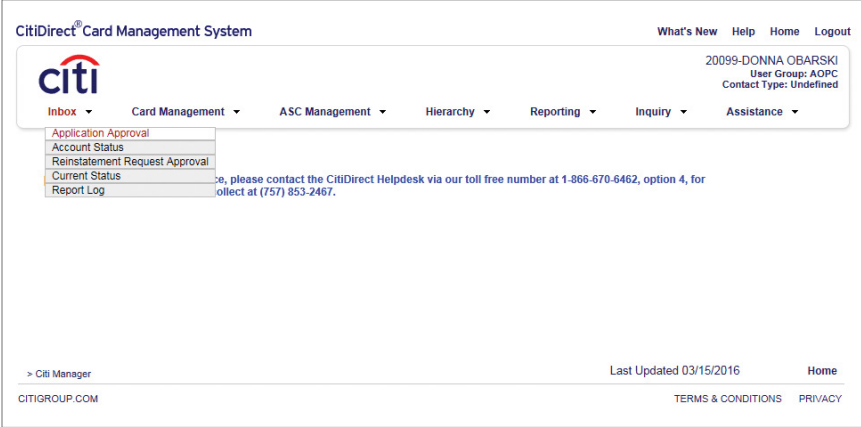
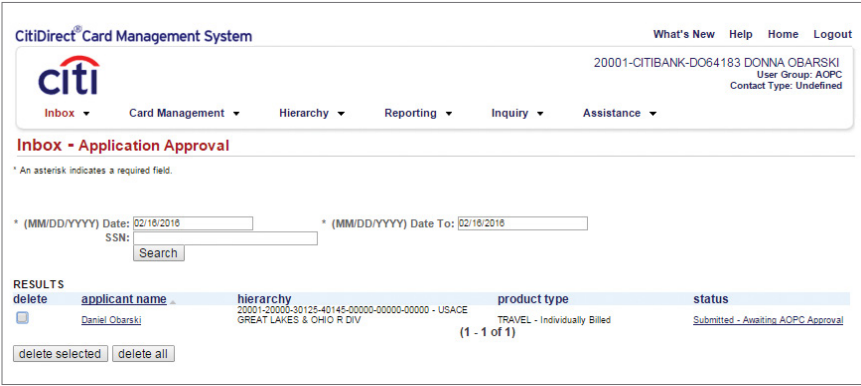
Online Application Review Process for A/OPCs


Key Concepts

Once the application is reviewed and approved by the supervisor it is submitted to the A/OPC for review:

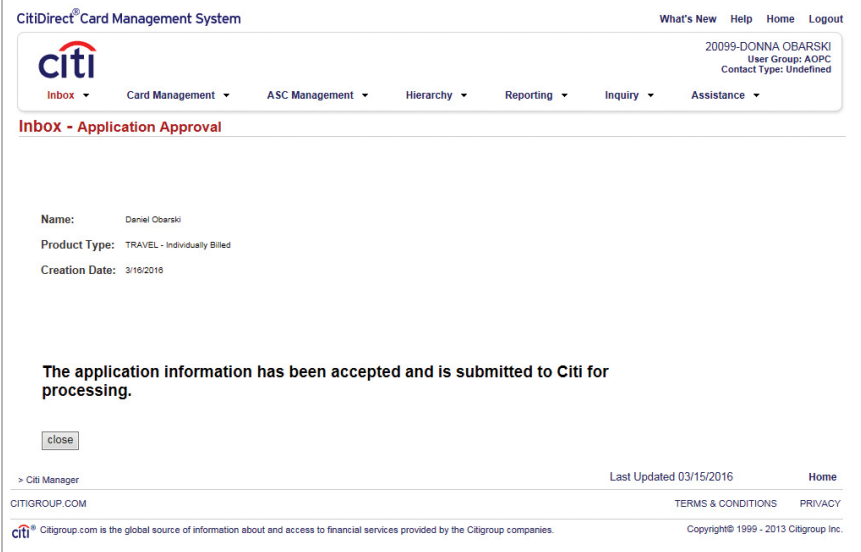
1. The A/OPC receives an email once the supervisor approves the application.
2. The A/OPC accesses the application to be reviewed in CCMS.
3. The A/OPC reviews the **demographics** and **controls** sections of the application.
4. The A/OPC either approves or rejects the application.
5. If approved, the application is submitted to Citi for processing. Cards are mailed out to applicants within 24 to 48 hours of the application's submission. Applicants will receive cards within 7 to 10 business days. If the A/OPC rejects the application, it is sent back to the applicant to resolve errors and resubmit.

Step-by-Step Instructions

Screen	Step/Action
 <p>The screenshot shows the CitiDirect Card Management System home screen. The user is logged in as 20099-DONNA OBARSKI. The 'Inbox' menu is expanded, showing 'Application Approval' as the selected option. Other options include Account Status, Reinstatement Request Approval, Current Status, and Report Log. The page footer includes 'Last Updated 03/15/2016' and 'Home' link.</p>	<ol style="list-style-type: none"> 1. From the CCMS Home screen, click the Inbox tab and select the Application Approval sub-tab. <i>The Application Approval – selection screen displays.</i>
 <p>The screenshot shows the 'Inbox - Application Approval' selection screen. It includes search filters for Date (02/18/2016) and SSN. A table of results is displayed with columns: delete, applicant name, hierarchy, product type, and status. One application is listed for Daniel Obarski with status 'Submitted - Awaiting AOPC Approval'. Buttons for 'delete selected' and 'delete all' are at the bottom.</p>	<ol style="list-style-type: none"> 2. From the applicant name column, click the applicant name link for the application to be reviewed. <i>The Application Approval screen displays.</i>

Screen	Step/Action
<p>CitiDirect® Card Management System</p>  <p>* An asterisk indicates a required field.</p> <p>demographics</p> <p>Cardholder Last Name: <input type="text" value="Obarski"/></p> <p>Cardholder First Name: <input type="text" value="Daniel"/></p> <p>Statement Billing Address Line 1: <input type="text" value="54 Rixey Road"/></p> <p>Statement Billing Address Line 2: <input type="text"/></p> <p>Statement Billing City: <input type="text" value="Rixey"/> State: <input type="text" value="VA"/> ZIP: <input type="text" value="22222"/></p> <p>Shipping Address: <input type="text" value="Same as Billing Address"/></p> <p>Business Phone: <input type="text" value="5409051010"/> Fax Number: <input type="text"/></p> <p>Paper Free Statements: <input type="text" value="Accepted"/> <input type="button" value="detail"/></p> <p>Verification Information: <input type="text" value="Employee #"/> <input type="text" value="12345"/></p> <p>Cardholder Email: <input type="text" value="obarski@citi.com"/></p> <p>Supervisor Name: <input type="text" value="John Smith"/></p> <p>Supervisor Email: <input type="text" value="Smith@citi.com"/></p> <p>Supervisor Phone: <input type="text"/></p> <p>Supervisor Mailing Address: <input type="text"/></p> <p>DOB Status: <input type="radio"/> Active <input type="radio"/> Reservist <input type="radio"/> Guard <input checked="" type="radio"/> Civilian</p> <p>Alternate Employer's Name: <input type="text"/></p> <p>Alternate Employment Phone Number: <input type="text"/></p> <p>Notes: <input type="text"/></p> <p><small>Please Note : As a service, Citi may notify you about important updates to your Account via an automated dialing system, pre-recorded messages and/or SMS text messages to your wireless device. Examples might include notification of returned mail or suspected fraud on your account. The typical wireless charges may apply from your wireless carrier; however, there is no charge from Citi. Should you provide us with your mobile number at any time, you agree that Citi may use your mobile to contact you. Should you prefer to not receive these notifications on your wireless device, you may opt out by emailing the Bank at optout@consent@citi.com.</small></p> <p><input type="button" value="accept"/> <input type="button" value="reject"/> <input type="button" value="cancel"/></p>	<p>3. Review the demographics section of the application for accuracy and completeness.</p> <p>4. Scroll down to the controls section of the application.</p> <p><i>The controls section of the application displays.</i></p>
<p>Application Approval – Demographics Screen</p>	
<p>controls</p> <p>Hierarchy: <input type="text" value="2099-01299-01399-00000-00000-00000-00000 - COMP A L3 IBT"/> <input type="button" value="assign"/></p> <p>Product Type: <input type="text" value="TRAVEL - Individually Billed"/></p> <p>Billing Account: <input type="text" value="01299"/></p> <p>Account Type: <input checked="" type="radio"/> Standard <input type="radio"/> Restricted</p> <p>(MM/DD/YYYY) Active Start Date: <input type="text"/></p> <p>(MM/DD/YYYY) Active End Date: <input type="text"/></p> <p>Expedite Card (2 to 3 day delivery): <input type="checkbox"/></p> <p>Credit Worthiness: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Notes: <input type="text"/></p> <p><small>Please Note : As a service, Citi may notify you about important updates to your Account via an automated dialing system, pre-recorded messages and/or SMS text messages to your wireless device. Examples might include notification of returned mail or suspected fraud on your account. The typical wireless charges may apply from your wireless carrier; however, there is no charge from Citi. Should you provide us with your mobile number at any time, you agree that Citi may use your mobile to contact you. Should you prefer to not receive these notifications on your wireless device, you may opt out by emailing the Bank at optout@consent@citi.com.</small></p> <p><input type="button" value="accept"/> <input type="button" value="reject"/> <input type="button" value="cancel"/></p> <p>> Citi Manager Last Updated 03/15/2016 Home</p> <p>CITIGROUP.COM TERMS & CONDITIONS PRIVACY</p> <p><small>Citi® Citigroup.com is the global source of information about and access to financial services provided by the Citigroup companies. Copyright© 1999 - 2013 Citigroup Inc.</small></p>	<p>5. Review the Controls section of the application for accuracy and completeness.</p> <p>6. Click either the Accept or Reject button to indicate if the application is approved or not.</p> <p><i>If the application is rejected, the Reject Application window displays.</i></p> <p><i>If the application is accepted, the Accept Application window displays.</i></p>
<p>Application Approval – Controls Screen</p>	

Screen	Step/Action				
<div data-bbox="110 344 959 987"> <h3 style="background-color: #003366; color: white; padding: 2px;">Reject Application</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">NAME</td> <td>Daniel Obarski</td> </tr> <tr> <td>PRODUCT TYPE</td> <td>TRAVEL - Individually Billed</td> </tr> </table> <p>To reject this application, press the "reject" button. Please type a message of explanation to send to the applicant. You may also return to the application without rejecting it.</p> <div style="border: 1px solid black; padding: 5px; min-height: 60px;"> Please correct email address </div> <p><input checked="" type="checkbox"/> Can Reapply [By not selecting this option, the application is denied and cannot be resubmitted. A new application will need to be completed.]</p> <p style="text-align: center;"> <input type="button" value="reject"/> <input type="button" value="return to application"/> </p> </div>	NAME	Daniel Obarski	PRODUCT TYPE	TRAVEL - Individually Billed	<p>7. If the application is rejected, type the reason why the application is being rejected and click the Reject button.</p> <p><i>The application is returned to the applicant so it can be corrected and re-submitted.</i></p> <p>Note: Ensure the Can Reapply checkmark is selected in order to allow the applicant to resubmit the application after corrections are made.</p> <p>OR</p> <p>If the application is accepted, type a note in the Comments section if necessary and click the Submit button.</p> <p><i>The confirmation screen displays.</i></p>
NAME	Daniel Obarski				
PRODUCT TYPE	TRAVEL - Individually Billed				
<p>Application Rejection Screen</p>					
<div data-bbox="110 1094 959 1726"> <h3 style="background-color: #003366; color: white; padding: 2px;">Accept Application</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">NAME</td> <td>Daniel Obarski</td> </tr> <tr> <td>PRODUCT TYPE</td> <td>TRAVEL - Individually Billed</td> </tr> </table> <p>You may attach a note to this application by writing your comments below (255 Characters Max)</p> <p>Comments</p> <div style="border: 1px solid black; padding: 5px; min-height: 60px;"> [Empty text area for comments] </div> <p style="text-align: center;"> <input type="button" value="submit"/> <input type="button" value="cancel"/> </p> </div>	NAME	Daniel Obarski	PRODUCT TYPE	TRAVEL - Individually Billed	
NAME	Daniel Obarski				
PRODUCT TYPE	TRAVEL - Individually Billed				
<p>Accept Application Screen</p>					

Screen	Step/Action
 <p>The screenshot shows the CitiDirect Card Management System interface. At the top, it says "CitiDirect Card Management System" with navigation links for "What's New", "Help", "Home", and "Logout". The user information is "20099-DONNA OBARSKI", "User Group: AOPC", and "Contact Type: Undefined". A navigation menu includes "Inbox", "Card Management", "ASC Management", "Hierarchy", "Reporting", "Inquiry", and "Assistance". The main heading is "Inbox - Application Approval". The application details are: Name: Daniel ObarSKI, Product Type: TRAVEL - Individually Billed, and Creation Date: 3/16/2016. A confirmation message states: "The application information has been accepted and is submitted to Citi for processing." Below this is a "close" button. The footer includes "Citi Manager", "Last Updated 03/15/2016", "Home", "CITIGROUP.COM", "TERMS & CONDITIONS", "PRIVACY", and a copyright notice for 1999-2013 Citigroup Inc.</p>	<p>8. Click the Close button.</p> <p><i>The application is submitted to Citi for processing.</i></p>

Application Submission to Citi Confirmation Screen

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