

Apply for Card

Existing Users

CLEAR

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

New Users

[Self Registration For Cardholders](#)

[Self Registration For Non Cardholders](#)

[Apply For Card](#)

[Need Assistance?](#)



LOGIN / User Registration

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.

- CitiDirect System Client Code
My organization provided me a "CitiDirect System Client Code" to apply for a card, reinstatement or account upgrade.
- Invitation Passcode
My organization provided me with an Invitation passcode and Inviter's Email to apply for a card.
- Prefilled Application Code
My organization provided me with a Registration ID and Passcode to apply for a card.

CONTINUE CANCEL



CitiManager

[LOGIN](#) /

User Registration - Invitation Passcode/Inviter's Email

- 1. Passcode Verification**
- 2. Sign-on Details
- 3. Country and Language
- 4. Card Application Details

i You will be prompted in the next four steps to register for the CitiManager website and complete the card application.
Step 1 of 4: - Please enter the Invitation Passcode and Inviter's Email Address provided by your organization. Please contact your card program administrator if you do not have these details.

* INVITATION PASSCODE

* INVITER'S EMAIL ADDRESS

CONTINUE

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[LOGIN](#) /

User Registration - Invitation Passcode/Inviter's Email

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* INVITATION PASSCODE

* INVITER'S EMAIL ADDRESS

1st alternate is: scarlett.a.standfordbrewer.civ@mail.mil
2nd alternate is jacqueline.y.harbin.civ@mail.mil

CONTINUE

[BACK](#) [CANCEL](#) [CLEAR](#)



i Step 2 of 4: - Please complete the information below to create your CitiManager User Profile. It is important you remember these details as your username and password will be used for future CitiManager log-in and your verification question will be used by the Helpdesk for authentication in case you forget these details.

SIGN-ON DETAILS

* USERNAME

Username is mandatory.

* PASSWORD

Password is case sensitive and:

- Should have 6 to 18 characters
- At least one letter is required
- Must contain at least a number
- User name and password cannot be same

* CONFIRM PASSWORD

* HELPDESK VERIFICATION QUESTION

Helpdesk verification question is mandatory.

* HELPDESK VERIFICATION ANSWER

* CONFIRM HELPDESK VERIFICATION ANSWER

PERSONAL INFORMATION

* FIRST NAME

All fields with (*), Unit or Organization and Personal information data must be entered.

i Step 2 of 4: - Please complete the information below to create your CitiManager User Profile. It is important you remember these details as your username and password will be used for future CitiManager log-in and your verification question will be used by the Helpdesk for authentication in case you forget these details.

SIGN-ON DETAILS

* USERNAME
testjp0320#\$

* PASSWORD
●●●●●●●●

* CONFIRM PASSWORD
●●●●●●●●

* HELPDESK VERIFICATION QUESTION
MMN - Mother's Maiden Name

* HELPDESK VERIFICATION ANSWER
●●●●●

* CONFIRM HELPDESK VERIFICATION ANSWER
●●●●●

PERSONAL INFORMATION

* FIRST NAME

CitiManager citi

PERSONAL INFORMATION -

* FIRST NAME

julestest

* LAST NAME

parsonstest

* COUNTRY

UNITED STATES OF AMERICA

* CONTACT NUMBER

1 - 2707983214

ZIP/POSTAL CODE [XXXXX-XXXX]

42223 -

* EMAIL ADDRESS

julie.s.parsons.civ@mail.mil

* CONFIRM EMAIL ADDRESS

julie.s.parsons.civ@mail.mil

CONTINUE

BACK CLEAR CANCEL



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CITI COMMERCIAL CARDS

CitiManager

PERSONAL INFORMATION

* FIRST NAME
julestest

* LAST NAME
parsonstest

* COUNTRY
UNITED STATES OF AMERICA

* CONTACT NUMBER
1 - 2707983214

ZIP/POSTAL CODE [XXXXX-XXXX]
42223 -

* EMAIL ADDRESS
julie.s.parsons.civ@mail.mil

* CONFIRM EMAIL ADDRESS
julie.s.parsons.civ@mail.mil

CONTINUE | BACK | CLEAR | CANCEL

Your user ID has been created successfully. Please proceed further to apply for a card.

OK

It will skip #3 Country and Language – already been set to USA-English

i Step 4 of 4: - Please complete the form below and submit.

FORM DETAILS

* APPROVER1 EMAIL ADDRESS

Supervisor that signed your statement of understanding.

DOD IOLA Final

INDIVIDUAL ONLINE APPLICATION

DEMOGRAPHICS

* FIRST NAME

julestest

MIDDLE INITIAL

* LAST NAME

parsonstest

* SOCIAL SECURITY NUMBER

Fill out all personal information – it is very help if you use middle initial in identifying and verification purposes.

* MAILING CITY

* MAILING COUNTRY

UNITED STATES OF AMERICA

* MAILING STATE

--Select--

* MAILING POSTAL CODE

Copy mailing address to residential address

Check this box to auto populate mailing address same as residential.
Shipping address can be entered differently.
Avoid using Organizations address, not all organizations has a regular mail man/women to deliver to office.
Last knowledge civilians were not authorized to receive mail at organizations

* RESIDENTIAL ADDRESS

RESIDENTIAL ADDRESS

RESIDENTIAL ADDRESS

* RESIDENTIAL CITY

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CITI COMMERCIAL CARDS

CitiManager

* DOD ID NUMBER (EDIPI)

DOD STATUS

ALTERNATIVE EMPLOYER NAME

SUPERVISOR EMAIL ADDRESS

SUPERVISOR PHONE NUMBER

ADDITIONAL ⊖

DISCRETIONARY CODE

DISCRETIONARY CODE 1

* NAME TO APPEAR ON CARD

Please enter your current DoD Status. Valid Values follow: Active; Reservist; Guard; Civilian

Figure 1**Alternative Employer name can be your "organization 's name" , supervisor email and phone number must be included.**

* NAME TO APPEAR ON CARD

PLASTIC DELIVERY

--Select--
X
N

OPTIONAL: Enter 'X' for Expedited Card. Note: Evenings, Weekend and Holiday requests may not be processed until the next business day and cardholder charges may apply. Carrier Note - a signature is required when the card is delivered to the applicant via expedited carrier.

Keep in mind if the individual request expedited travel card, there are fees charged. Individual is responsible.

your wireless device. Examples might include notification of returned mail or suspected fraud on wireless carrier; however, there is no charge from Citi. Should you provide us with your mobile number to contact you. Should you prefer to not receive these notifications on your wireless device optoutcellconsent@citi.com.

Mark this box or application will not process, read below

By checking the box, I: (i) acknowledge I have read the Citi® Department of Defense Services Travel Cardholder Agreement and 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 (Section III). 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.

IMPORTANT INFORMATION about opening a new Citibank® Corporate Travel Card account: To help the United States Government fight terrorism and money laundering, Federal law requires us or your employer to obtain, verify, and record information that identifies each person that opens an account. What this means for you: when you open an account, we or your employer will ask for your name, a street address, date of birth, and an identification number, such as a Social Security number that Federal law requires us or your employer to obtain. We or your employer may also ask to see your driver's

CITI COMMERCIAL CARDS

CitiManager



IMPORTANT INFORMATION about opening a new Citibank® Corporate Travel Card account: To help the United States Government fight terrorism and money laundering, Federal law requires us or your employer to obtain, verify, and record information that identifies each person that opens an account. What this means for you: when you open an account, we or your employer will ask for your name, a street address, date of birth, and an identification number, such as a Social Security number, that Federal law requires us or your employer to obtain. We or your employer may also ask to see your driver's license or other identifying documents that will allow us or your employer identifies you. We appreciate your cooperation.

Declaration

Credit Worthiness declaration

Declaration - Please read the declaration below:

- , as the cardholder, authorize the bank to obtain credit score on me as described in the agreement.
- , as the cardholder, DO NOT authorize the bank to obtain credit score on me. Therefore, I have completed and submitted an alternate credit worthiness assessment (DD Form 2883), and I will not be eligible for a standard card.

Choose one block. If you choose this block your travel card amount will be \$4000.00 restricted account. And you will have to fill out form DD2883 and upload to this application

INDIVIDUAL ONLINE APPLICATION

SUBMIT

[VIEW ACCOUNT DOCUMENTS](#) [SAVE AS DRAFT](#) [CANCEL](#)



Once supervisor approves, then it will automatically route back to the APC for review and submission to Citi Bank for processing.

Travel Card will arrive in a plain white envelope with ONLY a return address of Sioux Falls, there will NOT be a business logo.

Monitor your mail closely advise other family members not to through this away as junk mail!

Employee's responsibilities are but not limited to:

- Keep mailing address up to date
- Submit Travel Voucher for reimbursement within 5 working days of return.
- Upon receipt of your travel card statement if it is not paid in full by split disbursement from voucher, residual amount is due and must be paid.

Recommend you review your voucher and your charges on Citi Bank statement.

Most times it is due to meals being charged or TMC Fees which do not automatically pay to your travel card statement.

You must add additional funds in financial summary to equal the amount due on your statement!

- Activate travel card and set pin upon receipt of travel card
- Notify Citi Bank if card is lost or stolen
- Renewal card is sent automatically at the beginning of the month in which they expire, if you do not receive your renewed travel card contact Citi Bank.

This will close the account and a new account will be reissued. This helps prevent fraud or misuse of a card issued in your name!

- Employees can monitor and manage account online or by mobile app.
- Contact GRMO APC if you are attending 3 week courses so card can be put in MC (mission critical) status
- Contact GRMO APC if you are PCSing, so travel card can be put in MC status, and if necessary temporary increase, with not to exceed 45 days. Upon receipt of your travel card statement