



Add a Payment Account

Citi Manager allows you to make a payment to your card account from checking and savings accounts. You will need your bank routing number, checking account number and/or saving account number to set up payment accounts in Citi Manager.

Step	Action	Result
1.	From the CitiManager Home Screen , click the payment tab .	The Make Payments screen displays.
	Note: Before you can make a payment online, you must add your Banking Information to the Add a new pay from account fields on the right.	
2.	From the Add a new pay from account section, click the Account Type dropdown list. Select your desired account type .	The following options display: <ul style="list-style-type: none"> • Checking Account • Savings Account
3.	Enter the bank routing code and account number in the Bank routing code and Pay from account fields.	The routing number and account number display in the appropriate fields.
4.	Click the Add link.	The account is added as a Pay From account.

Make Payment

Step	Action	Result
1.	From the Make Payment screen, click the radio button next to your desired Pay From account.	The desired Pay From account is selected.
2.	Select or enter the amount to pay in the Please select a payment account selection.	The desired amount to pay is selected or entered in the Please select a payment account selection.
3.	Click the Pay link.	The Payment Confirmation screen displays.

If you have additional questions or need more information, please contact the Travel Office at travel@ttuhsc.edu or go to [TTUHSC Travel Home](#).