



# TTUHSC PURCHASING CARD UPDATE

July 11, 2011

## Important User ID Access for Cardholders

You should have received your new Citi Purchasing Card recently in the mail. If you have not, please let me know immediately via email to [lindsey.myers@ttuhsc.edu](mailto:lindsey.myers@ttuhsc.edu).

When you are ready to log in to the new Citi Purchasing Card System please email [lindsey.myers@ttuhsc.edu](mailto:lindsey.myers@ttuhsc.edu) and we will activate your ID in the system. After we activate your ID, you will need to login the same day to setup your profile.