



What You Need to Know

It is recommended that cardholders wait for their first statement before registering their account in CitiManager. The cardholder must enter the account billing address exactly as it appears on their statement as part of the registration criteria.

Step	Action	Result
1.	Type the following address in your web browser address bar: www.citimanager.com/login	The CitiManager Login screen displays.
2.	Click the Register as a cardholder link.	The Self-registration for Cardholders screen displays.
3.	Select Fill the Card’s Detail option and continue.	Card Details screen displays.
4.	Enter the required information exactly as it appears on your statement.	All of the required fields are populated.
5.	Click the Continue link.	The Verify Identity screen displays.
	Note: A username password guide will appear with a red “X” next to each criterion. As you type your new username or password, a green checkmark will display next to each criterion as it is met. The cardholder will need to type an Employee ID in the field.	
6.	Click the Continue button.	The Verification Method screen displays.
7.	Select the radio button for the phone number where you want to receive the one-time password.	Note: If you are unable to receive a one-time passcode, click the Register using temporary credentials , an email will be sent to the one on file.
8.	Click the Continue button.	The One-Time Code Field screen displays.
9.	In the one-time identification code field, type in the one-time passcode sent.	Note: The one-time passcode expires after 3 minutes. If time expires, click the try again button and click resend code .
10.	Click the Continue button.	The Sign On Details screen displays.
11.	Type in your desired username in the Username field.	The username displays in the Username field.
12.	Type your desired password in the Password field.	Your password displays as dots in the Password field.
13.	Confirm your new password by retyping your new password in the Confirm password field.	Your password displays as dots in the Confirm Password field.
14.	Verify the Primary Email Address, the email address is prepopulated based on the email entered on the application.	Note: This email address will be used as your primary email in CitiManager. An alternate email address is optional and the email can be used for alerts.

Citibank Travel Card – Cardholder Logon Procedures

15.	Click the Continue button.	The Client Services Verification screen displays.
16.	From the Client Services Question, select the question that will be used to verify your identity for Customer Service.	Note: Type the answer to the question you selected. In the confirm client service answer, re-type your answer to the question.
17.	Click the Continue button.	The Review and Register screen displays.
18.	Review the information displayed, click the Register Account button.	The Confirmation Screen displays that you have successfully registered your account.

Please call 1-800-248-4553 option 1, if you need assistance with the website.