

PROGRAM ADMINISTRATOR SET-UP PROCESS

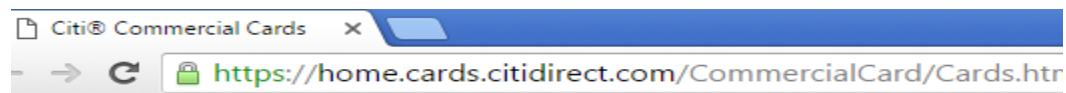
Step 1: Using the link received from citicommercialcards.admin@citi.com, log on to complete the online registration process for access to CitiManager.

Step 2: Click on the “Self-registration for Non Cardholders” prompt on the bottom right of the screen.



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Step 3: Using the information received in separate emails from citicommercialcards.admin@citi.com enter your Registration ID and Registration Passcode, and click on continue.



Citi® Commercial Cards



Self registration for Non Cardholders

 Enter details for self registration. The fields marked with asterisk (*) are mandatory to proceed.

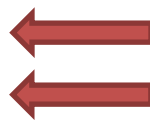
* Registration ID

* Registration passcode

Continue

Cancel

Clear



Step 4: Create a User name and a Password. The Username and Password guideline box will appear on the right.

- User Name Guidelines: Unique, 7–16 characters, No special characters, Not case sensitive
- Password Guidelines: 6 – 20 characters, Case Sensitive, Must include 1 Upper and 1 Lower case alpha and at least 1 number, and Special characters and spaces are acceptable, No more than 1 consecutive identical character

NOTE: User Name is locked after 90 days of inactivity and New Password cannot be the same as the last 3 passwords created.

Step 5: Select your verification question from the drop down menu

Step 6: Confirm details entered including your User Name. Click Cancel to return to previous screen to change details.

Step 7: You have completed the registration process. Click OK in order to log in and set up your challenge questions as part of Citi's dual authentication security procedures.

The screenshot shows the 'Set challenge questions' page for Citibank Commercial Cards. At the top left is the Citi logo and 'Citibank® Commercial Cards'. At the top right are links for 'Citigroup.com', 'Privacy', and 'Global Transaction Services'. Below the header is a section titled 'Set challenge questions' with a sub-header 'Select challenge questions and set answers.' The main content area contains three challenge questions, each with a dropdown menu for the question and a text input field for the answer. The first question is 'What is your mother's middle name?' with the answer 'Smith'. The second question is 'In which city were you born?' with the answer 'Smithville'. The third question is 'What is your nickname?' with the answer 'Smitty'. At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Clear'. At the bottom left of the page is the URL 'Citimanager.com' and at the bottom right is the text 'Terms and Conditions' and 'Copyright © 2008-2009 Citigroup'.