Procurement, Travel, and NETCard Citibank

Merging usernames under single log-in

Presented by:
Department of Finance
Merging Cards, such as PCard and TCard, under a single username sign-on

- Register cards individually with separate usernames – for details of registering cards see slides 5 through 8.
- Log in with the username you want to keep.
- Click on “My Profile” in the upper right hand corner:
Click on “Merge Usernames”:

Then click the Continue button:
Enter the credential for the second account and click Continue:

Answer the Challenge Question that was set up for the second account, and click Continue to finalize.

Note: once the merge is completed, the second sent of log-in credentials can no longer be used.
Set up CitiManager online access

https://home.cards.citidirect.com
Cardholders select the first link on the right hand side: “Self Registration For Cardholders”
Self registration

Select “Fill the Card’s Data”, then click Continue.
Self registration, card number

Enter Card Number and Name as they appear on the card, then click Continue.
Self registration, contact information
Make sure to use: 450 Clarkson Avenue, MSC 54
Contact Information

DIANE DESOUZA
PROCUREMENT CARD / TRAVEL CARD ADMINISTRATOR
EXT. 2799

____________________________________

OMOLARA JONES
PROCUREMENT CARD / TRAVEL CARD COORDINATOR
EXT. 3056

____________________________________

Citibank Help Desk: 800-248-4553, option 1
or email: CCJAXL1HelpDesk@citi.com
IT/Hardware Issues: Downstate Help Desk, ext. 4357