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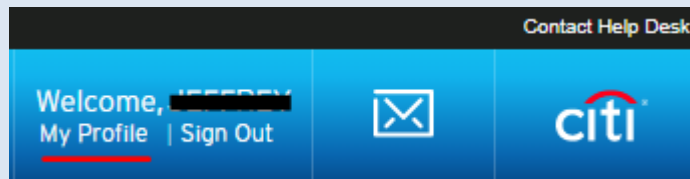
Procurement, Travel, and NETCard Citibank

Merging usernames under single log-in

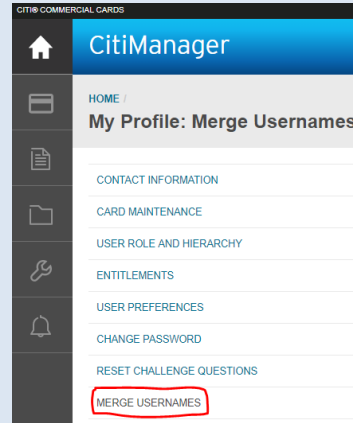
Presented by:
Department of Finance

Merging Cards, such as PCard and TCard, under a single username sign-on

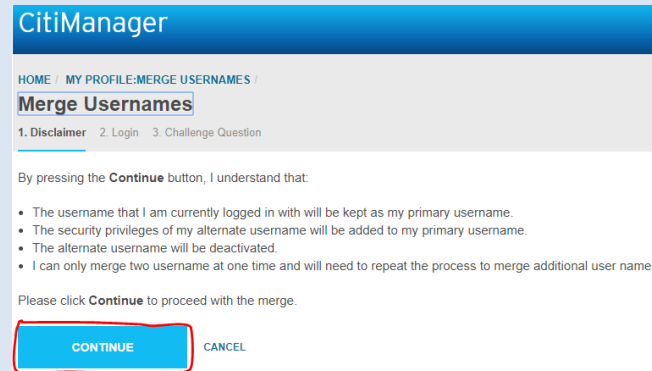
- ❖ Register cards individually with separate usernames – for details of registering cards see slides 5 through 8.
- ❖ Log in with the username you want to keep.
- ❖ Click on “My Profile” in the upper right hand corner:



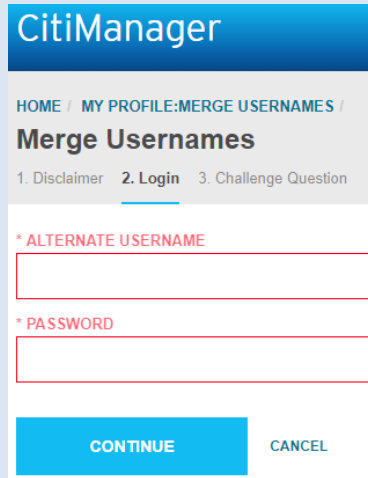
❖ Click on “Merge Usernames”:



❖ Then click the Continue button:



- ❖ Enter the credential for the second account and click Continue:



The screenshot shows the CitiManager interface for merging usernames. At the top, there is a blue header with the text "CitiManager". Below this, a breadcrumb trail reads "HOME / MY PROFILE:MERGE USERNAMES /". The main heading is "Merge Usernames". Underneath, a progress indicator shows three steps: "1. Disclaimer", "2. Login" (which is highlighted with a blue underline), and "3. Challenge Question". The "Login" section contains two input fields: the first is labeled "* ALTERNATE USERNAME" and the second is labeled "* PASSWORD". At the bottom of the form, there are two buttons: a blue "CONTINUE" button and a grey "CANCEL" button.

- ❖ 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”

The screenshot shows the CitiManager website interface. At the top, there is a navigation bar with the CitiManager logo and a language selector set to English. Below the navigation bar, there are two main sections: "Existing Users" and "New Users".

The "Existing Users" section contains a login form with a text input field containing "Ddesouza", a password input field with masked characters, a blue "SIGN IN" button, and a "CLEAR" link. Below the form are links for "Forgot username?" and "Forgot password?".

The "New Users" section contains three registration options: "Self Registration For Cardholders", "Self Registration For Non Cardholders", and "Apply For Card". Below these options is a "Need Assistance?" link.

At the bottom of the page, there is a footer with the Citi logo, a list of links (Terms & Conditions, Privacy, Accessibility, Institutional Clients Group), and the copyright notice "©2019 Citigroup Inc.". A small disclaimer text is also present: "Citi, Citi and any design, CitiBank and CITIDIRECT are trademarks and service marks of Citigroup Inc. or its affiliates and are used and registered throughout the world. The Blue Box design is a trademark of Citigroup and is used throughout the world. Citibank, Citigroup Inc. and their subsidiaries also claim rights in certain other trademarks and service marks." The footer also includes the SUNY Downstate Medical Center logo.

Self registration

Select “Fill the Card’s Data”, then click Continue.

← → ↻ CitiGroup Inc. [US] | https://home.cards.citidirect.com/CommercialCard/ux/index.html#/selfregistration/chregistrationhome

Apps DMC Mail Page Not Available - Capital One | Account - Capital One | Account

CITIBANK COMMERCIAL CARDS

CitiManager

LOGIN /

Self Registration For Cardholders

1. **Select Registration Process** 2. Card and Contact Information 3. Sign on Details 4. Confirm

1 Please select the proper registration process for your organization.

Registration ID/Passcode
I have my registration details and I would like to register my card.

Fill the Card's Data
I have not received registration details and I would like to register card.

CONTINUE CANCEL

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Self registration, card number

Enter Card Number and Name as they appear on the card, then click Continue.

Apps DMC Mail Page Not Available Capital One | Account Capital One | Account

CITI COMMERCIAL CARDS

CitiManager

LOGIN /

Self Registration For Cardholders

1. Select Registration Process 2. **Card and Contact Information** 3. Sign on Details 4. Confirm

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

CARD DETAILS

* CARD NUMBER
1111111111111111
Enter the account number from your card with no spaces or dashes.

* ACCOUNT NAME
Diane DeSouza
Enter the name that appears on your card. Please note that this must be entered exactly as it appears on your card.

CONTINUE BACK CANCEL CLEAR

Self registration, contact information

Make sure to use: 450 Clarkson Avenue, MSC 54

← → ↻ CitiGroup Inc. [US] | https://home.cards.citidirect.com/CommercialCard/ux/index.html#/selfregistration/chfillcarddetails/3

Apps DMC Mail Page Not Available Capital One | Account Capital One | Account

CITI COMMERCIAL CARDS

CitiManager

Enter the account number from your card with no spaces or dashes.

* ACCOUNT NAME

Shirley Ingram

Enter the name that appears on your card. Please note that this must be entered exactly as it appears on your card.

CONTACT DETAILS

Enter your billing address for your card.

* COUNTRY

UNITED STATES OF AMERICA

* ADDRESS LINE 1

450 Clarkson Avenue

ADDRESS LINE 2

MSC 54

* TOWN / CITY

Brooklyn


* STATE/PROVINCE/REGION

NY

* ZIP/POSTAL CODE [XXXXX-XXXX]

11203 -

[CONTINUE](#) [BACK](#) [CANCEL](#) [CLEAR](#)

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