

## Registering a New Citibank Card with Citibank

Upon receiving a new travel or procurement card you must register the card with Citibank.

Once registered the cardholder will be able to review their current balance, credit limit, review transactions, and print statements.

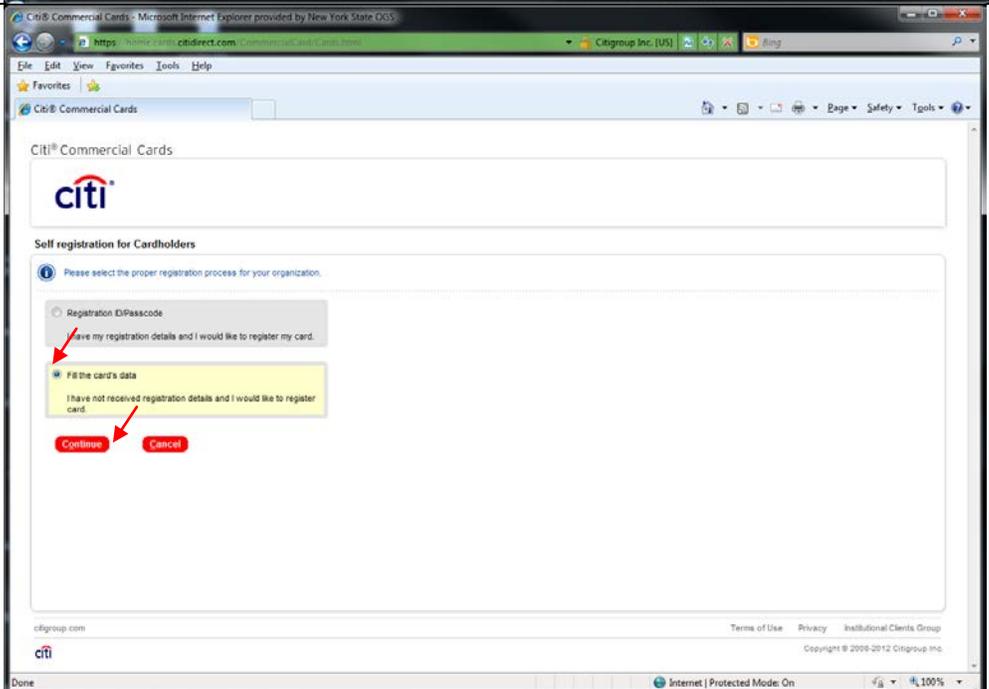
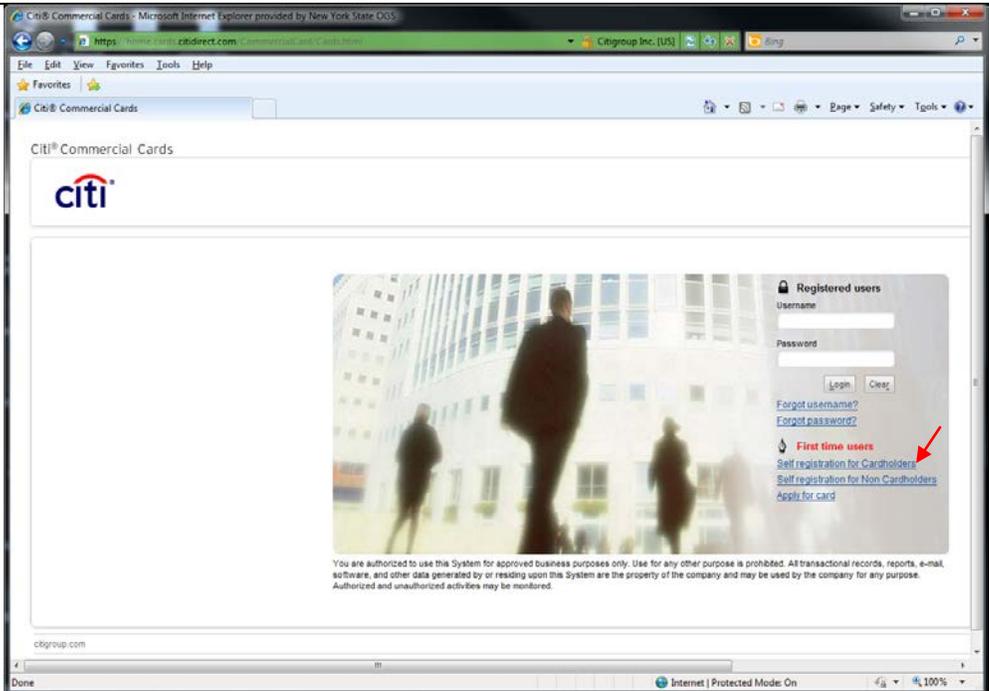
Go to:

<https://home.cards.citidirect.com/CommercialCard/Cards.html>

Select **Self registration for Cardholders** under **First time users**.

To begin, select **Fill the card's data**.

Select **Continue**



Add **Card number** and **Account name** per instructions on screen.

Citi Commercial Cards

Self registration for Cardholders

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

**Card Details**

\* Card number  \* Account name

Enter the account number from your card with no spaces or dashes. Enter the name that appears on your card. Please note that this must be entered exactly as it appears on your card.

**Contact details**

\* Address line 1  Address line 2  \* Town / City

\* Country  \* State/Province/Region  \* Zip/Postal code

Enter your billing address for your card.

[Continue](#) [Cancel](#) [Clear](#)

Enter **Contact details** from the envelope mailing label of your card.

Select [Continue](#)

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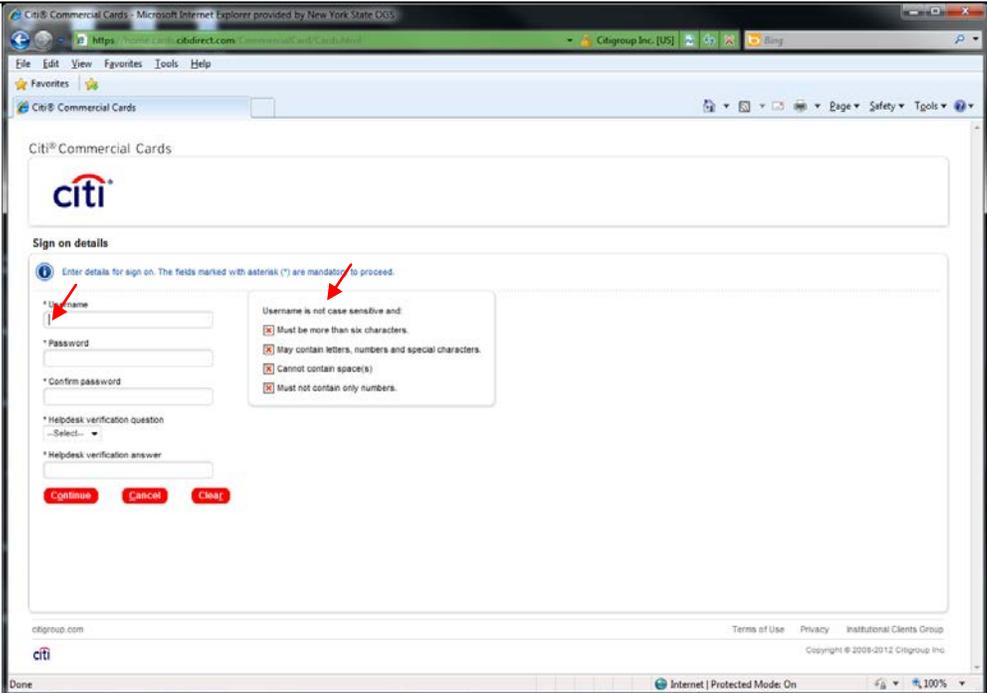
\* Address line 1  Address line 2  \* Town / City

\* Country  \* State/Province/Region  \* Zip/Postal code

Enter your billing address for your card.

[Continue](#) [Cancel](#) [Clear](#)

Chose **Username**, see box for suggestions.

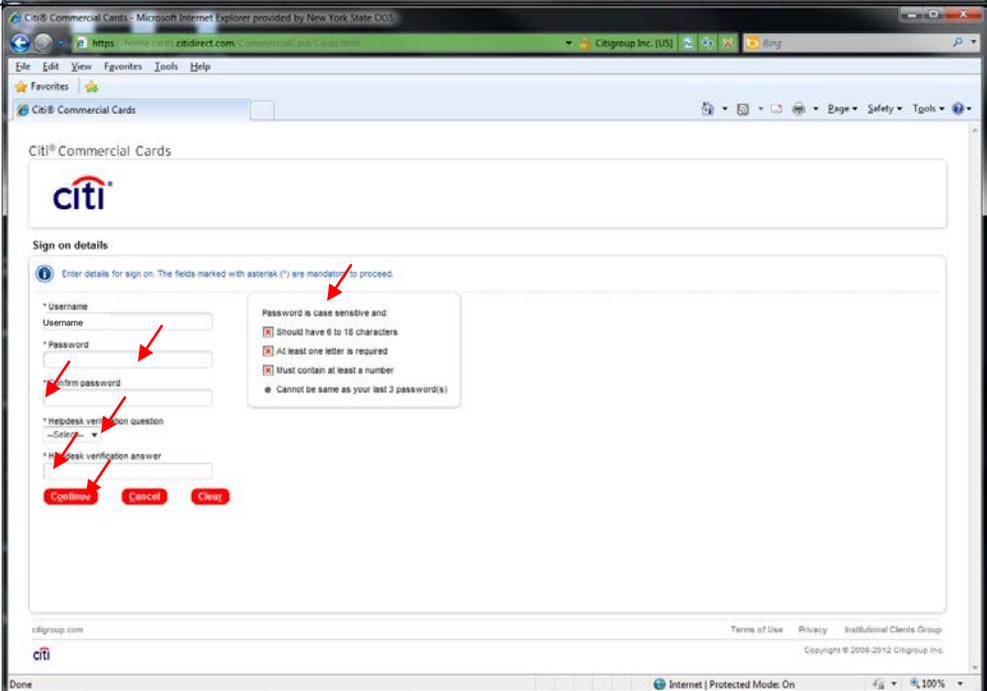


Chose **Password**, see box for suggestions.

Confirm password.

Select **Helpdesk verification question** and **Helpdesk verification answer**.

Select **Continue**



Confirm page with information appears. If all information is correct, proceed.

Account is set up.

The first time you log on you will set up three challenge questions and answers. Chose from the question selection and answer the question with information you can remember.

Select 

