Go to www.citimanager.com
Select “CitiDirect Global Card Manager” from the “Reporting and Management Tools” drop down menu.
At the login screen enter your User Id and Password. Select “Sign in”.

Sign In to Global Card Management System

User ID:

Password/Passcode:

Sign In

Forgot Password/PIN?

Cardholder Self-Registration
You will be prompted for a response to one of your security questions. You must respond before the system will allow you to proceed.
Choose “Financial” and “Account Summary”.
Choose “All (Account)” from the drop down items.
Click “Search”
All accounts that you approve should be listed.

Click the desired account by clicking the hyperlinked name.
Enter the date range you are looking for, the date range will allow a maximum of six then click “search”.

Hint: you can use the “reporting cycle” drop down menu to speed up the process
Search results will appear underneath the search box.

<table>
<thead>
<tr>
<th>Detail</th>
<th>Approved</th>
<th>Posting Date</th>
<th>Transaction Date</th>
<th>Description</th>
<th>Transaction Amount</th>
<th>Tax Amount</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td></td>
<td>01/07/2016</td>
<td>01/06/2016</td>
<td>LAKEVIEW CAMP/LR CAMP 08172844856, TX 75167</td>
<td>2,553.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>01/20/2016</td>
<td>01/09/2016</td>
<td>NAFSA ASSOCIATION OF I 202-2373699, DC 20005</td>
<td>(5.00)</td>
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<td></td>
</tr>
</tbody>
</table>

Note the icons here. Hover over them to determine their functions.

The cardholder will use the icons listed to view and allocate their transactions.

See the “Cardholder’s Guide” to learn more.
You can get a list of all of your transactions to review by clicking “Expand All” at the top of the Search Results.
To change the account code, click “Edit Accounting Codes”.

ACCOUNTING CODES INFORMATION

Expense Description
Cost Center | Acct#
------------|------
12345678    | 60029

Edit Accounting Codes
Review the transaction data. Confirm that a “cost center” and “account number” has been indicated for each transaction.

Review the “expense description”. Make sure that the receipt most accurately reflects the category selected. Enter any necessary edits.
If you are satisfied with the information entered by the Cardholder, or if you have entered the appropriate information as the Approver, check the “APPROVED” box to prevent further editing.
When you are complete, save using this icon.

### SEARCH RESULTS

<table>
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**ACCOUNTING CODES INFORMATION**
Once you have completed approving all transactions, click on the “X” in the right hand corner to log out.