Go to [www.citimanager.com](http://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”.

User ID: 

Password/Passcode: 

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 “Account Activity” and “Transaction Summary”
Enter the date range you are looking for, then click “search”. The date range will allow a maximum of six months.

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

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

The cardholder will use the icons listed to view and allocate their transactions.
Use this icon to look at the detailed transaction. This is the detail that will show:

Transaction reference number is here. You can use that to dispute transactions.
Use this icon to add splits for additional cost centers/accounts.

Enter the number of ‘splits’ that are needed and select the ‘Add’ button. Enter the description.
Enter the “description” for each split. Enter the “amount” for splits. Choose $ or %

Click “save”
This icon is used to enter the expense description (business justification), the cost center and edit the account information. All of these fields are required.
You can also get a list of all of your transactions to edit by clicking “Expand All” at the top of the Search Results.
To change the account code, click “Edit Accounting Codes”.

![ACCOUNTING CODES INFORMATION](image)

Expense Description
Cost Center | Acct#  
---|---
12345678 | 69029
When you are complete, save using this icon.

<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>
</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>
</tr>
</tbody>
</table>
Once you have completed reconciling all transactions, click on the “X” in the right hand corner to log out.