

CitiManager Self-Registration for Cardholders

Step	Action	Result
	<p>What You Need to Know</p> <p>It is recommended that cardholders wait for their first statement before registering their account in CitiManager. They cardholder must enter the account billing address exactly as it appears on their statement as part of the registration criteria.</p>	
1.	Type the following address in your web browser address bar: https://home.cards.citidirect.com	The CitiManager Login screen displays.
2.	Click the Self-registration for Cardholders link.	The Self-registration for Cardholders screen displays.
3.	Enter the required information exactly as it appears on your statement.	All of the required fields are populated.
4.	Click the Continue link.	The Create Username and Password screen displays.
	<p>Note: A username password guide will appear a red "X" next to each criterion. As you type your new username or password, a green checkmark will display next to each criteria as it is met.</p>	
5.	Type in your desired username in the User name field.	The username displays in the User name field.
6.	Type your desired password in the Password field.	Your password displays as dots the Password field.
7.	Confirm your new password by re-typing your new password in the Confirm password field.	Your new password displays as dots in the Confirm password field.
8.	Click in the Save link.	A confirmation screen displays indicating to use new password upon next login.
9.	Click OK .	The CitiManager Login screen displays.
10.	Type your newly created username and password in the appropriate fields. Click the Login button.	The Challenge Question screen displays.
11.	Select and answer the three (3) desired Challenge questions.	The three (3) desired questions and answers display. One of these questions will be selected at random to validate future logins.
12.	Click Save .	The CitiManager Home screen displays.

