

Your New Citibank Card

To Activate Your New Travel Card:

Call the telephone number listed on the front sticker of the card. Wait on the line until the option to enter the card number appears. Provide the sixteen digit card number. Provide '0752' as the last four digits of your social security number. Choose option '1' to activate the card.

To View Transactions Online:

Go to 'www.citimanager.com'. Click on the link called **Citibank Global Card Management System** (see arrow). This will take you to the Global Card Management System (GCMS) which is similar to Smart Data Online for the JP Morgan Chase card.



Home About Us Regions Corporations Financial Institutions Public Sector

Treasury and Trade Solutions
Citi® Commercial Cards

- Commercial Cards Home
- > Global Corporate Sector Solutions
- > Public Sector Solutions
- Customer Service
- ATM/Citibank Locator
- >> Contact Us



Welcome to Citi® Commercial Cards

As a leading Commercial Card issuer, Citi is committed to providing solutions that offer greater control, visibility and optimization to help our clients maximize their efficiencies and expand their opportunities. Whether your needs are local or global, Citi can customize a solution to help your organization achieve its financial objectives.

With the broadest global reach, an unrivaled international network, award-winning customer service, and the industry's most advanced payment, reporting and expense management tools, Citi continues to raise the bar for commercial programs. Citi's global infrastructure—with a vast network of countries with the-ground proprietary operations—allows you to manage your business and treasury functions seamlessly throughout the world. In addition to offering the most widely accepted Corporate Card—accepted at 30 million merchant locations and 1,500,000 ATMs in 140 countries—Citi is also the only bankcard issuer to offer local currency card programs in 50+ countries and 25+ languages.

As next-generation card management solutions emerge, Citi, once again, is at the forefront of card technology, delivering cutting-edge payment tools and platforms to help our clients achieve greater integration, efficiency and control—locally, regionally, and globally. Our advanced suite of customizable, online reporting tools and solutions seamlessly integrate with your financial systems, providing you with the transaction details you need—when you need them—so you can manage your business more effectively.

CitiManager Secure Site

Access online program management tools by clicking one of the following links:

- >> CitiManager – provides single sign-on access to the applications you need.

Or

Go directly to one of our secure web tools:

- >> CitiDirect® Card Management System
- >> Citi® Custom Reporting System
- >> Citi® Electronic Reporting System
- >> Citi® Online Statements
- >> CitiDirect® Global Card Management System



User ID:

Password:

Language:

[Forgot your password?](#)

For the User ID, enter the sixteen digit card number. For the password, enter 'travel11' plus the last four digits of the card. You will be required to set up a new user i.d., password, and the answers to the (3) challenge questions.

After (3) invalid attempts, users will be locked out of the system; please call the Citi HELPDESK to have your password reset at **1.888.836.5011** (option 1).

CGMS Home Page



[My Profile](#)

[Account Activity](#)

Home

Welcome Back Angela Byrne
Last Visit: 05/13/2011

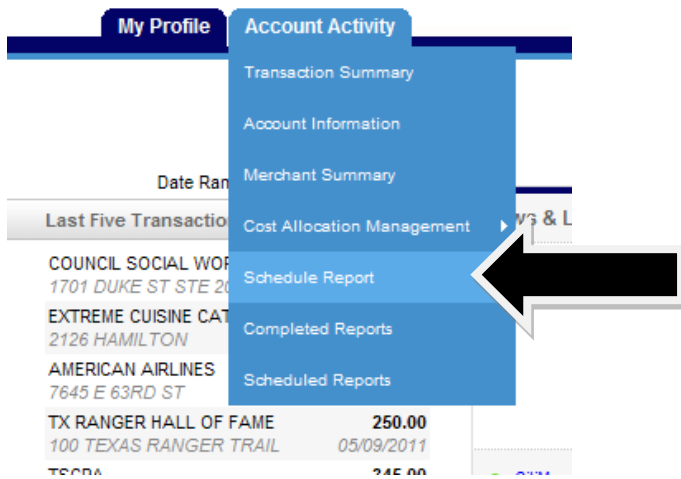
Account Activity

Date Range:

Transactions & Adjustments		Last Five Transactions	
Total Transactions	23	COUNCIL SOCIAL WORK ED 1701 DUKE ST STE 200	2,707.50 05/13/2011
Reviewed	15	EXTREME CUISINE CATERI 2126 HAMILTON	550.00 05/13/2011
Not Reviewed	8	AMERICAN AIRLINES 7645 E 63RD ST	478.90 05/11/2011
		TX RANGER HALL OF FAME 100 TEXAS RANGER TRAIL	250.00 05/09/2011
		TSCPA 14651 DALLAS PKY STE 700	345.00 05/09/2011

To Run Reports:

1. Click on the Account Activity Tab, Schedule Report Heading



2. Choose the Account Statement Report



3. Modify any of the report options to fit your needs. Include your email in the “Notify Me At...” Box.



Schedule Report: Options

Specify the schedule report options below, then click Next or Save to continue.

Date Type	<input type="text" value="Posting Date"/>
Report Format	<input type="text" value="Adobe PDF"/>
Number Format	<input type="text" value="XX,XXX.XX"/>
Date Format	<input type="text" value="MM/DD/YYYY"/>
Additional Options	<input type="checkbox"/> Include Splits
Description	<input type="text"/>
Notify Me At	<input type="text" value="angela.byrne@unt.edu"/> Enter up to five e-mail addresses separated by commas



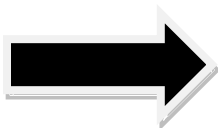
[Back](#) [Next](#) [Save](#) [Cancel](#)

4. Select the Run Once from the Scheduled Report page. Choose the date range. Please make sure the statement date range accounts for purchases made by PPS before the trip and charges that take a couple of days to post to the account. Travel would suggest beginning a month before the trip begins and four days after the trip ends.



Schedule Report: Frequency

Choose the frequency and date range to use to schedule this report, then click Save to continue.




<input checked="" type="radio"/> Run Once	From Date <input type="text" value="04/10/2011"/>	To Date <input type="text" value="05/09/2011"/>	Schedule Offset <input type="text" value="0"/> (in days)
<input type="radio"/> Daily	Start Date <input type="text" value="05/10/2011"/>	Days to Run <input type="text" value="1"/>	Schedule Offset <input type="text" value="0"/> (in days)
<input type="radio"/> Weekly	From Day <input type="text" value="Sunday"/>	Weeks to Run <input type="text" value="1"/>	To Day <input type="text" value="Sunday"/> Schedule Offset <input type="text" value="0"/> (in days)
<input type="radio"/> Monthly	From Day <input type="text" value="1"/>	Months to Run <input type="text" value="1"/>	To Day <input type="text" value="End of Month"/> Schedule Offset <input type="text" value="0"/> (in days)
<input checked="" type="radio"/> Reporting Cycle	Date Type: Posting Date	Reporting Cycle <input type="text" value="May 2011 (04/02/2011 - 05/03/2011)"/>	Number of Cycles to Run <input type="text" value="1"/> Schedule Offset <input type="text" value="0"/> (in days)

[Back](#) [Save](#) [Cancel](#)


5. Click "Save." Note that you are returned to the original report screen, but on the left hand side, you will see that the report you've ordered has been scheduled.

CitiDirect® Global Card Management System




My Profile **Account Activity**


[Home](#)

 **Progress - Step 1**


▶ **Select Report**
[No report selected](#)

 **Completed Reports**
1 Reports Complete




[Account Statement](#)
[Description empty]


 **Scheduled Reports**
1 Reports Scheduled

[Account Statement](#)
[Description empty]

 **Schedule Report: Choose**

Select a report from the list provided. To quit

-  [Account Statement](#)
Account Management Reports System (Adobe PDF)
-  [Line Item Detail](#)
Transaction Reports System (Adobe PDF)
-  [Spend Analysis by Merchant](#)
Merchant Reports System (Adobe PDF)



6. You will receive an email telling you that your report is ready for viewing.

Account Statement is complete.

Online Reporting [sdg2@mastercard.com]

Sent: Tue 5/10/2011 3:55 PM



To: Long, Sherene; Sims, Renee

Notice from your online reporting solution.

The report that you scheduled is ready for viewing. [Click Here](#) to login.

7. You can access the report from your home page

Inbox

 **Completed Reports (3)**
 **Scheduled Reports (0)**

[Account Statement](#)
 Completed Date 05/12/2011


[Account Statement](#)
 Completed Date 05/10/2011

[Account Statement](#)
 Completed Date 05/06/2011


[View All >](#)

No scheduled reports are available.

8. All transaction supporting documentation should be attached to the resulting report. This pdf statement should then be printed and included with the travel voucher documentation.



Account Statement
Posting Date: 04/02/2011 - 05/03/2011



Account Statement
Posting Date: 04/02/2011 - 05/03/2011

ANGELA BYRNE
752 79-6002149
1155 UNION CIRCLE 310499
DENTON, TX 762035017 USA

Account Name	Transaction Count	Transaction Amount	Payment Count	Payment Amount	Total Count	Total Amount
ANGELA BYRNE 752 79-6002149	21	18,765.63	0	0.00	21	18,765.63
Report Totals	21	18,765.63	0	0.00	21	18,765.63

Signatures Here

1155 UNION CIRCLE 310499
DENTON, TX 762035017 USA

Address	Amount
336-5470607 NC USA	100.00
NACOGDOCHES TX USA	9,000.00
ALEXANDRIA VA USA	145.00
08003214267 RI USA	260.00
9027716324 TX USA	230.00
02028612500 DC USA	1,544.00
202-408-8600 DC USA	190.00
COLLEGE STATI TX USA	5,974.30
DENTON TX USA	95.23
ALEXANDRIA VA USA	145.00
928-532-2875 AZ USA	500.00
COLLEGE STATI TX USA	458.00
DENTON TX USA	241.00
785-5325717 KS USA	55.00
785-5325717 KS USA	55.00
785-5325717 KS USA	55.00
DENTON TX USA	248.00
NEW YORK NY USA	2,270.10
COLLEGE STATI TX USA	661.00
08002983826 TX USA	22.00
214-3686485 TX USA	497.00
Total Amount	18,765.63

Run Date :05/10/2011
Angela Byrne (anbyrne, Cardholder User)

Copyright © 2010 Citigroup Inc. Page 2 of 2 Run Date :05/10/2011
Angela Byrne (anbyrne, Cardholder User)

Important Information:

Billing Address: University of North Texas
1155 Union Circle #310499
Denton, TX 76203-5017

Billing Telephone Number: 940.565.3200

For Lost/Stolen/Compromised Cards: 800.248.4553

UNT Travel Card Assistance: 940.565.3200

Website: www.citimanager.com