University of Texas at Arlington CitiManager Job Aid
Use this to set up your account to view ProCard statements and unbilled transactions

Information you will need prior to registration:

Complete Card Number	Account Name *All information must match as it appears on the card	Billing Address: 219 W Main St. Arlington, TX 76010-7113

To Self-Register as a Cardholder:

Step	Action
1.	Navigate to: www.citimanager.com/login
2.	From the CitiManager Login screen, click on **Self-Registration for Cardholder** link.
3.	From the Self Registration For Cardholders screen, click on the **Fill the Card's Data** option.
4.	In the **Card Number** field, type the complete card number as it appears, no spaces or dashes.
5.	In the **Account Name** field, type your name exactly as it appears on the card.
6.	In the **Contact Details** section, enter billing address as appears above.
7.	Click the **Continue** button.
8.	In the **Username** field, create your username. • Must contain 6 characters • May contain letters, number and special characters • Cannot contain spaces • Must not contain only numbers
9.	In the **Password** field, create a password. *Passwords are case sensitive • Must be 6-18 characters • At least 1 letter required • At least 1 number required • Cannot be the same as last 3 passwords
10.	In the **Confirm Password** field, retype password.
11.	In the **Contact Details** section, verify that all information is correct.
12.	Click **OK.** This will return you to the CitiManager Login screen. Enter the login information that was just created. ***Note:** During the initial login, you will set up 3 security questions. Neither the questions or the answers can be the same.

To Setup E-Mail Alerts:

Step	Action	Result
1.	From the CitiManager Home screen, click the **My Profile** link	The **My Profile** page displays.
2.	At the bottom of the page, click the **Alerts** link.	The list of alerts displays.
3.	Place a check next to the desired alerts. **Note:** Not all alerts may be available to you.	The desired alerts are selected.
4.	To add your email address: Click the **Manage Email Address** link and type in your desired email address. Click **Save.**	This saves your email address so alerts can be sent to you. **Note:** You can add up to 5 different email addresses that you want to receive alerts.
5.	Click the **Save** link to set your alerts.	The "Alerts have been set" confirmation displays. Alerts will be sent to you once the event is triggered.

To Change Password:

Step	Action	Result
1.	From the CitiManager Home screen, click the **My Profile** link	The **My Profile** page displays.
2.	At the bottom of the page, click the **Change Password** link.	The **Change Password** screen displays.
3.	Type in your current password in the **Current Password** field. Then type your new password in the **New Password** field**.**	Both fields will display as dots as you type. **Note:** As you type your new password, an X will appear next to each criteria until it is met. Once the criteria has been met, has a check mark
4.	Retype your new password in the **Confirm Password** field.	The new password will be displayed as dots as you type.
5.	Click the **Save** link to save your new password.	A confirmation screen displays indicating to use your new password the next time you log in.

Citibank is available 24 hours a day, 7 days a week to assist you if you have issues signing up at 1-800-248-4553 opt. 1 then opt. 3.
*If at anytime your SSN, PIN or EMPLID is requested, please use your Month/Day of Birth in this numeric format: MM/DD