

## United States Department of Commerce

### Card Issuance Timeline

- Citi **New Card Issuance** Begins – **Mar 29, 2019**
- Card envelope is plain white with no indication of Citi – do not discard as junk mail
- Allow adequate time for card receipt before reporting card not received.
  - 7-10 business days after issuance – **domestic**
  - 10-14 business days after issuance – **international**

• Communicate weekly with A/OPC and leadership

#### Online or Customer Service Activation

- Go to **cardactivation.citi.com** or call **1-877-905-1861**
- Follow instructions on website or via Voice Response Unit
  - Purchase Card: Your APC will notify you of the activation code
  - Travel Card: The activation code is the last 4 digits of your SSN
- Select 4-digit PIN (required for activation)
- Your card account will be available for use **starting 5/4/2019**

### Better Manage Your Card With CitiManager

Visit: [www.citimanager.com/login](http://www.citimanager.com/login), Citi's key source for all of your Accounts information needs



Sign-up for account alerts



Download statements



Check recent transactions



Check recent transactions

### Self Registration for CitiManager

- Navigate to **www.citimanager.com/login**
- Click **Self-registration for Cardholders** link
- Select the **Fill the card's data** radio button and click **Continue**
- In the **Card Number** field, type your card number exactly as it appears with no spaces/dashes
- In the **Account name** field, type the account name exactly how it appears on your card
- In the **Contact details**, type the billing address for your card exactly as it appears on your billing statement and click **Continue**.
- In the **Username field**, type your desired username
- In the **Password field**, type your desired password and then **confirm password** in **Confirm password** field
- In **Contact details**, verify the information and click **Continue**.
- Complete the rest of the fields on the screen and when finished, click the **Continue** button
- Review the information displayed and click **Confirm**

