

## **Credit Card Registration Link**

It is necessary that all card users register with the Citi-Direct manager website. We need everyone to register with a user name and password to obtain your own charges for the monthly statements. We request you do this now so there will not be an interruption in your card account service.

Please copy the URL link below and follow the instructions for self-registration for cardholders.

<https://home.cards.citidirect.com/CommercialCard/Cards.html?classic=2>

Once, you register with a user name and password, please make sure you select the card that you have from the drop down arrow at the top of the page (Purchasing Card, Travel Card or NET Card.)

**Click Manage Card Program and then Click Statement. This will show you all your statements past and present. For current statement download to PDF Open and Print.**

**You will receive a reminder notification every month when statements are available for you to retrieve from the Citi-Direct manager website. If you have acquired charges, the statements are available for you to print them out for your reconciliation or certification of your charges.**

**Reminder... You must register your card yourself.**

**Contact the Purchasing Department at Ext. 3193 if you would like assistance.**