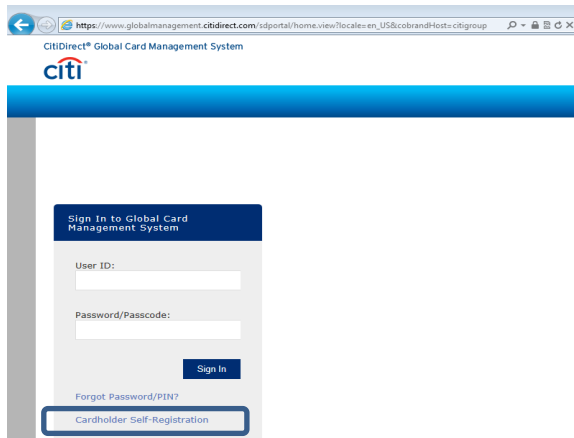


## New Purchasing Card and GCMS Account Set-up

1. Activate your new PCard.
  - Call the telephone number listed on the credit card sticker.
  - Provide the sixteen-digit card number
  - Provide the last four digits of your social security number.
2. Create your Citibank Global Card Management System (GCMS) online account [here](#).
3. Select “Cardholder Self-Registration”



4. Account Number is your credit card number
5. 042899 is the Company Registration Code
6. Select “Next”

CitiDirect® Global Card Management System

**CARDHOLDER SELF-REGISTRATION**

**ACCOUNT INFORMATION**

|                             |                  |
|-----------------------------|------------------|
| * Account Number            | xxxxxxxxxxxxxxxx |
| * Company Registration Code | 042899           |

**Next** **Cancel**

16-Digit Credit Card Account Number  
Company registration Code: 042899

7. You will be prompted for additional information to help ensure a secure experience.
8. Create your User ID

9. Enter all required fields

- First Name
- Last Name
- E-mail Address (TWU E-mail)
- Confirm E-mail Address
- Password
- Confirm Password
- Security Question
- Security Question Answer

10. It is very important to remember the security question and answer, as this will be the question you will need to answer if you ever forget your password.

11. Select “Register Account”

USER INFORMATION

|                          |   |
|--------------------------|---|
| * User ID                | ProcureCard   |
| * First Name             | Briley  |
| * Last Name              | Annex   |
| * E-mail Address         |   |
| * Confirm E-mail Address |   |
| * Password               | *****<br>(Must contain at least 8 characters, two of which must be numeric. Cannot be same as User ID.) |
| * Confirm Password       | *****   |
| * Security Question      | Your favorite city or place? ▾  |
| * Security Answer        | Denton  |

**Register Account** Cancel

12. Log into your new account.

13. Select 3 additional challenge questions and answers.

14. Select save

CitiDirect® Global Card Management System  
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MAINTAIN CHALLENGE QUESTIONS ▾

|                     |                                   |
|---------------------|-----------------------------------|
| Challenge Question: | Where were you born ▾             |
| Response:           | pink                              |
| Confirm Response:   | pink                              |
| Challenge Question: | Your 1 <sup>st</sup> pet's name ▾ |
| Response:           | yellow                            |
| Confirm Response:   | yellow                            |
| Challenge Question: | Your mother's maiden name ▾       |
| Response:           | blue                              |
| Confirm Response:   | blue                              |

**Save**

15. You have successfully setup your GCMS account for your TWU PCard.