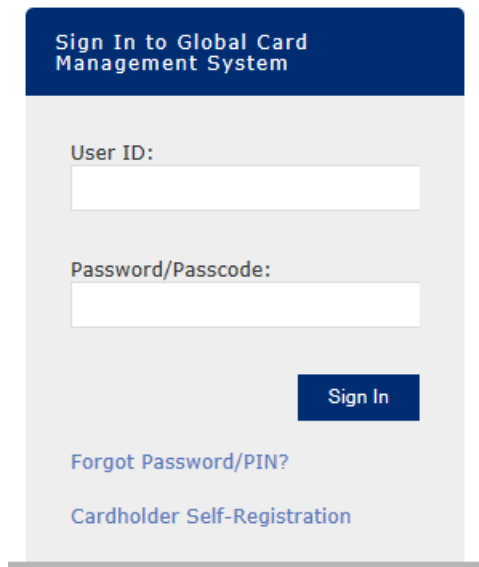


GCMS Approver – User Set Up

The Global Card Management System (GCMS) tool will allow you to monitor transactions throughout the month.

Use this procedure to establish yourself as a GCMS user with Citibank.

STEP ONE: Go to: <https://www.globalmanagement.citidirect.com/sdng/login/login.do>



The image shows a login form for the Global Card Management System. At the top, there is a dark blue header with the text "Sign In to Global Card Management System". Below the header, there are two input fields: "User ID:" and "Password/Passcode:". To the right of the "Password/Passcode:" field is a dark blue button labeled "Sign In". Below the input fields, there are two links: "Forgot Password/PIN?" and "Cardholder Self-Registration".

STEP TWO: Complete the **User ID** field with your **ID Procurement Services** assigned and use the **Password/Passcode** Citibank sent to you by **e-mail**.

STEP THREE: Click "**Sign In**" and you will be taken to a screen in order to set your own unique password and password reset questions. Complete the required fields and click "**Submit**."



Create a New Password

CREATE PASSWORD

* Current Password:

* New Password:

* Confirm Password:

* E-mail Address:

* Confirm E-mail Address:

Security Question and Answer:

* Security Question:

* Security Answer:

Security question & answer will be required when you click "Forgot your password/pin?"

STEP FOUR:

****Note both User ID and Password is case-sensitive.***

Passwords must contain a combination of letters and numbers at least eight characters in length. At least two of the characters must be numbers.

- New Password screen will appear. Your current password will be **042899**.
- Enter "**New Password**" then "**Confirm Password**".
- Verify "**Email Address**"
- Enter "**Security Question and Answer**" fields then click "**Submit**". The Security Question and the answer must be answered correctly to receive an email with a temporary password when you click "Forgot your password/pin?"

GCMS Approver – User Set Up

The screenshot shows a web interface titled "MAINTAIN CHALLENGE QUESTIONS". It contains three identical rows of input fields. Each row consists of a "Challenge Question" dropdown menu (with the text "... Please select a question ..."), a "Response" text input field, and a "Confirm Response" text input field. The second row is highlighted with a light gray background.

STEP FIVE: **Maintain Challenge Questions** screen displays.

- Select (3) challenge questions and answers then **"Save"**.
- Responses must be at least four (4) characters in length.
- Remember your answers. You will be required to answer one of the questions each time you login. After (6) invalid password attempts, GCMS users will be locked out of the system

Congratulations! You have now successfully setup your account with Citibank Global Card Management System (GCMS).