CitiDirect[®] Payment Initiation Quick Reference Guide

On the home page, in the "Payments" menu, select "Make a payment." If this option is not visible, contact your company's Security Manager to add entitlements.

Citi DIRECT>			
Home Payments - Receivables	& Collections 👻 Trade / EForms 👻	Reports & Analytics 👻 Inquiries & Searches 👻	File Services 👻 Self Service 👻 Citi Portals 👻
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Approve Payments 💿 ★ To Authorize	Create New Outgoing To Submit/Modify	View All Payments	
Batch Authorize To Submit/Modify			
Quick Pay Using Templates (1)			

1. Landing Page

Make a Payment landing page provides various options to initiate a payment.

Using "Copy From Previous Payment", you can search for a past payment using beneficiary name or account number to make a new payment. "Frequent" and "Recent" beneficiaries are listed at the top of the list for your convenience.

Using Start a "New Payment", you can initiate a new payment by entering all the details afresh.

Using "Pay using a Template", you can initiate a new payment through one of your payment templates.

•	Payments	Receivables & Collections	Trade	Liquidity & Investments	Reports & Analytics	Inquiries & Searches	File Services	Self Service	More Citi Products	Trade FX with CitiFX Pulse	
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Citigroup	com Security Cer	ter Privacy Terms & Condition	ns			R: 3.39.0_nextgen-vi	Sevelop-9-4457628			Copyright © 2007 - 2024 Cit	igroup Inc.

2. Repeat Payment

For beneficiaries that you or any u ser from your company has paid in the past 13 months, for your convenience, details will be copied from the most recent payment to that beneficiary.

If you'd like to view a maximum of 10 previous payments to this beneficiary (past 13 months), select "View Other Past Payments".

As we are transitioning to the new CitiDirect experience, some payment methods will require final submission in the CitiDirect BE payment screens.

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The "Edit Details" function can be used to adjust the payment details.

Verify the payment information and select "Submit Payment" once all details are complete and accurate.

Payments	Receivables & Collections	Trade Liquidity 8	& Investments Reports & Analytic	s Inquiries & Searches	File Services Self Service	More Citi Products	Trade FX with CitiFX Pulse
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			Beneficiary Bank Address Line 1 (THE CITY OF LONDON)	Bene	ficiary Bank Address Line 2 IDON WALLSALISBURY HOUSE	Benefi	iciary Bank Address Line 3 DON

3. New Payment

Select "Start a New Payment".

Select details in "Pay From" (Debit Account, Payment Amount/Currency and Payment Method). For your new beneficiary, click on "Enter Beneficiary Details" after selecting debit account and payment method.

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n Payments	Receivables & Collections	Trade Liquidity & Investments	Reports & Analytics Inqui	iries & Searches	File Services	Self Service More Citi Products	Trade FX with CitiFX Pulse
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Fill in the required beneficiary details (the red dot indicates a required field) in the sicie panel and select "Save".

Payments	Receivables & Collections	Trade	Liquidity & Investments	Reports & Analytics	Inquiries & Searche	File Services	Self Service	More Citi Products	Trade FX with CitiFX Pulse	
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Fill in the required payment instructions (the red dot indicates a required field) and select "Continue".

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As we are transitioning to the new CitiDirect experience, some payment methods will require final submission in the CitiDirect BE payment screens.

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Beneficiary Address Line 3	Beneficiary Bank Address Line 1			
CITIOROUP.COM SECURITY CENTER PRIVACY	TERMS & CONDITIONS			Copyright © 2007 - 2023 Citigroup Inc.

The "Edit Details" function can be used to adjust the payment details.

Verify the payment information and select "Submit Payment" once all details are complete and accurate.

•	Payments	Receivables & Collections	Trade	Liquidity & Investments	Reports & Analytics	Inquiries & Searches	File Services	Self Service	More Citi Products	Trade FX with CitiFX Pulse	
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				Beneficiary (THE CIT)	Bank Address Line 1 (OF LONDON)	Be	neficiary Bank Addre	ss Line 2 SBURY HOUSE	Benef	iciary Bank Address Line 3 DON	

4. Pay Using a Template

Select "Pay Using a Template".

Select a payment template that you want to use by searching by Beneficiary Name, Template Type, Template Name or Template Group, then click "Search" button. Once you find the template you want to use, click "Use Selected Template".

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Fill in the required payment instructions (the red dot indicates a required field) and select "Continue".

Payments Receivables & Collections Trade	Liquidity & Investments Reports & Analytics Inquiries & Searches File Services Self Service More Citl Products	Trade FX with CitiFX Pulse
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Payment Details	Payment Ostals Camments	ABN AMRIO BANK N.V. SINGAPORE BRANCH Feynment Details Poyners Data 2024-04-19 Transaction Reference Number TRNL122 Total Amount €10.00 (EUR)
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As we are transitioning to the new CitiDirect experience, some payment methods will require final submission in the CitiDirect BE payment screens.

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The "Edit Details" function can be used to adjust the payment details.

Verify the payment information and select "Submit Payment" once all details are complete and accurate.

Payments Receivables & Collections Trade Lice	quidity & Investments Reports &	& Analytics Inquiries & Searches	File Services Self Service	More Citi Products Trade FX with CitiFX Pulse				
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Payment Details Additional Details Review & Submit								
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5. Payment Confirmation

A payment confirmation will appear indicating that the payment has been submitted.

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