

Welcome on *board* as a new Card Program Administrator



Card programs at Citi Handlowy are managed in a fully digitized process, based entirely on the platform **CitiManager**. This platform makes card management in the company easy and fast.

The first steps of the new Administrator

We are pleased to inform you that you have been chosen to be a Card Program Administrator, as confirmed by **two notifications** (in English) sent from citicommercialcards.admin@citi.com.

Data provided in these notifications (password and ID) are necessary to register as an Administrator on the platform operating the card program.

NOTE: please open these messages and follow the provided steps. The registration process is also described, step by step, in the [Manual for Program Administrator >>](#) (p. 4).

Basic Administrator tasks step by step

How to guide a new cardholder to apply for a card

Go to kartybiznes.pl >>, click the tile "Business Card Application" and follow the Administrator instructions on the right.

Do you need more information?

- [manual >>](#)
- [tutorial video step 1 >>](#)
[tutorial video step 2 >>](#)
(only Polish version)
- when dealing with multiple cards, use the option of bulk card application

How to change card limit

Log in to CitiManager (citimanager.com/login), go to "Manage Users", then "Account Maintenance", find the card and make the necessary changes.

Do you need more information?

- [tutorial video – changing limits >>](#)
(only Polish version)
- [tutorial video – blocking and unblocking >>](#)
(only Polish version)

How to control expenses

CitiManager makes it possible to, among others, monitor expenses incurred using the cards and generate statements for each card. In addition, you can check the status and limit of each card as well as the reason for refusal to execute a transaction at any time.

Do you need more information?

Go to [Program Administrator Zone >>](#)

 This is a place on our platform kartybiznes.pl where you can find support from [manuals >>](#), [tutorial videos >>](#), [free online training sessions >>](#) and [document databases >>](#)

NOTE: training sessions in Polish are held every last Tuesday of the quarter, at 11:30 a.m. Registration for the training is via registration platform on [the website >>](#) (only Polish version), where you can sign up yourself for selected sessions in Polish. Training sessions in English are available on the [Citi website >>](#) and cover CitiManager functionalities offered globally. **Feel free to use these resources!**



In case of any enquiries, please send them to the competent CitiService Representative or to the address citiservice.polska@citi.com. The CitiService team is available Monday to Friday, 8.00 a.m. – 5.00 p.m.
– just call 801 24 84 24, +48 (22) 690 19 81.