CitiDirect BE Account Certification

Getting Started User Guide

Treasury and Trade Solutions

citi

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What is Account Certificate?

Account Certification is a letter written by the bank to prove your ownership of the account, or a confirmation of the account balance at a specific date. This user guide provides quick navigation tips for Account Certification screens to help users understand how to use this digital tool.

What certificates are available to users?

Users are able to download the following types of the account certificate:

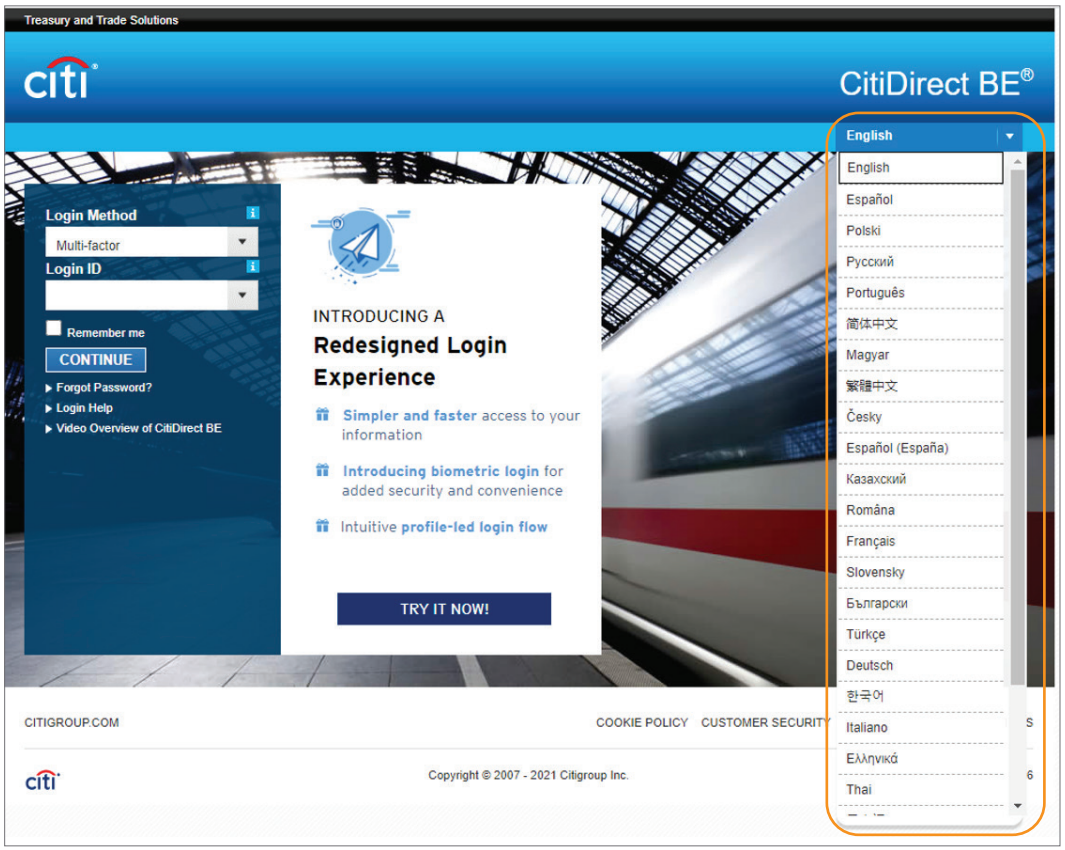
1. **Account Status Certificate:** Displays the current status of the account with respective account attributes
2. **Account Confirmation Certificate:** Certifies the ownership of the account and includes account attributes as well as the date the account was opened, current status and account currency
3. **Account Balance Certificate:** Certifies the current account balance, or the end of day balance at specific date within the past 12 months

This user guide will show you how to navigate to all of the above functionalities.

Local Language Support

All Account Certification letters can be generated in your region's local language by following the steps below:

1. Before logging into your CitiDirect Profile, from the top right select the language you want to generate the certificate in.

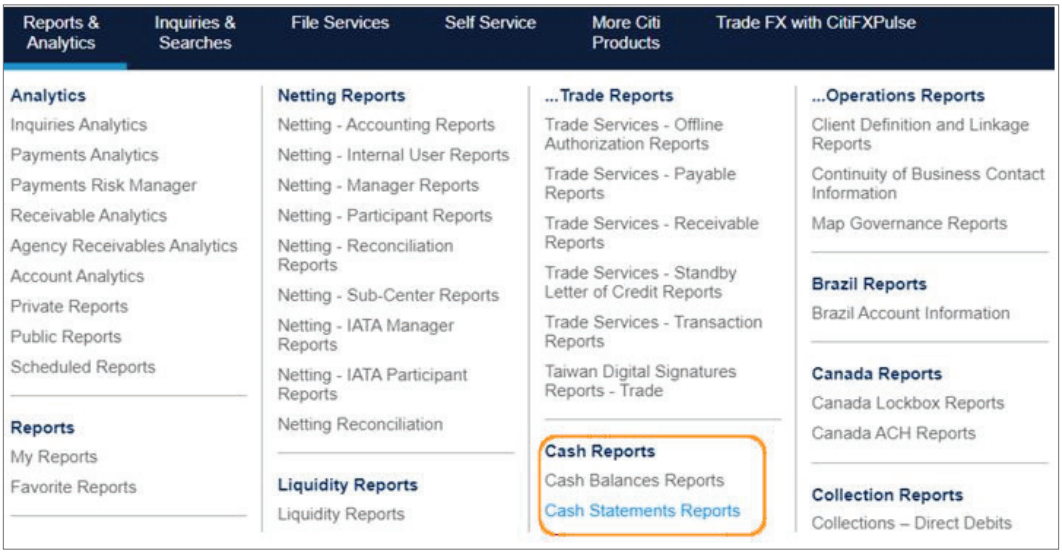


2. After selecting the language, proceed with the regular log in procedure and follow the certificate navigation steps in the upcoming section below.

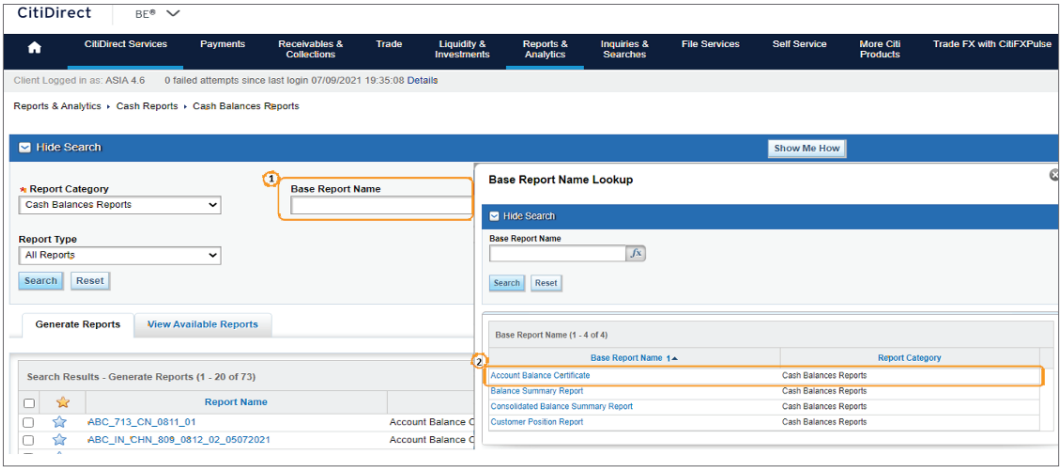
How to Navigate to Account Certificate

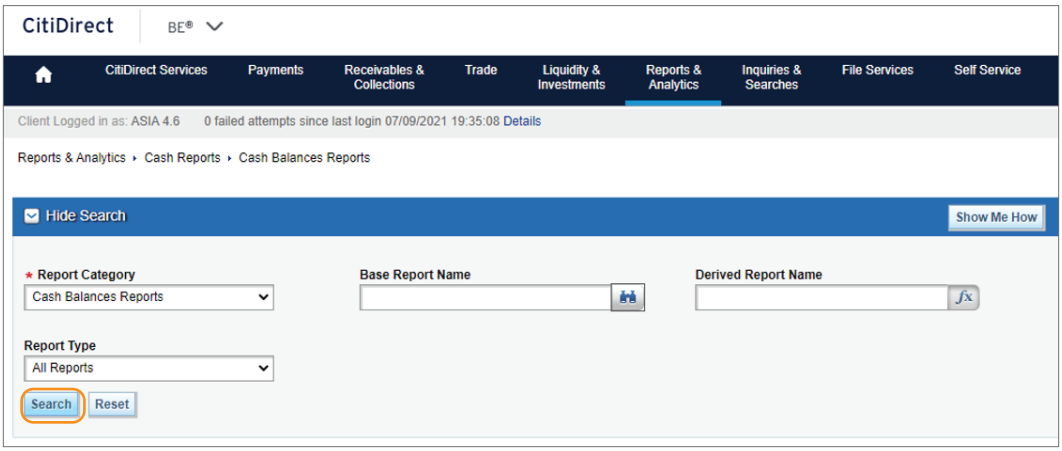
From the CitiDirect BE Homepage Screen, navigate to Reports & Analytics and proceed to the "Cash Reports" section:

- Select "Cash Statements" for Account Status or Account Confirmation certificates
- Select "Cash Balances" for Account Balance certificate

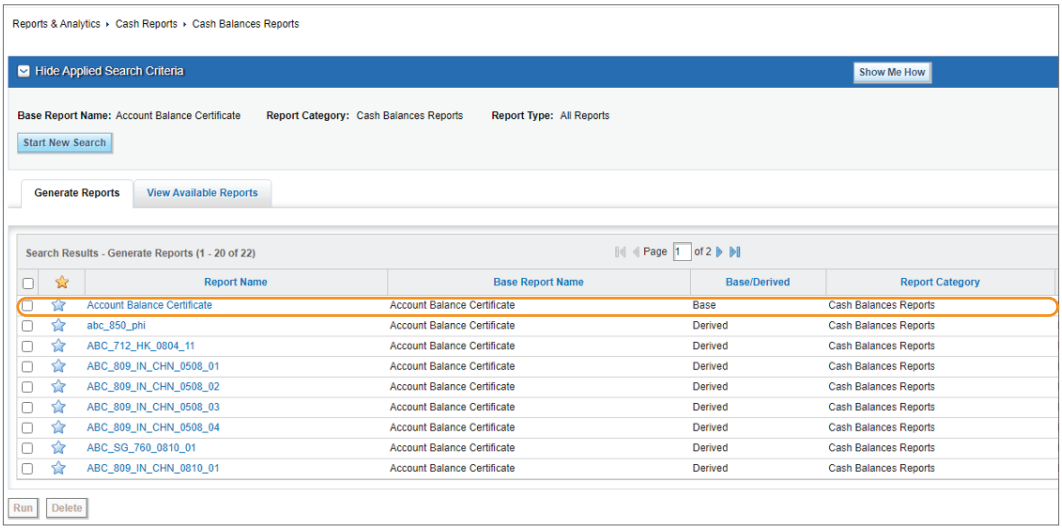


Upon clicking "Start New Search", below screen will appear. Click the "binocular" button next to the "Base Report Name" and select the required report from the dropdown menu. Click "Search" upon selection.

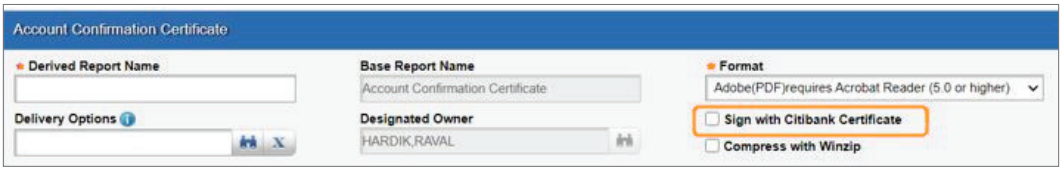




Upon clicking "Search", the list of all previously generated reports within the selected category will appear. To generate a new report, click on the Report Name as a Base. A new screen with the report specific selection criteria will open up.



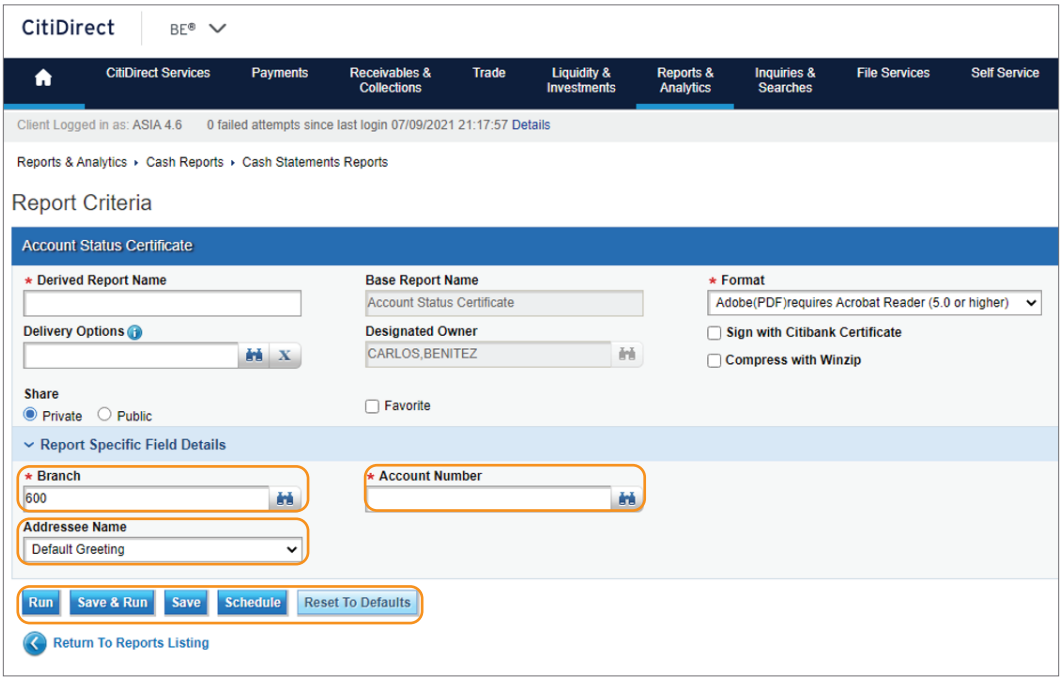
The report configuration page will open up. Ensure **not to select** the checkbox for "Sign with Citibank Certificate" unless you are setup for the S/MIME tool or any other tool to verify the signed report output and have obtained the public verification key for this purpose shared with you by Citi to allow opening of the encrypted files. This option generates the file in the P7M file format and the file contents will be encrypted.



Account Certificate Types

Account Status Certificate

Account Status certificate is available under "Cash Statements Reports" section. Upon clicking *Account Status Certificate* from the Generate Reports screen, the user will be directed to the Account Status Certificate report criteria screen.



Select the Branch and Account Number which you would like the report to be generated for. The selection of available branches and accounts will be driven by user's entitlements.

Once Branch is selected, user will have another option called Addressee Name which will change the greeting that will appear on the certificate:

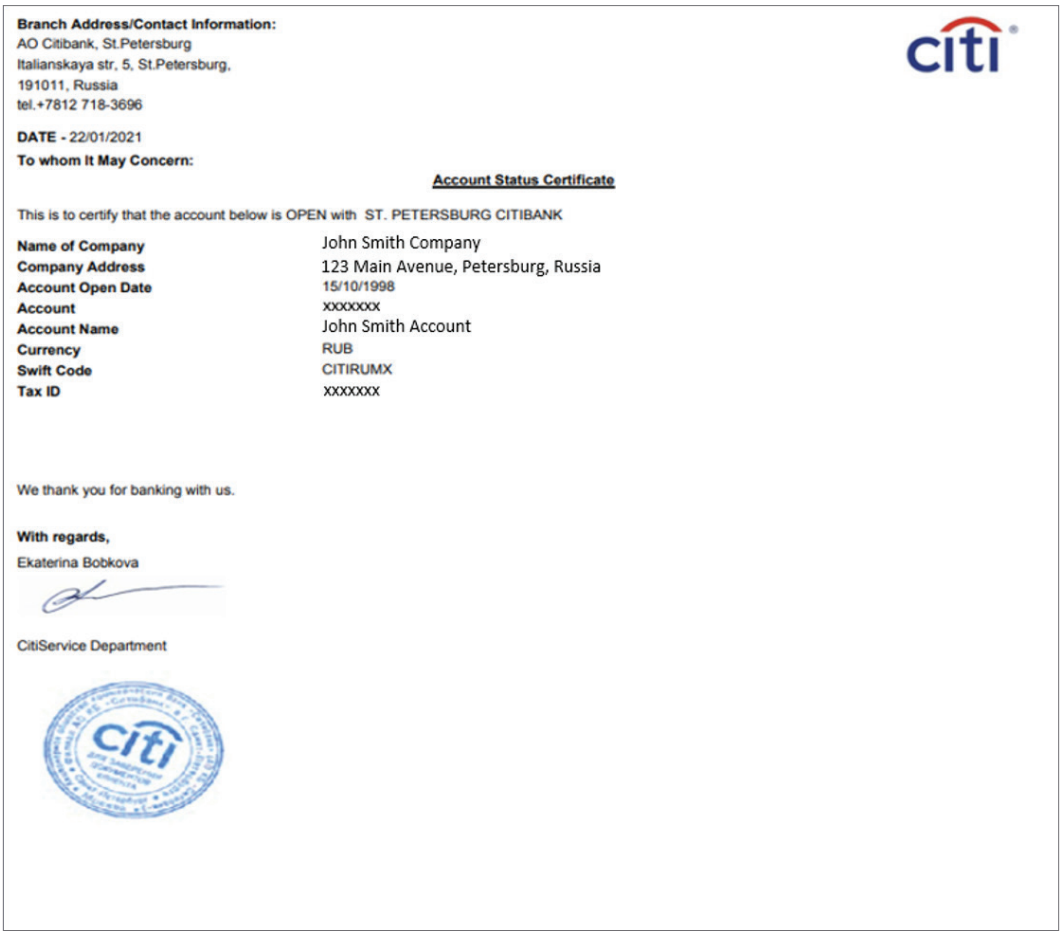
- **Default Greeting:** the generic greeting set by the Citi Branch (typically "To Whom it May Concern")
- **Name of Client:** will address the letter to the legal entity of the account
- **Custom Greeting:** user can enter their own greeting that is to be displayed

Then select how you would like the report to be generated:

- **Run:** run the report one time with the selected report criteria
- **Save & Run:** the Save and Run button saves the report criteria (for future running use) and runs the report now
- **Save:** the Save button saves the report criteria, but will not run the report now
- **Schedule:** the Schedule button is a part of CitiDirect BE's automation capabilities. A Delivery Option library needs to be created and authorized before scheduling may occur.

Report Output

Account Status Certificate will produce the information on the current account status including company's address, account open date, SWIFT Code and corresponding account details such as local Tax ID where applicable.



Branch Address/Contact Information:
AO Citibank, St.Petersburg
Italianskaya str, 5, St.Petersburg,
191011, Russia
tel.+7812 718-3696

DATE - 22/01/2021

To whom It May Concern:

Account Status Certificate

This is to certify that the account below is OPEN with ST. PETERSBURG CITIBANK

Name of Company	John Smith Company
Company Address	123 Main Avenue, Petersburg, Russia
Account Open Date	15/10/1998
Account	xxxxxxx
Account Name	John Smith Account
Currency	RUB
Swift Code	CITIRUMX
Tax ID	xxxxxxx

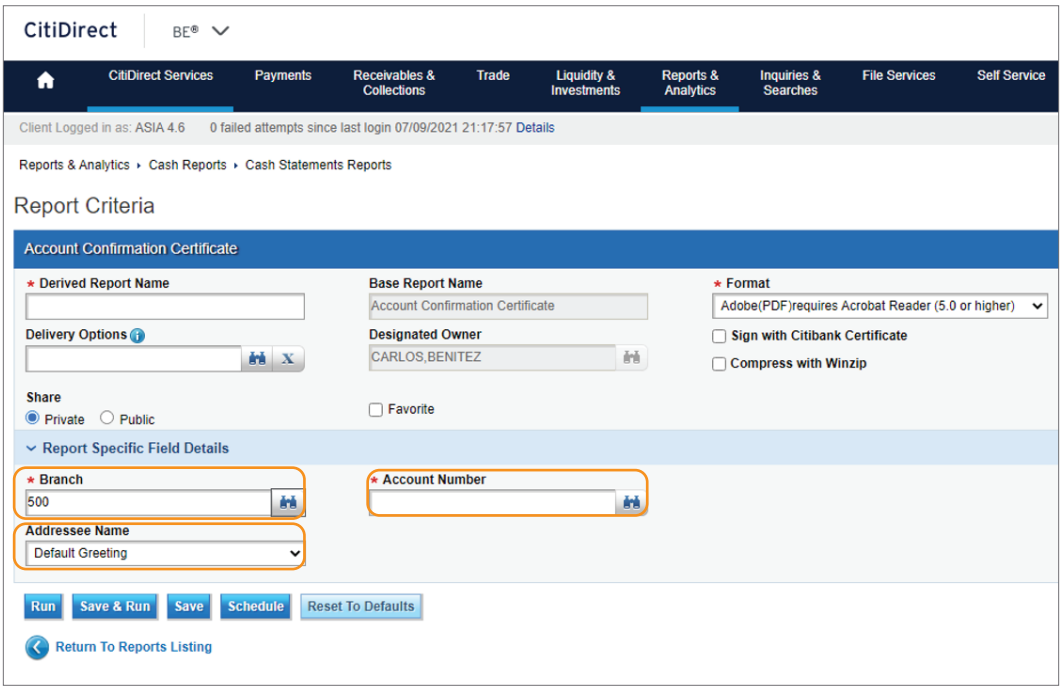
We thank you for banking with us.

With regards,
Ekaterina Bobkova

CitiService Department

Account Confirmation Certificate

Account Confirmation certificate is available under "Cash Statements Reports" section. Upon clicking *Account Confirmation Certificate* from the Generate Reports screen, the user will be directed to the Account Confirmation Certificate report criteria screen.



Select the Branch and Account Number which you would like the report to be generated for. The selection of available branches and accounts will be driven by user's entitlements.

Once Branch is selected, user will have another option called Addressee Name which is the greeting that will appear on the certificate:

- **Default Greeting:** the generic greeting set by the Citi Branch (typically "To Whom it May Concern")
- **Name of Client:** will address the letter to the legal entity of the account
- **Custom Greeting:** user can enter their own greeting that is to be displayed

Then select how you would like the report to be generated:

- **Run:** run the report one time with the selected report criteria
- **Save & Run:** the Save and Run button saves the report criteria (for future running use) and runs the report now
- **Save:** the Save button saves the report criteria, but will not run the report now
- **Schedule:** the Schedule button is a part of CitiDirect BE's automation capabilities. A Delivery Option library needs to be created and authorized before scheduling may occur.

Report Output

Account Confirmation Certificate will display the client's accounts that are held with Citi along with details on the date account was opened, currency, and account status.

Branch Address/Contact Information:

AO Citibank, St.Petersburg
Italianskaya str, 5, St.Petersburg,
191011, Russia
tel.+7812 718-3696

DATE - 22/01/2021
To whom It May Concern:

Account Confirmation Certificate

We certify that John Smith Company holds the below list of accounts with ST. PETERSBURG CITIBANK

Name of Company	John Smith Company
Company Address	123 Main Avenue, Petersburg, Russia
Citibank Branch	ST. PETERSBURG CITIBANK
Swift Code	CITIRUMX
Tax ID	xxxxxxx

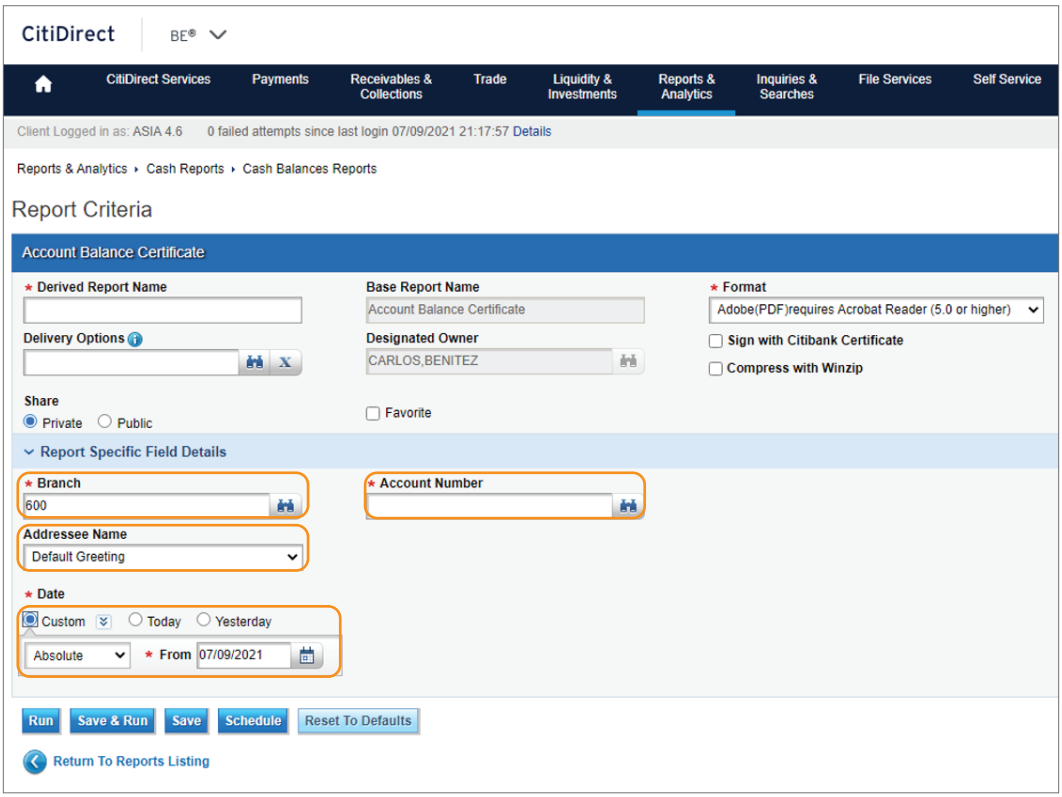
Account	Account Name	IBAN Number/ ABA Number	Date Opened	Currency	Status
xxxxxx	John Smith Account	xxxxxxxxxxxxx	27/06/1996	RUB	OPEN

With regards,
Ekaterina Bobkova

CitiService Department

Account Balance Certificate

Account Balance certificate is available under "Cash Balances Reports" section. Upon clicking *Account Balance Certificate* from the Generate Reports screen, the user will be directed to the Account Balance Certificate report criteria screen.



Select the Branch and Account Number which you would like the report to be generated for. The selection of available branches and accounts will be driven by user's entitlements.

Once Branch is selected, user will have another option called Addressee Name which will change the greeting that will appear on the certificate:

- **Default Greeting:** the generic greeting set by the Citi Branch (typically "To Whom it May Concern")
- **Name of Client:** will address the letter to the legal entity of the account
- **Custom Greeting:** user can enter their own greeting that is to be displayed

Then select the business date you would like to see account balance:

- **Custom:** option to select any date within past 12 months of current business date
- **Today:** current business date
- **Yesterday:** T-1 current business date

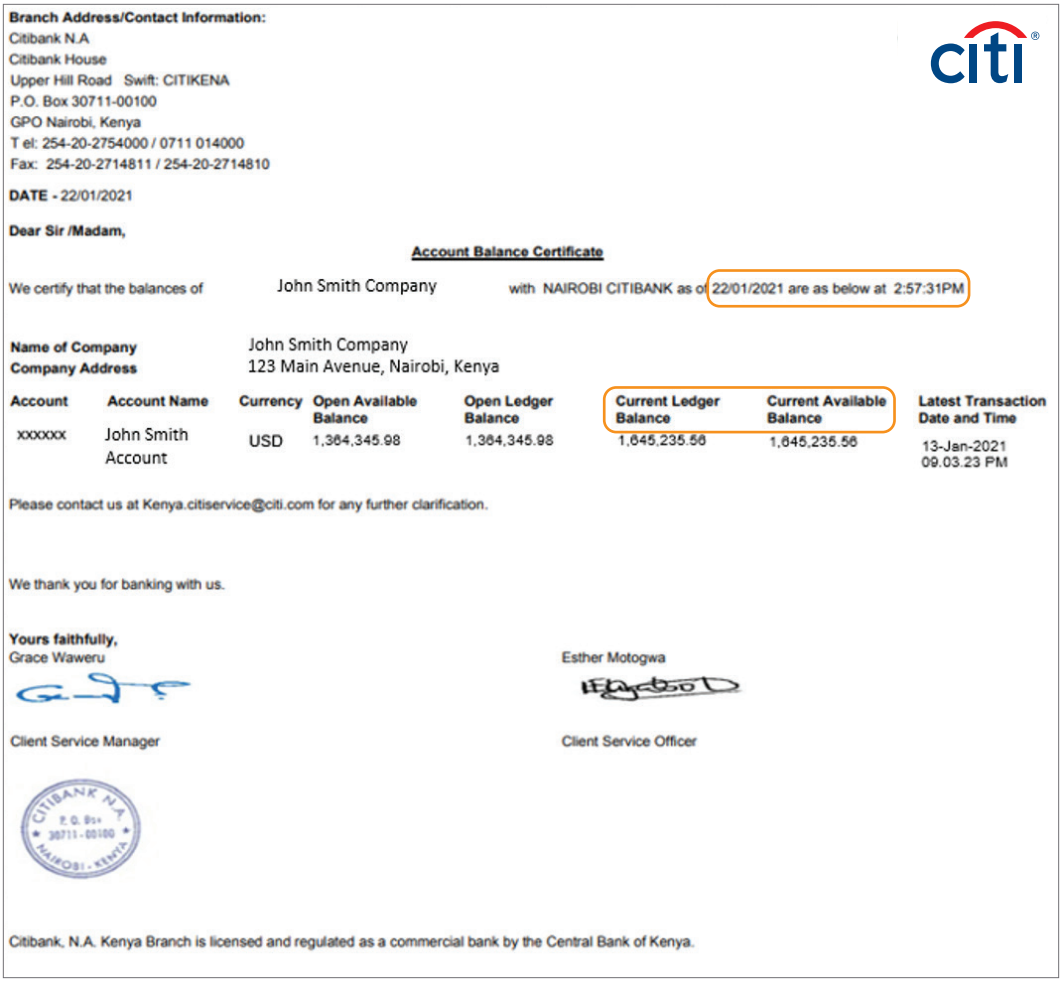
Then select how you would like the report to be generated:

- **Run:** run the report one time with the selected report criteria
- **Save & Run:** the Save and Run button saves the report criteria (for future running use) and runs the report now
- **Save:** the Save button saves the report criteria, but will not run the report now
- **Schedule:** the Schedule button is a part of CitiDirect BE's automation capabilities. A Delivery Option library needs to be created and authorized before scheduling may occur.

Report Output

Account Balance Certificate will produce the information on the current date balance or the end of day balance of a specific date depending on the Date which was selected. In addition, it will also display other details such as the date account was opened and the date the latest transaction occurred on the account when applicable.

Current Balance Certificate



Branch Address/Contact Information:
Citibank N.A
Citibank House
Upper Hill Road Swift: CITIKENA
P.O. Box 30711-00100
GPO Nairobi, Kenya
T el: 254-20-2754000 / 0711 014000
Fax: 254-20-2714811 / 254-20-2714810

DATE - 22/01/2021

Dear Sir /Madam,

Account Balance Certificate

We certify that the balances of John Smith Company with NAIROBI CITIBANK as of 22/01/2021 are as below at 2:57:31PM

Name of Company John Smith Company
Company Address 123 Main Avenue, Nairobi, Kenya

Account	Account Name	Currency	Open Available Balance	Open Ledger Balance	Current Ledger Balance	Current Available Balance	Latest Transaction Date and Time
xxxxxx	John Smith Account	USD	1,364,345.98	1,364,345.98	1,645,235.56	1,645,235.56	13-Jan-2021 09.03.23 PM

Please contact us at Kenya.citiservice@citi.com for any further clarification.

We thank you for banking with us.

Yours faithfully,
Grace Waweru
Client Service Manager

Esther Motogwa
Client Service Officer

CITIBANK N.A P. O. Box 30711 - 00100 NAIROBI - KENYA

Citibank, N.A. Kenya Branch is licensed and regulated as a commercial bank by the Central Bank of Kenya.

EOD Balance Certificate

Branch Address/Contact Information:
Citibank N.A
Citibank House
Upper Hill Road Swift: CITIKENA
P.O. Box 30711-00100
GPO Nairobi, Kenya
T el: 254-20-2754000 / 0711 014000
Fax: 254-20-2714811 / 254-20-2714810

DATE - 22/01/2021

Dear Sir /Madam,

Account Balance Certificate

We certify that the balances of John Smith Company with NAIROBI CITIBANK as of 15/01/2021 are as below

Name of Company	John Smith Company
Company Address	123 Main Avenue, Nairobi, Kenya

Account	Account Name	Currency	Open Available Balance	Open Ledger Balance	Closing Ledger Balance	Closing Available Balance	Latest Transaction Date and Time
xxxxxx	John Smith Account	USD	1,265,324.98	1,265,324.98	1,365,235.56	1,365,235.56	13-Jan-2021 07.03.23 PM

Please contact us at Kenya.citiservice@citi.com for any further clarification.

We thank you for banking with us.

Yours faithfully,
Grace Waweru

Client Service Manager

Esther Motogwa

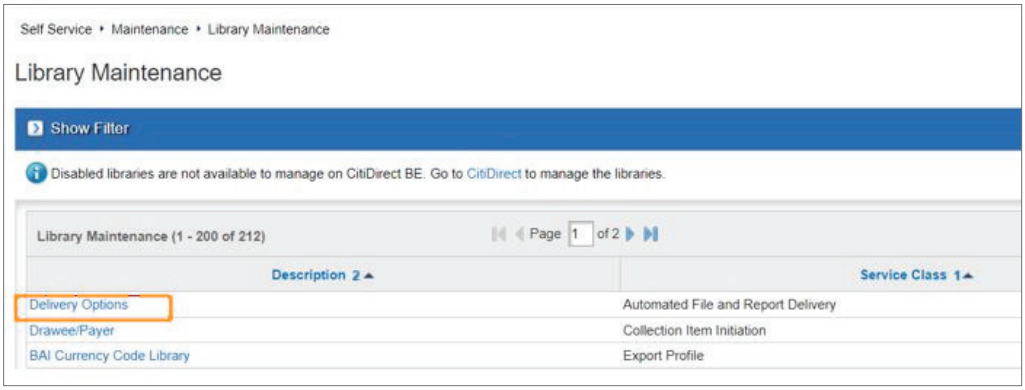
Client Service Officer

Citibank, N.A. Kenya Branch is licensed and regulated as a commercial bank by the Central Bank of Kenya.

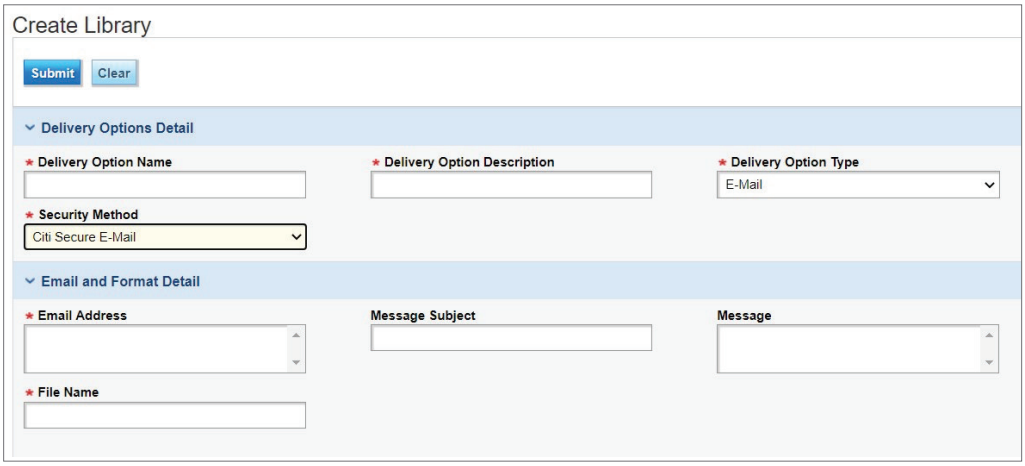
Scheduling the Account Certificate Report

1. Create a record in Delivery option in library. Navigate to "Library Maintenance" under Self Service menu options.

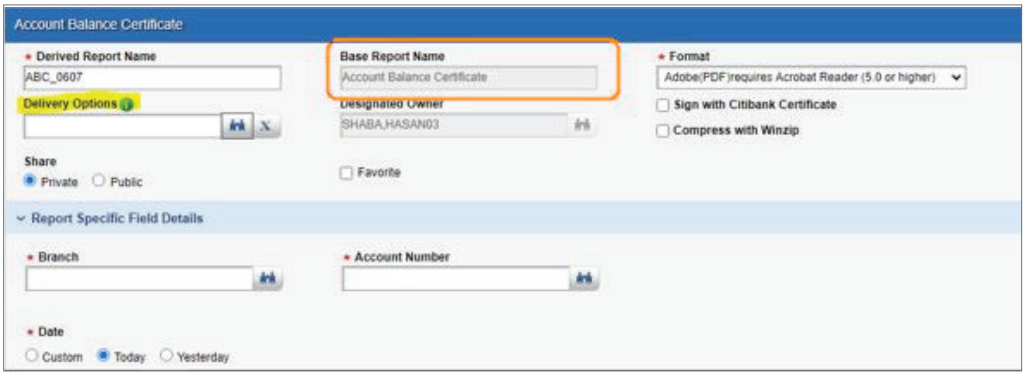
Select "Delivery Options".



2. Select delivery option type as an email while creating the record. Select Security Method as "Citi Secure Email". Provide all the necessary details. Delivery option name will be the file name. Authorize the record.



3. You will be able to see the record once authorized in the report screen in the delivery options lookup. Select the required certificate type under Base Report Name field.



4. Run or schedule the report by selecting the delivery option. Report output will be delivered to the email provided in step 2.

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