

CitiManager® Site Quick Start Guide

[View PIN Job Aid](#)

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Treasury and Trade Solutions





View PIN

Key Concepts

During the card activation process, you were prompted to set up a four-digit PIN as an extra layer of security.

Some merchants require that you to enter your PIN to complete a transaction.

If you need to retrieve your PIN if it's forgotten, you can look it up from the CitiManager Site website or the CitiManager — Corporate Cards App.



View PIN from the CitiManager Site Website

Step-by-Step Instructions

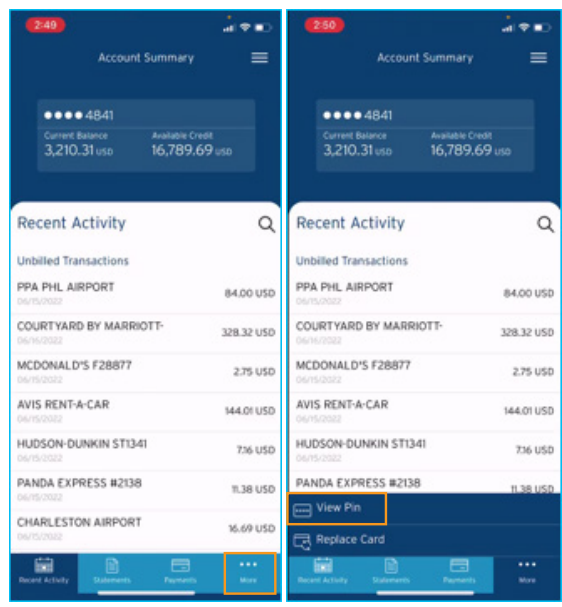
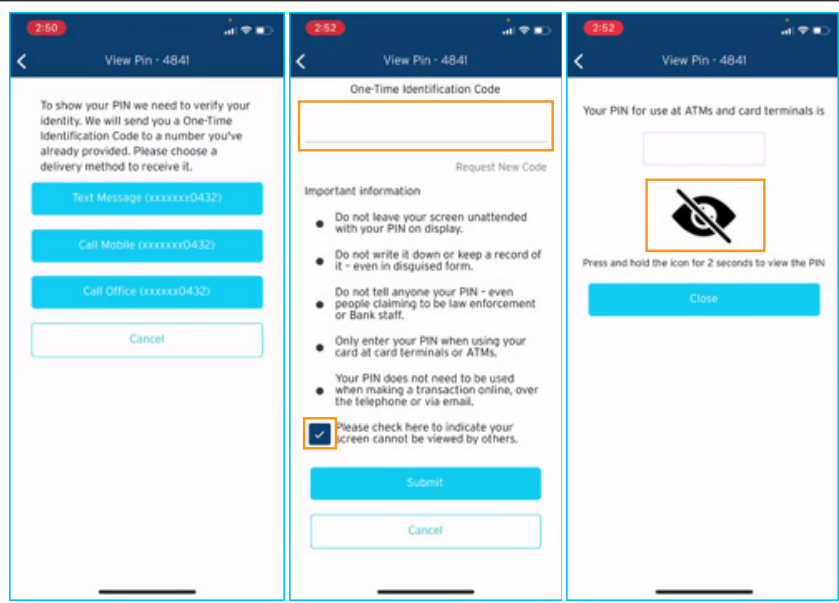
Screen	Step/Action
	<p>1. From the CitiManager Site Home screen, click the View Pin link.</p> <p><i>The View PIN screen displays.</i></p>
<p>CitiManager Home Screen</p>	<p>2. Select the radio button to indicate where you want the One Time Passcode to be sent and click the Continue button.</p> <p><i>The View PIN — One Time Passcode screen displays.</i></p>
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Screen	Step/Action
	<p>3. In the One Time Passcode field, type the One Time Passcode you received and click the Continue button.</p> <p><i>The View PIN screen displays the last four digits of your card number and your PIN.</i></p>
<p>View PIN — One Time Passcode</p>	
<p>View PIN — Card Number and PIN</p>	

View PIN from the CitiManager — Corporate Cards App

Step-by-Step Instructions to Register as a Cardholder

Screen	Step/Action
 <p>Account Summary and Account Summary — More</p>	<ol style="list-style-type: none"> From the Account Summary screen, click the (...) More link. <i>The View Pin link displays at the bottom of the screen.</i> Click the View Pin link. <i>The View Pin — OTP screen displays</i>
 <p>View Pin — OTP and View PIN — One Time Identification Code and View PIN</p>	<ol style="list-style-type: none"> Select the option for where the One Time Passcode will be sent. <i>The View PIN — One-Time Identification Code screen displays.</i> Type the One Time Passcode in the One-Time Identification Code field at the top, select the checkbox to indicate your screen cannot be viewed by others and then click the Submit button. <i>The View PIN screen displays.</i> Press and hold the eyeball icon for two seconds to view your PIN.

