APC CitiManager Virtual Training Request Form

Department of Defense (DoD) – GSA SmartPay® 3 (SP3)

Citi offers virtual APC training at no cost to agencies. There is no minimum participant requirement for a virtual training session.

Virtual training typically consists of shorter training topics. These topics may be requested by the APCs or discussed with your trainer in advance of the session.

All training participants must have CitiManager access. A list of all participants, with their CitiManager Username and CitiManager e-mail address, is required to secure your training date(s).

If you are interested in hosting a CitiManager virtual training session, please complete the form below and e-mail the completed form to CommCard.Training@Citi.com. A Citibank training coordinator will contact you directly to set up your training session.

Note: In order to submit this form via e-mail, the completed form must first be saved on your computer.

Branch of Service			
DoD Base or Installation Name			
DoD Points-of-Contact (POCs)	Primary POC		Secondary POC
	Name		Name
	Non-DSN Work Number		Non-DSN Work Number
	Mobile Number		Mobile Number
	E-mail		E-mail
Three (3) preferred training dates and times Example: Date 1: 11/1/2022 Time: 11:00 A.M. Time Zone: EST **Note:** Click in each of the Date fields and use the drop-down arrow to display a calendar. If you select Other from the Time Zone drop-down list, enter the time zone in the Comments field.	Date 1 Time Time Zone Comments	Date 2 Time Time Zone Comments	Date 3 Time Time Zone Comments
Total Number of APC participants All participants must be able to log into CitiManager in order to access the training session.			
Tools to be trained Check all that apply	☐ CitiManager ☐ Reporting ☐ Visa IntelliLink		
Agenda Topics/Areas of Interest			
Additional Comments			

The following section is to be completed by Citi.

Confirmed Training Date/Time	
Trainer Assigned	
Date Completed	
Comments	

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