CitiDirect Login & Navigation Guide Instructions
For Pcard and CBT Travel Card

1. **Go to:**
   https://www.globalmanagement.citidirect.com
   and bookmark this page for future logins.

2. **User ID and Password:** Enter your 16 digit (account number) and temporary password
   (tamucc2012+last 4 digits of your credit card number). This is for the first time you login.
   Click on the login button to proceed.

3. **Current User ID:** this will show your 16 digit credit card number.
   New User ID: Enter a user ID for your credit card. (suggestion: Add a T for Travel for your travel card,
   or a P for Pcard for your purchasing card at the beginning or end of your User ID - helpful if you have
   both a Pcard and a Travel Card.
   Confirm New User ID: Enter your new user ID again. Click continue.

4. **Create a New Password:**
   Current Password: Enter the temporary password again.
   (tamucc2012+last 4 digits of Credit Card number).
   New and Confirm Password: Create new password and then confirm.
   This password will be valid for 90 days.

5. **E-mail Address and Confirm E-mail Address:** Enter your TAMUCC email address and then confirm.

6. **Security Question and Security Answer:** Click the drop down and select a security question,
   then type the answer to that question and click submit.

7. **Challenge Question, Response and Confirm Response:** Click on the drop down and select the first
   Challenge Question, then in the Response box enter your answer. Confirm your answer in the
   Confirm Response box. Repeat this for the next two Challenge Questions and click Save.
   This will take you to CitiDirect home page.

**Congratulations! You have successfully created your CitiBank User ID and logged into
Citidirect for your account allocations on your expense reports.**

If you have any problems with logging in...
for CBT Travel Credit Card: Please contact Gracie Olalde (x2749) or Nydia Marin (x5767)
for PCard: Please contact Sherrie Clay (x2777) or Gracie Olalde