

CitiDirect BE® User Administration Form

* denotes mandatory field.

* Company Name:		
* CitiDirect BE Client Definition- existing clients		
* Customer Registered Address		*Street Address:
Building / Floor / Room:		*City:
State / Province / Territory:	*ZIP/Postal Code:	*Country:
* Primary Contact Name:		
* Email Address:		
* Phone Number:		

Section I – Account entitlements:

[Add accounts](#)

[Delete accounts](#)

Account Number:	Account Country:	Account Number:	Account Country:
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

Section II – User entitlements:

Note: All users mentioned will have access to the accounts in Section 1. Account roles for each user will be defined as per the below entitlement

[Add entitlements](#)

[Remove entitlements](#)

[Replace all entitlements](#)

Authorizers required

Note: A user with Input and Authorization entitlements cannot perform input and authorization of the same payment.

Nr.	*First name	Middle Name	*Last Name	Login ID <small>existing users only</small>	Reports and Inquiries	Payments Input	Payment Authorization		Trade Products	
							Level 1	Level 2	Initiation	Authorization
1.										
2.										
3.										
4.										
5.										

No authorizers required

Note: A user with Input and Release entitlements can input and release the same payment.

Nr.	*First name	Middle Name	*Last Name	Login ID <small>existing users only</small>	Reports and Inquiries	Payments Input	Payments Release	Trade Products	
								Initiation	Authorization
1.									
2.									
3.									

*Authorized Signature / Name / Date:	Company Stamp:	*Authorized Signature / Name / Date:

Appendix: User Setup

* denotes mandatory field.

* Company Name:			
* CitiDirect BE Client Definition - existing clients			
* Customer Registered Address		*Street Address:	
Building / Floor / Room:		*City:	
State / Province / Territory:		*ZIP/Postal Code:	*Country:
* Primary Contact Name:			
* Email Address:			
* Phone Number:			

Add Users

Update User Details

Delete Users

*First Name: (as per ID documents)	Middle Name: (as per ID documents)	*Last Name: (as per ID documents)	Login ID (existing users only)	*Email Address:	*Mobile Number:	Telephone Number:

*Street Address:	The address of the users above is the same as the company	Enter new address	*Building/Floor/Room:
*City:	*State/Province/Territory	*Postal Code:	*Country:

***Credential requests**

Default MobilePASS soft-token credentials will be issued for new users.

*First Name: (as per ID documents)	Middle Name: (as per ID documents)	*Last Name: (as per ID documents)	Login ID (existing users only)	MobilePASS		Safeword - fees may apply		No change requested
				New	Reissue	New	Reissue	

Under local Anti-Money Laundering regulations, please note that identity documentation may need to be submitted to local Citi offices

* Authorized Signature / Name / Date:	Company Stamp:	* Authorized Signature / Name / Date: