CitiDirect

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CitiDirect® Online Banking
## - access via portal CitiDirect BE

Login and new menu layout

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www.citihandlowy.pl
Bank Handlowy w Warszawie S.A.

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Login

Please open the following address in your web browser:

https://portal.citidirect.com

(Please go to www.citidirect.pl website for information on system requirements, including the list of supported Internet Browsers which ensure proper functioning of CitiDirect)
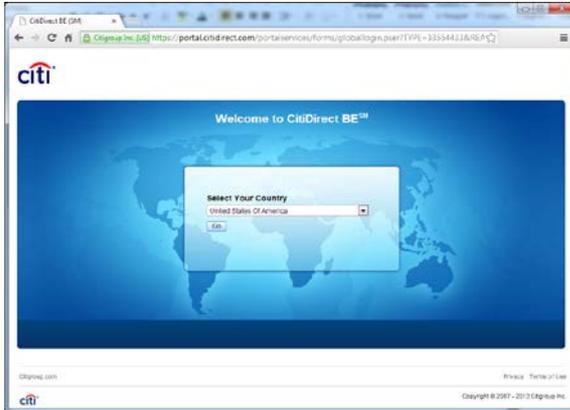
On the first login to the system or each time after you delete the Internet browser history You will see the window for selection of the country.

Expand the list and select your country, then click 'Go' (e.g. when you choose 'Poland' as a country, the login page will be displayed in Polish).
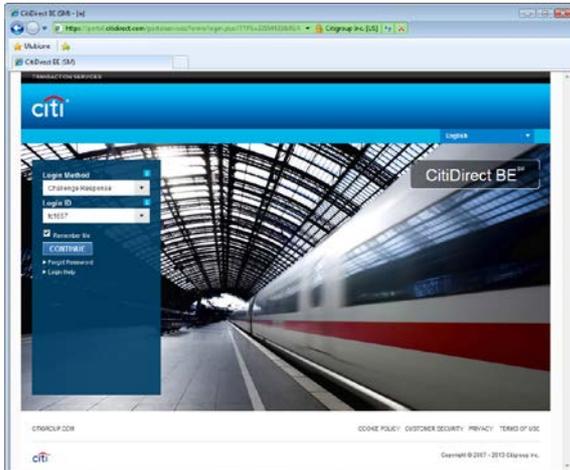
In the field **Login Method** please select: **'Challenge Response'.**

Then you will see the field **Login ID.**

This is the serial number of your **SafeWord** card that you have received from the Bank. You can find it at the back of your card, below the barcode.

Front view of the new SafeWord Card   Back view of the new SafeWord Card

Please input the Login ID in small letters. Having input the number, please click **Continue**.

Then you will see the fields **Challenge** and **Response**.

In the **Challenge** field there will appear an 8 digit code. Please turn on your card and type to it that code.

In this way you will generate a dynamic password (see information on the next page), which you need to type in the **Response** field.

Password may be composed of both digits and letters. The size of letters does not matter. Letters may be only those symbols which cannot stand for a digit. In case of doubt, priority should be given to a digit. (e.g. always digit '0' and never letter 'O').

After you have typed the password click on **LOGIN**, in order to enter portal CitiDirect BE.

Password generation:

Press **ON**, to activate your SafeWord card.

At the **ENTR PIN** prompt, enter your PIN.

After having input the last digit of your PIN, the **HOST?** prompt would appear.

Enter number **'9'**. The **CHALLNG?** prompt would appear.

Enter digits from the Challenge field. Having entered the last digit, the card would automatically generate a dynamic password.

After having logged in, you will see portal CitiDirect BE window. In order to go to CitiDirect Online Banking application please click on 'CitiDirect Services' in the upper menu, or use one of the shortcuts visible in the "CitiDirect Shortcuts' widget if you want to be directed to a particular function within CitiDirect.
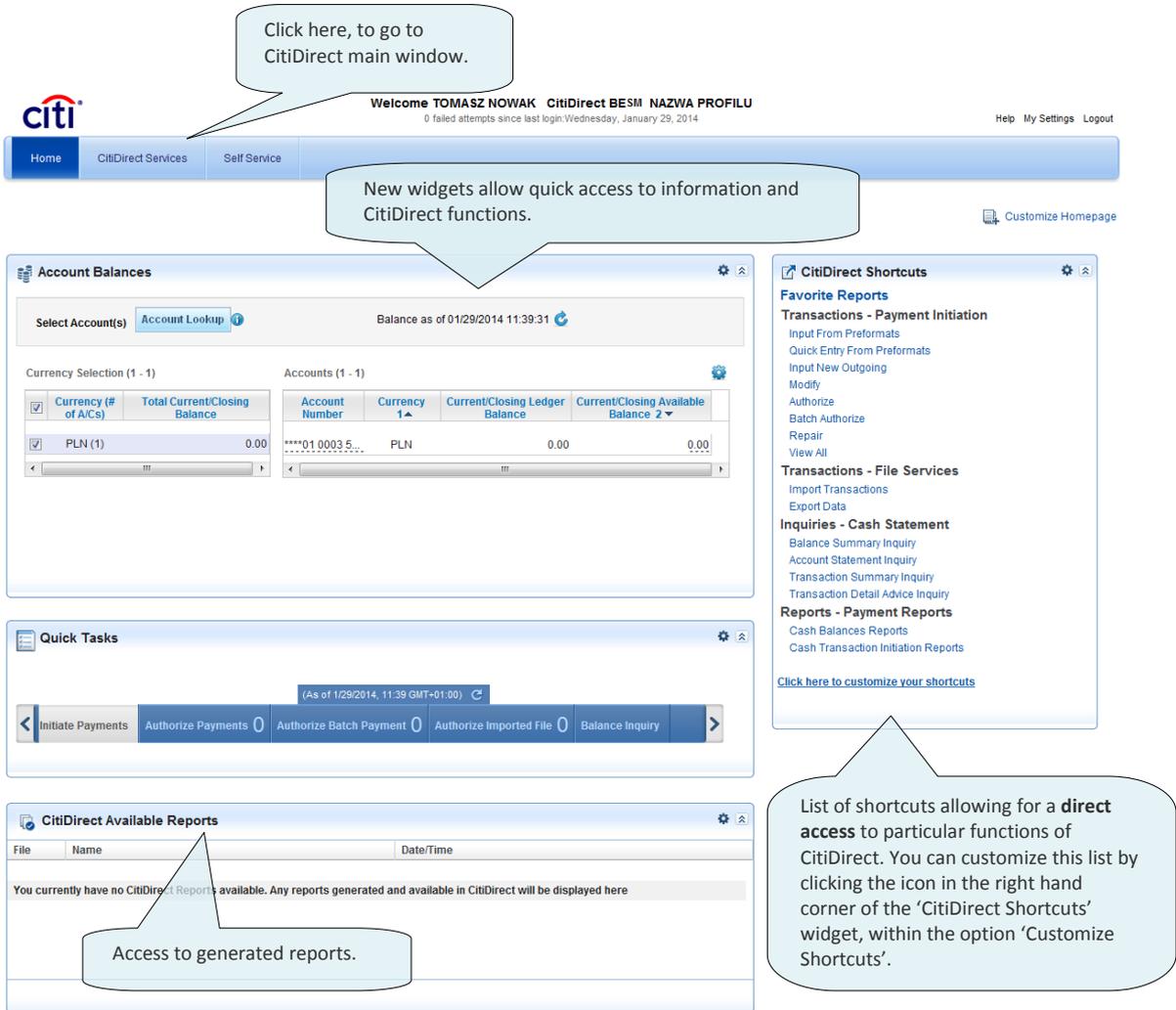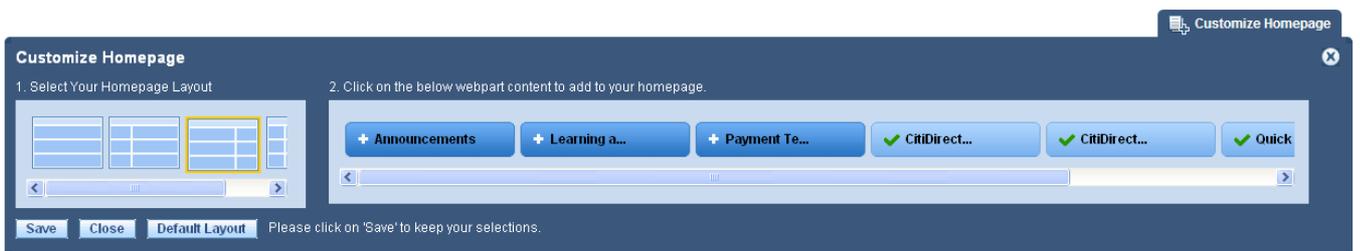

Image 1. Home Page of CitiDirect BE portal.

Design your own CitiDirect Home Page

Each user is now able to select their own layout of the Home Page and add widgets to this Page.

New widgets

that allow quick access to information and CitiDirect functions.

Currently available widgets:

- Quick tasks
- Account balances
- Available reports

Now, when logging in via portal CitiDirect BE, you can use the new 'Quick Tasks' option. Thanks to this option the entitled Users gain direct access to the following functions without the need to navigate through the application:

- Initiate payments
- Balance inquiry
- Transaction inquiry
- Authorize payments
- Authorize batch payments
- Release payments
- Release batch payments

Presented below are sample screens of the 'Quick Tasks' widget:

Each option in the Quick Tasks menu takes the User directly to the selected function – in this case, to 'Authorize Payments' screen.

The current view can be adjusted in the customization options available for particular tasks.

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Reports – new widget

In this window, the User can find a list of generated CitiDirect reports. The User may choose to either display or download those reports directly from this location.

CitiDirect Shortcuts

'CitiDirect Shortcuts' is a panel featuring a list of CitiDirect functions. It can be found on the Home Page after login via CitiDirect BE Portal.

The list of displayed shortcuts may be easily adjusted by the User to suit their needs.

Additionally, it is possible to change the placement of the shortcut list and reorder all other available widgets by simply dragging them to desired locations on the screen.
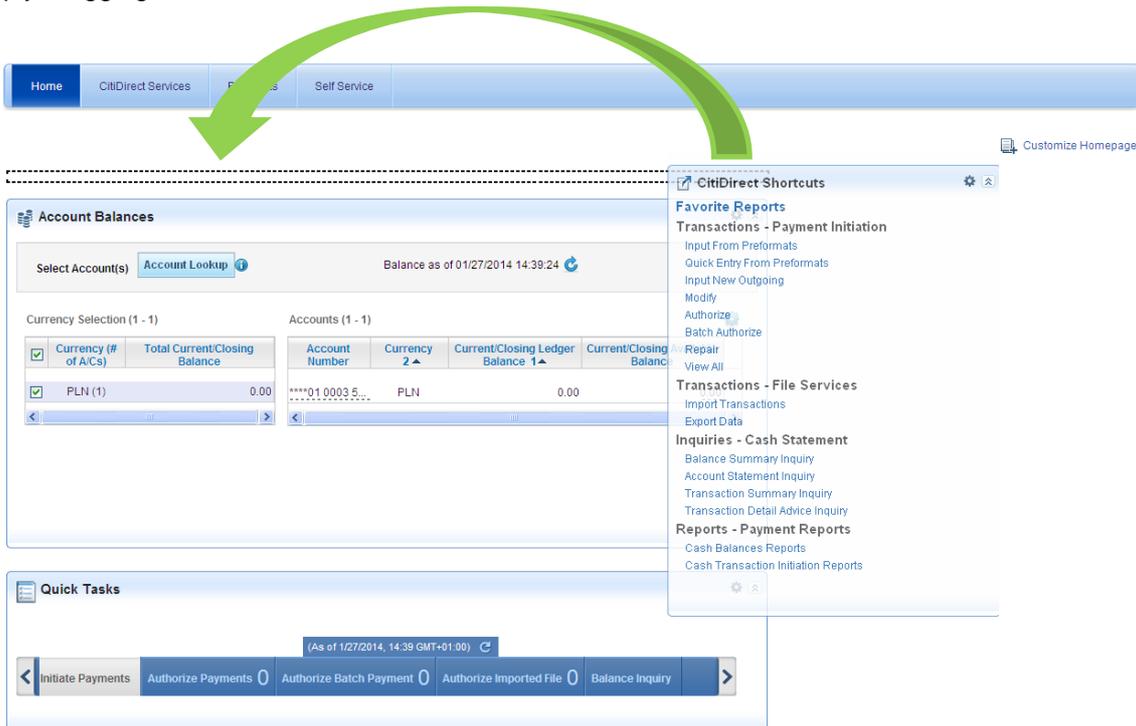
Access to the Citi Trade Portal

This module is available as a part of CitiDirect and does not require a separate login. It is accessible on the Single Sign-On (SSO) basis, which greatly facilitates work for those Users, who are also entitled to access the account services and payment functionality.

Citi Trade Portal is a new module of CitiDirect electronic banking. It allows remote management of trade finance and trade services transactions. Citi Trade Portal offers recourse factoring and reverse factoring services, export and import letter of credit, export and import collection and guarantees.

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Main window of CitiDirect

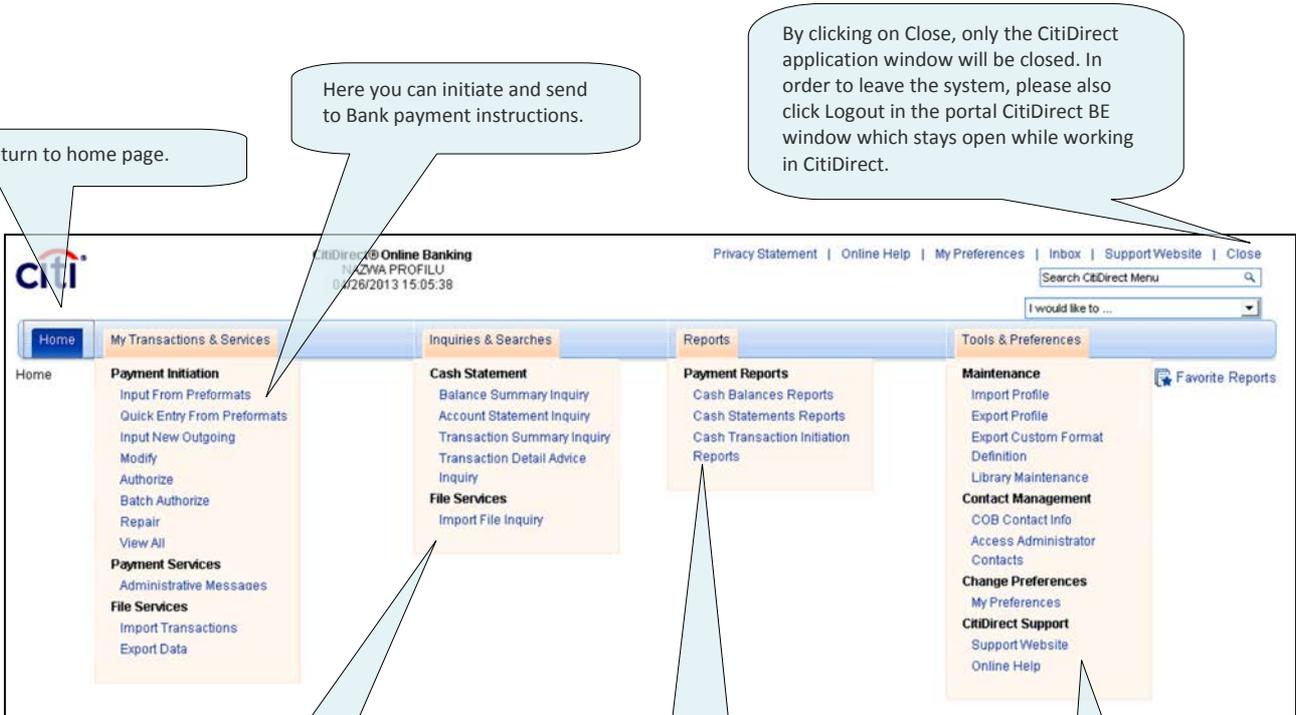Below image displays CitiDirect application Main window thus with the expanded content of upper Menu:

Here you can initiate and send to Bank payment instructions.

Return to home page.

By clicking on Close, only the CitiDirect application window will be closed. In order to leave the system, please also click Logout in the portal CitiDirect BE window which stays open while working in CitiDirect.

Image 2. Main window of CitiDirect.

Here you can go to account history.

Here you can find tools to generate reports on payments and account history.

Additional tools such as import, export or My preferences options.

Below image presents a comparison between the current and new look of the Menu in CitiDirect system.
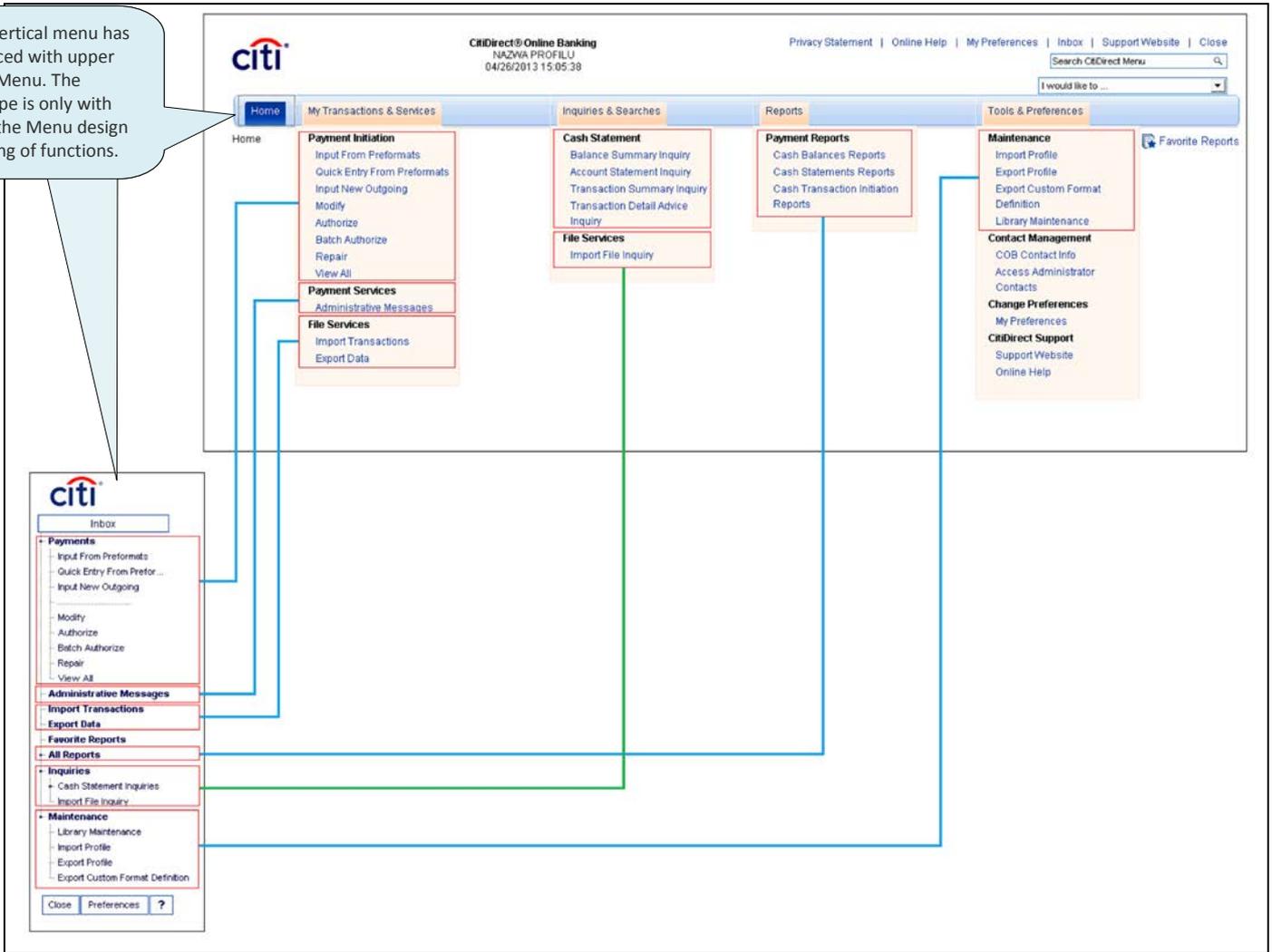
Image 3. New look of CitiDirect menu.

My Preferences

Settings within **My Preferences** allow to adjust CitiDirect to individual needs of the User – to select an appropriate format of date and amount, as well as to adjust the form of displaying messages. Within the **Service Class Name** menu, please select **Global**. By clicking on **Default Application**, all available in the menu options will be displayed. You can select one of these as a default option on which CitiDirect window would open, starting from the next login to the system. This means that next time you login to CitiDirect you will not see e.g. My Preferences but Balance Summary Inquiry. Within the **Default Application** option it is best to choose a function that you use most frequently.
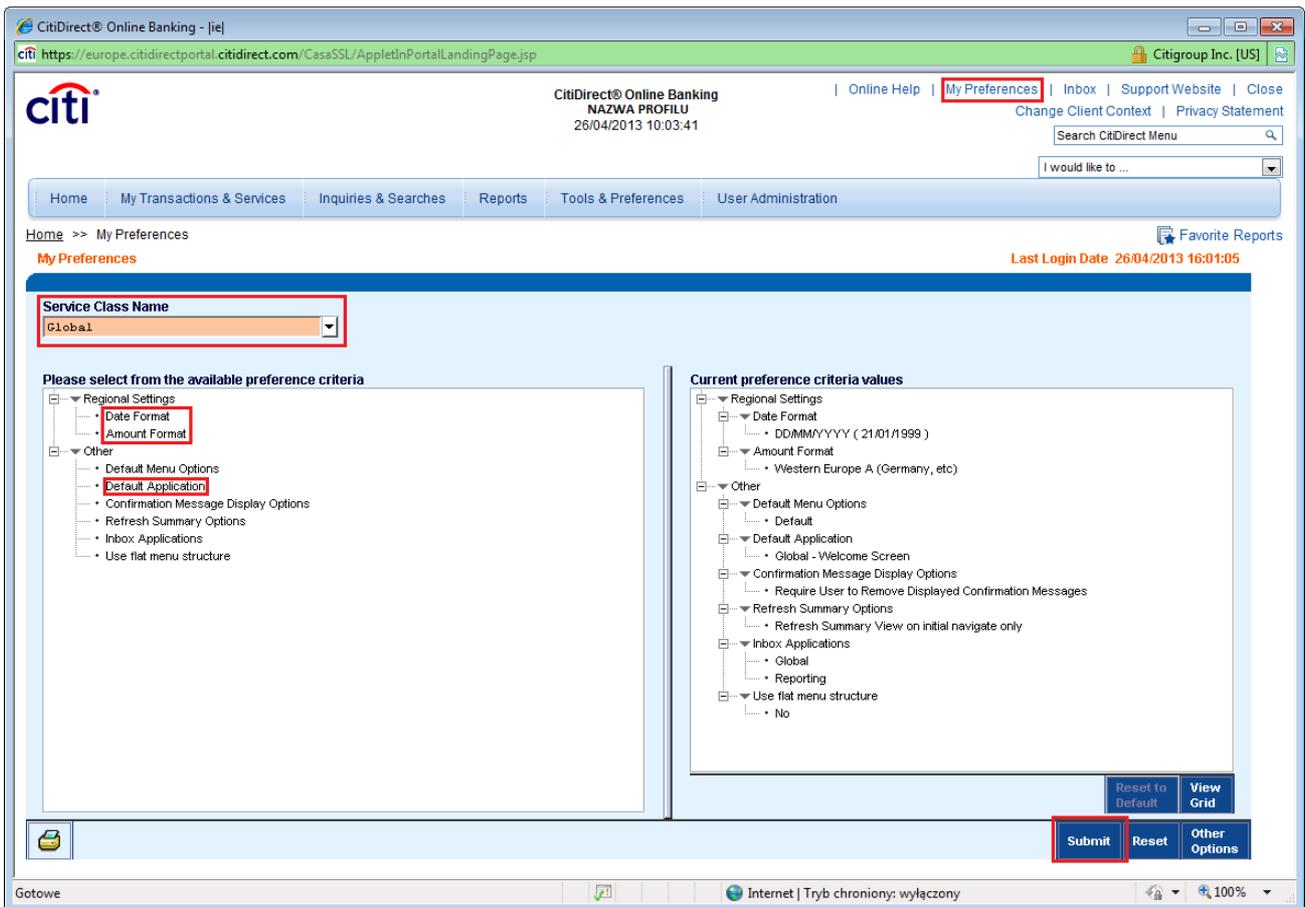
Image 4. My Preferences

In order to make a change in the **Default Application** option, please select adequate option from the list and click **OK**. Then press **Submit** button – visible at the bottom of the screen – so that the new settings are saved.
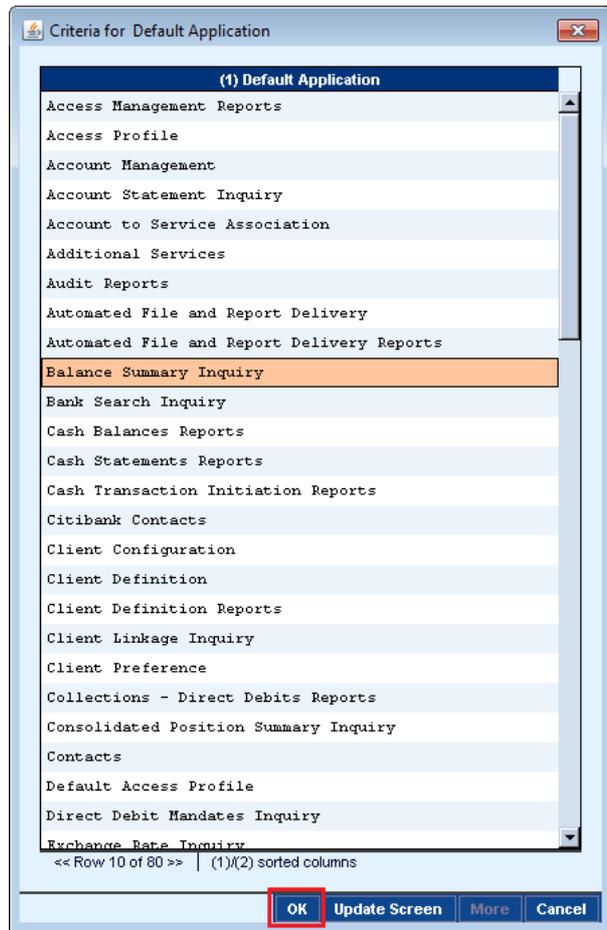
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Image 5. Change of settings within the Default Application option