

Citi[®] Payment Insights

Security Managers Entitlements Setup Guide

150years of progress citi handlowy®

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

Table of Contents

Pre-requisites2
How to Assign Access Profiles to Users
Creating New Access Profiles with All Functionalities (READ, ROF, STOP)8
Creating New Access Profiles with Stop Only Access.13
Creating New Access Profiles with Returns (ROF/GDA) Only Access17
Enabling Stop Payment for Previously Assigned Action (ROF/GDA) Access Profiles21
How to Delete Existing Access Profiles25

Pre-requisites

For Citi[®] Payment Insights Read-Only Access

- 1. Clients must be CitiDirect BE users and have a client definition set up on CitiDirect BE®
- 2. Client users must be enabled with *Payments View* entitlement. The data that users see on Citi Payment Insights is based off account level entitlements from Payments View.

For Citi Payment Insights Action (Return of Funds/Grant Debit Authority or Stop Payment) Access

Note: We do not recommend editing read-only access profiles to provide Stop/Return access because it will grant everyone who has the access profile that entitlement

- 1. Client users must have *Payments Input/Modify* entitlement to be able to initiate a Return of Funds, Grant/Deny Debit Authority or Stop Payment request.
 - i. If users don't have Payments Input/Modify, then they won't be able to initiate these requests or see the buttons on Citi Payment Insights (even if the ROF/GDA/STOP access profiles are created and assigned)
- 2. Client users must have *Payments Authorize* entitlement to be able to authorize a Return of Funds, Grant/Deny Debit Authority or Stop Payment request.
 - i. If users don't have Payments Authorize, then they won't be able to authorize these requests or see the buttons on Citi Payment Insights (even if the ROF/GDA/STOP access profiles are created and assigned)

For WorldLink® Payments Visibility on Citi Payment Insights

- 1. The *WL Client ID* and *funding account* must be entitled within the Citi Payment Insights-enabled client definition and the user must have access to both
 - i. WL payments made from manual funding or non-Citi Handlowy / Citi accounts won't be visible
- 2. Transactions must be processed through *WL GPP* contact your Citi Handlowy / Citi representative to confirm your WL transaction flows to be certain of visibility on Citi Payment Insights

Functionalities regarding:

The functionalit

at a later date

- Stopping & Recalling a Payment
- Returning a Payment
- Granting (or Denying) Debit Authority

will be available at a later date

Navigate to Self Service \rightarrow Client Administration Service \rightarrow Users & Entitlements

ome CitiDirect Services	Payments Trade Analytics	Searches File Services	Self Service		
nt Logged in as: Global Channel Rea	diness 0 failed attempts since last login	03/04/2020 14:20:14 Details	Support Service Inquiry Manager @	Client Administration Service	Alerts and Notification Create Alert
CitiDirect BE unavailable on Saf	urday, March 7th , 2020	URGENT ATTENTION for all Citi	Maintenance Library Maintenance	Change Security Questions	
			Client Administration Service	Holiday Calendar Payment Cut-Off Time	
Payment Insights			Client Settings		
Service Insights			Crients - New Create Service Service Worklist	Learning and Communications User Guides & FAQs	
Payments Pending Action			View All Services Create User Group Association User Group Association	Tools and Utilities Performance Optimizer 🖾	
E Menu			View All User Group Association	Insights	
~ Authorize	Authorize Imported File		Clients	Service insignts	
Imported File (0)	There were no items found that ma	atch the search criteria. Please modify	N Solution Packager		
	Authorize Reject				

Hover over Users & Entitlements \rightarrow Users \rightarrow All Users. Search for the desired user using the Search Criteria, and then click on their name.

citi								
Home C	tDirect Services	Payments	Loans	Trade	Reports & Analytics	Inquiries & Searches	File Services	Self Service
Client Logged in a	s sep_28_2018	0 failed attempts	since last log	in 2020/02/27	20:11:10 Details	5		
Self Service + Cli	ent Administration S	Service + Users &	Entitlements					
Users & Entitiements	Users	•	Create					
Clients - New	Access Prof	iles	Authori. 148	ze				
Client Settings	User Entitler	ments	Modify/ 89	Repair				
Contact	Unlock User		All Use	rs				
As of 2020/02/29 3:21:35 UTC+05:30	Bulk User C Update	redential						

ome	CitiDirect Services Pa	iyments Loans	Trade Analy	ics Searches	File Services	Self Service		
nt Logged	in as sep_28_2018 0 faile	d attempts since last lo	gin 2020/02/27 20:11:10	Details				
Service	Client Administration Service	Users & Entitlement	s + Users: All					
Losers &	All Users (64	9)			Bulk User Rec	juest Status		80
titlement	s > Show Search C	riteria						
ents - Ne	All (1 - 50 of 649)		K < Page 1 of 1	3 > > Selected Iter	ms: 0 (As of 2020/0	2/29 3:22:04 UTC	C+05:30)	c @
	User name z	LUSER Alias	Worklist statu	s Access Profile	es User Status	A A	Δ	0
ıllı	01, USER	sj2831	Processed	14	Active			
nt Settin	01NOV19, MPTE	ST mpnh5319	Pending Authorizat	tion 1	Active	8		
	01NOV2019, MP	123 mpoq5398	Pending Authoriza	tion 2	Active	8		
1	9 02, USER	sj2832	Processed	14	Active			
	02, RAJI	sj2352	Pending Authorizat	6. 1	Active	8		
sontact	0211, USER1		Pending Authorizat	t. 1	Active			
As of	03JXD4BF, USEF	2	Processed	19	Active	Ē.	\triangle	
20/02/2	OXK1FCNO, USE	R	Pending Authonizat	tion 22	Active			
C+05:3	10FEB2020, ICUS	SER sj2345	Processed	1	Active	Ð		
C	123, UAT2KALA	sj2451	Processed	1	Active			
	Resot User							

The full details of that user will display, scroll down until you see "3 - User Entitlements" and click on that.

			Trade Re	ports & nalytics	Inquines & Searches		Self Service	
ed in as sep_	28_2018 0 failed attem	pts since last login 20	020/02/27 20:11	:10 Details				
· Client Adn	ministration Service + User	s & Entitlements + U	Isers: Users + D	Detail View				
A	II Users: Details							
nts Pr	ocessed							
0	omplete the sections	s below to define	e user inform	nation, as	sign creden	tials and asso	ciate	* = Required Field
er	ntitlements.							
New 💽	First Name ()		Middle Nan	me (j)		+ Las	t Name ①	
•	JSER		Enter marne	from official	focuments	01		
ings 🔍	1 - User Information						n	is section is required
	inter general user int	formation addre	ee and cont	tact dotails				
	inter general user int	ionnation, addre	iss and com	act detail:				
t U	ser Alias		* Status	0				
S	H2831		Active	O inactive		lines I		
29 In 9	iitials		Alternate L	ogin iD ()		User	wanager (j)	Q
.30	Employee ID Type		* Employe	e ID				
	SOE-ID	~	dr22841					
A	ddress Details							
0	lick 'The above add	ress is correct' o	heck-box to	confirm t	nat address	details are co	rrect	
C	lick 'Create New Ad	dress' to enter n	ew address	details.	iai adaroso			
в	uilding/Floor/Room		Street Add	ress 1		City		
10			dfhdfh			chenn	ai	
	Country		State / Prov	vince / Terri	tory	Posta	Code / Zip Code	
4	ndia (IN)	\checkmark	1			60011	19	
1.1	Time Zone							
0	Chennai, Kolkata, Mumbai,	New Delhi (IST						
	· The above address	is correct						
0	reate New Address							

Contrast Datalla								
Contact Details	e.							
 Telephone 			Mobile Country Code	Telephone ()	• Email	(i)		
65765756		-	Select 🗸		dharani	ramalingam	@citi.com	
Allow Access								
* Date			• Time		Days of t	he week		
From	То		From	То	V SUN			WED
2020/02/26 🛗	2025/02/26		12:00:00 AM	11:59:59 PM			SAT	
User Category								
User Type 🕦			Allow Mobile Ac	cess				
Functional User			-					
SDR User Account	Type (1)		User ID					
Omnibus O Su	b-Account		51132993					
LATAM Interactiv	ve Voice Respo	nse (LA1	(AM IVR)					
LATAM Interactive	e Response	e (IVR)	Handling					
LATAM Interactiv	ve Voice Respo e Response	e (IVR)	TAM IVR) Handling Department Name		Preferre	d Commu	nication M	lethod
LATAM Interactive Interactive Voic Role	ve Voice Respo e Response	nse (LA1 e (IVR)	Handling Department Name Other		Preferre Other	d Commu	nication M	lethod
LATAM Interactive Interactive Voic Role Other Best Time to Call	ve Voice Respo se Response	nse (LA1 e (IVR)	AM IVR) Handling Department Name Other Alternate Telephon	e Number	Preferre Other Fax Nun	d Commu nber	nication M	lethod
LATAM Interactive Interactive Voic Role Other Best Time to Call Other	ve Voice Respo	e (IVR)	Handling Department Name Other Alternate Telephon 1(234)667-8911	e Number	Preferre Other Fax Nun 1(224)40	d Commu nber 17-8601	nication M	lethod
LATAM Interactive Interactive Voic Role Other Best Time to Call Other > 2 - Credentials	ve Voice Respo	e (IVR)	AM IVR) Handling Department Name Other Alternate Telephon (1/234/667-8911	s Number	Preferre Other Fax Nun 1(224)40	d Commu nber 17-8501	nication M This se	lethod
LATAM Interactive Interactive Voic Role Other Best Time to Call Other > 2 - Credentials > 3 - User Entitleme	re Voice Response	nse (LA1 e (IVR)	AM IVR) Handling Department Name Other Alternate Telephon 1(234/667-8911	e Number	Preferre Other Fax Nun 1(224)40	d Commu nber 17-2501	nication M This se This se	lethod
LATAM Interactive Interactive Voic Role Other Best Time to Call Other 2 - Credentials 3 - User Entitleme Expand All Coll	ve Voice Response se Response ents lapse All	nse (LA1 e (IVR)	AM IVR) Handling Department Name Other Alternate Telephon (1/234/667-3911	e Number	Preferre Other Fax Nun 1(224)40	d Commu nber 17-8601	nication M This se This se	ection is option
LATAM Interactive Voic Role Other Best Time to Call Other 2 2 - Credentials 3 - User Entitleme Expand All Coll	ve Voice Response ce Response ents lapse All	e (IVR)	AM IVR) Handling Department Name Other Alternate Telephon (1234967-8911	e Number	Preferre Other Fax Nun 1/22494	d Commu nber 17-8901	nication M This se This se	lethod
LATAM Interactive Voic Role Other Best Time to Call Other 2 - Credentials 3 - User Entitleme Expand All Coll Reset User	ve Voice Response ce Response ents lapse All	e (IVR)	AM IVR) Handling Department Name Other Alternate Telephon (1234/667-8911	e Number	Preferre Other Fax Nun 1/22496	d Commu nber 17-2501	nication M This se This se	lethod 2 ection is option ection is option
LATAM Interactive Voic Role Other Best Time to Call Other 2 - Credentials 3 - User Entitleme Expand All Coll Reset User Select the Reset User	ents checkbox and Su	bmit to un	AM IVR) Handling Department Name Other Alternate Telephon 1(234)67-8011	≥ Number	Preferre Other Fax Nun 1/224/4	d Commu nber 17-9501	nication M This se This se	lethod 2 ection is option
LATAM Interactive Voic Role Other Best Time to Call Other 2 - Credentials 3 - User Entitleme Expand All @Coll Reset User Select the Reset User	er Voice Response ents lapse All checkbox and Su	bmit to un	AM IVR) Handling Department Name Other Alternate Telephon (1230667-8911	e Number	Preferre Other Fax Nun 1/22434	d Commu nber 17-1901	nication M This se This se	ection is option
LATAM Interactive Voic Role Other Best Time to Call Other 2 - Credentials 3 - User Entitleme Expand All © Coll Reset User Select the Reset User Solution Save Solution Save Solution Save Save Solution Save Save Save Save Save Save Save Save	er Voice Response er Response ents lapse All checkbox and Su Detete	bmit to un	AM IVR) Handling Department Name Other Atternate Telephon (CSM067-891) ICSM067-891	e Number	Preferre Other Fax Nun 1(224)40	d Commu nber 17-9501	nication M This se This se	ection is option

6

How to Assign Access Profiles to Users: Step 4

Search for "PAYMENT INSIGHT" on the left-side of the screen. If assigning the default read-only access profile, it will be called PAYMENT INSIGHT READ ONLY. If you have created access profiles for ACTIONS, such as STOP or ROF/GDA, then those will appear (see instructions later in the guide on how to create these profiles). Click on the checkbox, and then Add. You'll see the access profile move to the right, then click Submit.

- Disert and the second second		This section is o
- User Englements		This section is o
u can also <u>copy access profiles</u> from another	user.	
DAVMENT INCIDIT	1 1	Added Access Profiles
Search		D
		AP FEB25(0)
vailable Access Profiles		CAS UAT2 ENT
Select All		CitiDirect Services
PAYMENT INSIGHT ACTION		CLASSIC MISMATCH 1
	Add >	
	< Remove	ENU01
		SEP4 DAP
		TEST ALL1
		TEST ALL2
		TRADEBHAI (CO)
ou can also copy access profiles from anothe	er user.	
DAVAGENT INCIDET	-	Added Access Profiles
PAYMENT INSIGHT		Added Access Profiles
PAYMENT INSIGHT Search		Added Access Profiles
PAYMENT INSIGHT Search Available Access Profiles (1 - 1 of 1)		Added Access Profiles
PAYMENT INSIGHT Search Available Access Profiles (1.1 of 1) Select All		Added Access Profiles
PAYMENT INSIGHT Search Available Access Profiles (1 - 1 of 1) Select All PAYMENT INSIGHT ACTION. 00		Added Access Profiles
PAYMENT INSIGHT Search Available Access Profiles (1 - 1 of 1) Select All PAYMENT INSIGHT ACTION ()	Add >	Added Access Profiles Sep_28_2018 AP FEQ250 CSP DEFAULT(8) CSP DEFAULT(8) CASSIC MISMATCH 10 DPP_BAHRAM N USEPTOT
PAYMENT INSIGHT Search Available Access Profiles (1 - 1 of 1) Select All PAYMENT INSIGHT ACTION ()	Add > < Remove	Added Access Profiles AP FE0250 CS9 DEFAUT(8) CS9 DEFAUT(8) CAD Ref Services DAP_BAHRAIN LOUDITY(8) RENU01
PAYMENT INSIGHT Search Available Access Profiles (1 - 1 of 1) Select All PAYMENT INSIGHT ACTION. ()	Add > < Remove	Added Access Profiles Image: application of the second
PAYMENT INSIGHT Search Available Access Profiles (1-1 of 1) Select All PAYMENT INSIGHT ACTION	Add > < Remove	Added Access Profiles Image: pp. 28,2016 Image: pp. 28,2016 <t< td=""></t<>
PAYMENT INSIGHT Search Available Access Profiles (1-1 of 1) Select Al PAYMENT INSIGHT ACTION	Add > < Remove	Added Access Profiles Image: pp. 28, 2018 Image
PAYMENT INSIGHT Search Available Access Profiles (1 - 1 of 1) Select All PAYMENT INSIGHT ACTION. ()	Add > < Remove	Added Access Profiles Image 28,2010 Image 28,2010 </td
PAYMENT INSIGHT Search Available Access Profiles (1.1 of 1) Select Al PAYMENT INSIGHT ACTION. ()	Add > < Remove	Added Access Profiles Image: Second Secon
PAYMENT INSIGHT Search Available Access Profiles (1-1 of 1) Select AI PAYMENT INSIGHT ACTION ()	Add > < Remove	Added Access Profiles Image: Second Secon
PAYMENT INSIGHT Search Available Access Profiles (1-1 of 1) Select Al PAYMENT INSIGHT ACTION. ()	Add > < Remove	Added Access Profiles Image: Second Secon
PAYNENT INSIGHT Search Available Access Profiles 1 - 1 of 1) Select Al PAYMENT INSIGHT ACTION. ()	Add > < Remove	Added Access Profiles Image: Space Sp
PAYNENT INSIGHT Search Available Access Profiles (1 - 1 of 1) Select AI PAYMENT INSIGHT ACTION. ()	Add > < Renove	Added Access Profiles CASUAT2 ENTITIES CASUAT2 ENTITIES CASUAT2 ENTITIES CASUAT2 ENTITIES CASSIC MISMATCH 100 CASSIC MISMATCH
PAYNENT INSIGHT Search Available Access Profiles (1 - 10 ft) Select Al PAYMENT INSIGHT ACTION. ()	Add > < Remove	Added Access Profiles Added Access Profiles CAS UAT2 CNT(#) CAS UAT2 CNT(#) CASSIC MISANCH 1(#) SEPA UAP(#) SEPA UAP(#) SEPA UAP(#) SEPA UAP(#) TEST ALL1(#) TEST ALL1(#) TEST ALL1(#) TEST ALL1(#) PAYMENT MISSHT ACTION. (*)
PAYMENT INSIGHT Search Available Access Profiles (1-1 of 1) Select Al PAYMENT INSIGHT ACTION. ()	Add > < Remove	Added Access Profiles Added Access Profiles App 28,2010 App 28,2010 CASSIC MINARCH 10 CASSIC MINARCH 10
PAYMENT INSIGHT Search Available Access Profiles (1-1 of 1) Select AI PAYMENT INSIGHT ACTION. ()	Add > < Remove	Added Access Profiles Image 28,2010 Image 28,2010 </td
PAYMENT INSIGHT Search Available Access Profiles (1-1 of 1) Select AI PAYMENT INSIGHT ACTION. ()	Add > < Remove	Added Access Profiles CAS UAT2 ENTITIES CAS UAT2 ENTITIES CAS UAT2 ENTITIES CAS UAT2 ENTITIES CAS USES MISMACH 100 CAS UAT2 ENTITIES CAS USES MISMACH 100 CAS UAT2 ENTITIES CAS USES MISMACH 100 CAS USES USES USES USES USES USES USES US
PAYMENT INSIGHT Search Available Access Profiles (1 - 1 of 1) Select Al PAYMENT INSIGHT ACTION. ()	Add > « Remove	Added Access Profiles Generation Generatio
PAYMENT INSIGHT Search Anilable Access Profiles (1 - 1 of 1) Select AI PAYMENT INSIGHT ACTION. ()	Add > < Remove	Added Access Profiles Added Access Profiles Apple 28,2018 Apple 28,2018 CAS UA72 PMIII® CASISC MISMATCH 100 CASISC MISMATCH
PAYMENT INSIGHT Search Available Access Profiles (1 - 1 of 1) Select AI PAYMENT INSIGHT ACTION. ()	Add > < Remove	Added Access Profiles CAS UA72 ENTINE CAS UA72 ENTINE CAS UA72 ENTINE CASSIC MISANCH 10 CASSIC MISANC
PAYMENT INSIGHT Search Available Access Profiles (1-1 of 1) Select AI PAYMENT INSIGHT ACTION. ()	Add > < Remove	Added Access Profiles Added Access Profiles App 28,2010 App 28,2010 CASSIC MSANCH 10 CASSIC MSANC
PAYMENT INSIGHT Search Available Access Profiles (1-1 of 1) Select AI PAYMENT INSIGHT ACTION. () Expand AII Reset User Reset	Add > < Remove	Added Access Profiles Added Access Profiles Added Access Profiles Added Access Profiles CASS (M12 primit) SEPL DAP(B) SEPL DAP(B) SEPL DAP(B) TEST ALL(B) TEST ALL(B) Primetri INSCHT ACTION. ()
PAYMENT INSIGHT Search Variable Access Profiles 1-1 of 1) Select Al PAYMENT INSIGHT ACTION. () Expand All © Collegee All Reset User Reset User	Add > < Remove	Added Access Profiles Added Access Profiles Added Access Profiles Added Access Profiles CASS (M12 primit) SEPL DAP(B) SEPL DAP(B) SEPL DAP(B) TEST ALL(B) TEST ALL(B) Primetri INSCHT ACTION. ()

With a different Security Admin, navigate again to Self Service \rightarrow Client Administration Service \rightarrow Users & Entitlements. Hover over Users & Entitlements \rightarrow Users and click on "Authorize". Search for the user you have just assigned the access profile to, click the checkbox and "Authorize".

citi							
Home Citi	Direct Services P	ayments L	oans Trade	Reports & Analytics	Inquiries & Searches	File Services	Self Service
Client Logged in as	sep_28_2018 0 faile	ed attempts since	last login 2020/02/27	20:11:10 Details			
Self Service + Clie	nt Administration Service	Users & Entit	lements				
Users & Entitlements	Users	•	Create				
Clients - New	Access Profiles	•	Authorize 148				
Client Settings	User Entitlements		Modify/Repair 39				
Contact	Unlock User		All Users				
As of 2020/02/29 3:30:02 UTC+05:30	Bulk User Creder Update	tial					

citi										
					Reports & Analytics	Inquiries & Searches	File Services		Service	
Sient Logged	n as sep_28_2018	0 failed attempts	since last log	gin Saturday, I	29 February, 2020	00:33:58 Details				
elf Service +	Client Administration 5	Service + Users &	Entitlements	• Users: Aut	thorize					
	Authorize	Users (15	2)						d	3 Ø
Entitlements	✓ Hide App	ied Search Crit	eria							
Clients - New	User Alias: s Back To Se	2831 warch								
ıß	Authorize (1	- 1 of 1)			Selected Ite	ms: 1 (As of Sa	aturday,29 Februa	ry 2020 3:3	5:11 UTC+05:30) C	٢
client Setting	B User	name 2 .	User	Alias	Action	Worklist	status	Access	User Status 14	
1	01, USER		sj2831			Pending Autho	rization	15	Active	
Saurozy 233511 UTC+0529 C	ė									

Notes: Please go through the pre-requisites to ensure correct entitlement setup

- Return Payment/Grant Debit Authority entitlements allow 2 things:
 - Return Payment (ROF) allows users to return payments proactively to remitters
 - Grant Debit Authority (GDA) allows users to return payments when remitters request recall
- Stop Payment allows users to:
 - Cancel a payment that's still in process with Citi Handlowy / Citi or,
 - Recall payments that have been sent out for settlement or credited to the beneficiary

Navigate to Self Service \rightarrow Client Administration Service \rightarrow Users & Entitlements. On the new screen, hover over Users & Entitlements \rightarrow Access Profiles \rightarrow Create. Scroll down until you see "Payments Overview" in the list of service classes.

					cíti								
File Services	Self Service				Home Citi	Direct Services	Payments	Loans	Trade	Reports & Analytics	Inquiries & Searches	File Services	Self Service
Detaits	Support	Client Administration	Alerts and Notification		Self Service + Clier	sep_28_2018	ervice + Users &	Entitlements	Saturday, 2	9 February, 2020	00.33:58 Details		
	Service Inquiry Manager 🖾	Service Toolkit	Create Alert		20 *	Users	•	Create					
ENTION for all Citic	Maintenance Library Maintenance	Change Security Questions			Users & Entitlements								
	Client Administration Service	Reference Information Holiday Calendar Payment Cut-Off Time			Clients - New	Access Prof	iles 📍	Authorize 106					
	Users & Entitlements Client Settings	Client Service Contacts		•	Client Settings	User Entitler	ents	Modify/Re	epair				
	Clients - New Create Service	Learning and Communications User Guides & FAQs						18					
	View All Services Create User Group Association	Tools and Utilities		89	Contact As of Saturday 20	Unlock User		All Access	s Profiles				
	User Group Association Worklist	Performance Optimizer MJ		-	February 2020 2:7:11 UTC+05:30	Bulk User C Update	redential						
	Association Clients	Service Insights		5	С								
ria. Please modify yr	Solution Packager												
				-									

			is Trade	e Repo Anal	nts & Ir ytics S	iquiries & Searches		Self Service	
ent Logged in ais	sep_28_2018 0 fail	led attempts since las	it login Saturd	ay, 29 Februa	iry, 2020 00:3	3:58 Details			
f Service + Clier	nt Administration Service	e + Users & Entitiem	ents + Acces	s Profiles: Cre	sate				
10 •	Create Acc	ess Profile							
Users & Intitlements	Add services from t	he left panel and cont	ligure Access	Profiles in the	right panel.				* Required Field
	* Access Profil	e Name		Description	on				
lients - New									
•	Add New	Copy from Exis	sting			Ad	Ided Services		
ent Setungs			1	Canada			Expand All	ollapse All	
1	Search Service			search					
Contact	Available Ser	vices							
As of	Payme	nts - curupe report	ee €	-					
bruary 2020 1:33:2	Payma	nts - Latin Ameri							
UTC+05:30	Payme Payme	nts Overview (0)							
9	E Payme	nts Services 💷 🕦							
	Payme Payme Payme	nts Surveillance (E)		< Remov	0			
	Plan In	formation Inquiry @				1			
	E Platinu	m German Countr							
	E Platinu	m Load (19) m Loan Type Cur)			S				
	🖽 Platinu	m Loan Type Lib (E		5				
	Plating Plating	m MBTI Destinat(m Payment Cated	(00)		=				
	Platinu	m Pl Account Ty	3		D				
	Platinu Platinu	m PI Product Co ((B)	- 8	Ĭ				
	Platinu	m State Library @	-						
	Plato (0			$ \downarrow\downarrow$				
	E PO Ma	nager @							
	E Pseudo	Base Currency M.						Tennes All	
				-			CAPGINI MII E CI	mapse an	

Expand "Payments Overview". On selecting "Cross Channel", "Cross Client", "Enable Stop Payment" and "Return of Funds/Grand Debit Authority" a checkbox each will appear. Make sure to check the boxes and click "Continue". Write in the name and description as "PAYMENT INSIGHT ACTION ACCESS".

ti"									
	CitiDirect Services	Payments	Loans	Trade F	Reports & Analytics	Inquiries & Searches	File Services	Self Service	
ped.	n as sep_28_2018 01	failed attempts	s since last logi	n Saturday, 29 Fe	bruary, 2020 00	0:33:58 Details			
•	Client Administration Serv	vice + Users 8	Entitiements	Access Profiles	Create				
	Create Ac	cess Pre	ofile						
ts	Add services from	n the left pane	l and configure	Access Profiles in	the right pane	6			* Required Field
	* Access Pro	file Name		* Descr	iption				
II - Nev	PAYMENT INS	SIGHT ACTIO	N ACCESS	PAYME	NT INSIGHT AC	CTION ACCESS	6		
							dad Sanijcae		
‼≯ Setting	Add New	Сорут	rom Existing			Au	ueu services		
	Search Serv	ice		Search		E	Expand All Co	ollapse All	
act	Available S	Services							
of day,29 ry 202 3:2 05:30	Payn Payn Payn Payn C C C	nents - cury, nents - Jápan nents - Latin nents Overvie cross Channel cross Client	e nepults w I Reports @ Ameri @ () 2W (D)	w					
	E Payn	nable Stop Pa leturn of Fund nents Scorec	s/Grant ards (R2)		< Rem	IOVE			
	E Payn	nents Service	s 🗊 🚯						
	E Payn	nents Surveil	lance (88)						
	E Perfe	ormance Opti	mizer @C						
	Plan	Information	inquiry (c) (1)						
	E Plan	num German	Countr (CD)						
	E Plat	num Loan Ty	ne Cur (m)						
	E Plati	num Loan Ty	pe Lib (c)						
	E Plati	num MBTI De	stinat (D)						

Payments Overview	\otimes
Cross Channel	
Continue	

Payments Overview	×
Cross Client	
Courses Courses	

Payments Overview	\otimes
Enable Stop Payment	
Continue Cancel	

Payments Overview	\otimes
Return of Funds/Grant Debit Authority	
Continue	

Once added, you will see the access profile move over to the right. Confirm that the setup is the same as shown below, and then click "Submit". You will see a confirmation message on top of your screen.

ne u	IU/rect Services	Payments	Loans	trace	Anah	nics Se	arches	File Service:	Self Service	
Logged in a	s sep_28_2018	u taneo attempts	since last logi	1 Saturday, 25	Februa	ry, 2020 00.33.5	os Decars			
ervice > Cit	ent Administration S	service + Users &	Entidements	Access Prot	ves: cre	ate				
20 -	Create A	Access Pro	ofile							
sers & tiements	Add services f	from the left panel	and configure	Access Profile	as in the	right panel.				* Required Field
	* Access I	Profile Name		• De	scriptio	m				
No. Now	PAYMENT	INSIGHT ACTION	ACCESS	PAY	MENT IN	ISIGHT ACTIO	N ACCESS			
	-									
₿	Add N	ew Copy f	om Existing				Add	d Services		
Settings							-		Colleges All	
л ^о	Search S	ervice		Sear	ch			trang kin C	Compatient	
ontact	Availabl	le Services						🗉 📄 Payn	ients Overview 🖽	
sof	**	ayments - Europ	e response con	w				000	ross Channel	
day,29	P	ayments - Japan	Reports @					The second	-	
3:2	Pi	ayments - Latin J	meri @ C						ross coem.	
5:30	E P	ayments Scorec.	irds 📧						and the Olar Dataset	
	E P	ayments Service	•					Ver	naule alop Paymen	
	E P	ayments Surveill	ance (st)					A III A	aturn of Europe/Gran	
	E P	erformance Opti	nizer (M)			< Remove	1.1	Ye		
		ian information I	indenta (D)							_
		aunum German	Countr (ce)							
		Minum Loan Th	A CHE CO							
	E D	latinum Loan Tyr	with (20)							
	E P	latimm MRTI De	stinat (3)							
	E P	latinum Payment	Categ. (B)							
	E p	latinum PI Accou	nt Ty(C)							
	E P	latinum PI Produ	ct Co (3)							
	E P	atinum Sign-On	Messa		10					
	E P	latinum State Lit	rary @							
	E P	lato (IE)								
	e p	O Manager (C)								
	E P	roduct Package	(1)							
	E P	seudo Base Cun	ency M(0)							
	🕀 P	urchase FX for P	ayments 🔞 (D			mes	nand All	Collapse All	
	D	urchasa Ordar la	minu (m)		Ŧ		00			



Have another Security Administrator log on, navigate to Self Service \rightarrow Client Administration Service \rightarrow Users & Entitlements. On the new screen, hover over Users & Entitlements \rightarrow Access Profiles \rightarrow Authorize. Search for the access profile just created, click on the checkbox and "Authorize".



Note: See earlier in this guide on how to assign access profiles to users.



Creating New Access Profiles with Stop Only Access: Step 1

Notes: Please go through the pre-requisites to ensure correct entitlement setup

- Stop Payment allows users to:
 - Cancel a payment that's still in process with Citi Handlowy / Citi or,
 - Recall payments that have been sent out for settlement or credited to the beneficiary

Navigate to Self Service \rightarrow Client Administration Service \rightarrow Users & Entitlements. On the new screen, hover over Users & Entitlements \rightarrow Access Profiles \rightarrow Create. Scroll down until you see "Payments Overview" in the list of service classes.



ome CitlE	Virect Services F	Payments Lo	ans Trade	Analy	tics :	Searches	File Service	s Self Service	
ELogged in as:	sep_28_2018 0 fai	ied attempts since	ments • Access	Profiles: Cre	ry, 2020 00:3 ate	3 58 Details			
	Create Acc	ess Profile							
Isers &	Add services from t	the left panel and cr	onfigure Access P	rofies in the	right panel.				* Required Field
nts - New	Access Profi	le Name	i	Descriptio	n				
t Settings	Add New	Copy from E	xisting			Ad	ded Services		
7 •	Search Servio	0	3	Search		œ (Expand All	Collapse All	
oniact	Available 5 register Pagent	NICCE MIG- Extript represented and a control of the second miles of the second miles miles bervices (m) (m) miles bervices (m) miles (m)			<remov Scroll Down →</remov 	•	Expand All	Collapse All	

14

Creating New Access Profiles with Stop Only Access: Step 2

Expand "Payments Overview". On selecting "Cross Channel", "Cross Client" and "Enable Stop Payment" a checkbox each will appear. Make sure to check the boxes and click "Continue". Do NOT click it for ROF/GDA. Write in the name/description as "PAYMENT INSIGHT STOP ONLY ACTION".

Lono CRIDia	aut Guosses - Prumente - Lorge - T	Re Re	ports & Inquirk	IS & Ella Supprise	Solf Senita	
ent Logged in as se	ect services Payments Loans 1 ep_28_2018 0 failed attempts since last login Sa	turday, 29 Febr	alytics Stard	hes File Services Details	Self Service	
f Service + Client /	Administration Service + Users & Entitlements + Ad	cess Profiles: C	Create			
	Create Access Profile					
Users &	Add services from the left nanel and configure Acc	ess Profiles in t	he right nanel		* Required Field	
Entitlements	Paul asi vices non une len panel and compute Pico	668 F 101468 11 0	ing office bounds.		- Negulieu Pielu	
lients - New	Access Profile Name PAYMENT INSIGHT STOP ONLY ACTION	Descrip PAYMENT	INSIGHT STOP ON	LY ACTION		
	Add New Copy from Existing			Added Services		
	Search Service	Search		Expand All Col	llapse All	
Contact	Available Services					
As of Saturday,29 bruary 2020 1:33:2 JTC+05:30	Payments - Europe Aspons ar U Payments - Japan Reports (2) Payments - Latin Ameri, (3) Payments Overview (3) Cross Channel Cross Channel					
	Costale Stop Payments Return of Funds/Grant Payments Sorvices IB Payments Survices IB Payments Ibore		< Remove			
	Platinum Loan Type Lib @ Platinum MGT Lostnat @ Platinum Payment Categ(E) Platinum Payment Categ(E) Platinum Pi Product Co(B) Platinum Pi Product Co(B) Platinum Sign-Co Messa(B) Platinum Sign-Co Messa(B) Platinum Sign-Co Messa(B)			E Expand All Col	lapse All	
	Submit Save Cancel					
ayments Ov	verview	- 0	\otimes	Payments Ove	erview	
Cross Channe	al			Cross Client		
ontinue	ncel			Continue Can	cel	
ayments O	verview		\otimes			

Continue Cancel

Creating New Access Profiles with Stop Only Access: Step 3

Once added, you will see the access profile move over to the right. Confirm that the setup is the same as shown below, and then click "Submit". You will see a confirmation message on top of your screen.





Creating New Access Profiles with Stop Only Access: Step 4

Have another Security Administrator log on, navigate to Self Service \rightarrow Client Administration Service \rightarrow Users & Entitlements. On the new screen, hover over Users & Entitlements \rightarrow Access Profiles \rightarrow Authorize. Search for the access profile just created, click on the checkbox and "Authorize".



Note: See earlier in this guide on how to assign access profiles to users.



Notes: Please go through the pre-requisites to ensure correct entitlement setup

- Return of Funds/Grant Debit Authority entitlements allow 2 things:
 - Return of Funds (ROF) allows users to return payments proactively to remitters
 - Grant Debit Authority (GDA) allows users to return payments when remitters request recall

Navigate to Self Service \rightarrow Client Administration Service \rightarrow User & Entitlements. On the new screen, hover over Users & Entitlements \rightarrow Access Profiles \rightarrow Create. Scroll down until you see "Payments Overview" in the list of service classes.





Expand "Payments Overview". On selecting "Cross Channel", "Cross Client" and "Return of Funds/Grant Debit Authority" a checkbox each will appear. Make sure to check the boxes and click "Continue". Write in the name/description as "PAYMENT INSIGHT RETURNS ONLY ACTION".

Losers & Users & httlements	Create Access Profile Add services from the left panel and configure Acce	ss Profiles in the	right panel.			* Required Field
ents - New	Access Profile Name PAYMENT INSIGHT RETURNS ONLY ACTIC	Description PAYMENT IN	ON NSIGHT RETURNS	ONLY ACTIC		
ent Settings	Add New Copy from Existing			Added Services		
-	Search Service	Search		Expand All	ollapse All	
Contact	Available Services					
As of hunday 220 nunay 2020 2:9:34 TC-05:30 C	Payments - Lurope Reports (2) Payments - Latin Ameri (2) (2) Payments Overview (2) Cross Clernt Enable Stop Payment Return of FundprClarnt (2) (2) (2) (3) (4) (4) (4) (4) (4) (4) (4) (4		< Remove			
	Platinum Sign-On Messa Platinum State Library @	-		Expand All	ollapse All	
	Submit Save Cancel					
ayments Ov	verview	۲	Payn	nents Overview		
Cross Channe	91		Cro	ess Client		
ntinue	ncel		Contin	Cancel		
	1 1 Jan	~	1			

Continue Cancel

18

Once added, you will see the access profile move over to the right. Confirm that the setup is the same as shown below, and then click "Submit". You will see a confirmation message on top of your screen.





Have another Security Administrator log on, navigate to Self Service \rightarrow Client Administration Service \rightarrow Users & Entitlements. On the new screen, hover over Users & Entitlements \rightarrow Access Profiles \rightarrow Authorize. Search for the access profile just created, click on the checkbox and "Authorize".



Note: See earlier in this guide on how to assign access profiles to users.



Enabling Stop Payment for Previously Assigned Action (ROF/GDA) Access Profiles: Step 1

Notes: Please go through the pre-requisites to ensure correct entitlement setup

- This entitlement setup will grant STOP PAYMENT to all users who previously had Return of Funds/ Grant Debit Authority:
 - Return of Funds (ROF) allows users to return payments proactively to remitters
 - Grant Debit Authority (GDA) allows users to return payments when remitters request recall

Navigate to Self Service \rightarrow Client Administration Service \rightarrow Users & Entitlements. On the new screen, hover over Users & Entitlements \rightarrow Access Profiles \rightarrow All Access Profiles. Search for the previous "PAYMENT INSIGHT ACTION" profile you have created (name may differ). Click on it.



171	CitiDinant Constitute	Descent		Trade	Reports &	Inquiries &	Pile Benderen	C-HO-min	-	
nome	Chibitect Services	Payments	Loans	Trade	Analytics	Searches	File Services	Sell Service		
ni Logge	d in as sep_28_2018	0 failed attempts	since last log	in 2020/02/27	20:11:10 Details					
Service	Client Administration :	Service + Users 8	Entitlements	Access Pre	ofiles: All					
	All Acces	s Profiles ((1)					0	Save As	- Prin
Users &	✓ Hide Sea ts	rch Critena								
	Access Pro	file Name			Ŵ	orklist Status				
101	PAYMENT I	NSIGHT ACTION		J.		Fraft Pending Authoriza	ation		^	
ients - Ne	w					Pending Removal Processed (Draft)			~	
њ	Search	Clear								
ent Settir	All (1 - 1 of	1)					(As of 202	0/02/29 3:04:22 UTC-	+05:30)	; @
1	Ac	cess Profile Na	me 2 .	Det	ault Access Pro	file Work	list Status	Access Profile S	Status	4
Contact	PAYMENT INS	SIGHT ACTION AC	CCESS (1)	No		Processe	d A	ctive		
Arrel	<									>
020/02/2	9									
TC+05:3	0									
C										

22

Enabling Stop Payment for Previously Assigned Action (ROF/GDA) Access Profiles: Step 2

Click on "Enable Stop Payment". In the pop up box that appears, click on the checkbox and "Continue".

Citit	Direct Services	Payments	Loans	Trade Re	ports &	Inquiries &	File Service	s Self Service	
	sep 28 2018	D failed attempts	since last login 7	AI	-10 Details	Searches			
1,902.	000_20_2010	o ianou autornyto	antee mar rogin z		To Dotano				
Clien	t Administration \$	Service + Users &	Entitlements • /	Access Profiles:	All + Detail Vie	w			
	All Acce	ss Profiles	: Details					○ 1 of 1 ∨	
	Processed								
	Add			Duffer in					* Desided Field
	Add services	from the left panel	and configure Ad	ccess Profiles in I	the right panel.				- Required Field
	* Access	Profile Name		* Descrip	otion				
	PAYMENT	INSIGHT ACTION	ACCESS	PAYMEN	T INSIGHT AC	TION ACCES	S		
	Add N	law Convit	om Existing			A.	Ided Services		
	Cura in	copy i	ourenseing			-			
		and the second sec		Search			Expand All	Collapse All	
	Conterio	AGI VI6-12		Jouren					
	Availab	le Services					🕒 🔄 Payn	nents Overview 🖽	
							🖸 🔲 C	Cross Channel	
	E A	ccess Managem	ent Reports @	^	•		Ye	S	
	± A	ccess Profile (co)	(1)					Cross Client	
	ER A	ccount Activity in	Name (BE)					nabla Stan Payment	
	E A	ccount Managem	unt @ A				No	and a stop raymon	
	A	ccount Position	Inquiry 🗇 🛈		< Remo	ve	🖻 🗐 R	Return of Funds/Grant	_
	Α	ccount Statemen	it and (CD)				Ye	S	
	A	ccount Statemen	t Inquiry @ ①						
	A	ccount Statemen	t with (6)						
	EE A	ccount to Servic	e Ass (c)						
	E A	ccounts Scorece	rds (RE)						
	A	CH Processed It	ems In @ 00						
	٨	dditional Service	s 🗇 🛈						
	E A	gency Receivabl	es (6C)						
	A	lert (co)							
	E A	lert Creation (m)							
	⊞ A	ML Exempted Ba	ises Mai 🔘						



Enabling Stop Payment for Previously Assigned Action (ROF/GDA) Access Profiles: Step 3

Once added, you will see "Enable Stop Payment" switch to Yes on your screen. Confirm that the setup is the same as shown below, and then click "Submit". You will see a confirmation message on top of your screen.

	titDirect Services Paymonts Loans		eports & Ing Inalytics Se	arches File		Self Service	
syged in a	is: sep_28_2018 B failed attempts since last log	jin 2020/02/27 20:1	1:10 Details				
vice · Cl	ient Administration Service + Users & Entitlements	Access Profiles	All . Detail View				
	All Access Profiles: Detail					141 0	
	All Access Fromes. Detail	3				TO T	
fements	Processed						
	Add services from the left panel and configure	e Access Profiles in	the right panel.				 Required Field
	Access Profile Name	• Descr	intion				
IS - NOW	PAYMENT INSIGHT ACTION ACCESS	PAYME	T INSIGHT ACTIC	N ACCESS			
a. 📍							
Settings	The second secon						
	Add New Copy from Existing	8		Added Ser	rvices		
1				(I) Expand		Hannes All	
ontact	Search Service	Search		E Expano	All BLO	unablee van	
	Available Services					· Oursian ®	
0/02/29					IT Com	Channal	
05:33 1+05:30	Distinguist Construct the State				Yes		
	Platinum KOTI Destinat (7)			E	PI Dow	Ciert	
	Platinum Parment Cater, IPA				Yes		
	E Platinum Pi Account Ty FR			0	Pl Enab	le Stop Payment	
	Platinum PL Recount Ty				Yes		
	Platinum Sinn On Massa (III)		< Remove	0	IT Rete	n of Funds/Grant	
	Platinum State Library (70)				Yes		
	H Plate (W)						
	FTI PO Manager (FD)						
	E Product Package ED						
	Pseudo Base Currency M. (7)						
	Purchase FX for Payments III	0					
	Purchase Order Inquiry (B)	~					
	Purchase Order Solution (0)						
	Receivable Vision Adva						
	E Receivable Vision My D. (E)	1					
	Receivable Vision Mr W (27)						
	Receivable Vision Report #1						
	E Receivable Vision West 57						
	Deceivables Collections (2)						
	Receivables Collection (2)						
	The second secon		1	TO France		2000 200 C	



24

Enabling Stop Payment for Previously Assigned Action (ROF/GDA) Access Profiles: Step 4

Have another Security Administrator log on, navigate to Self Service \rightarrow Client Administration Service \rightarrow Users & Entitlements. On the new screen, hover over Users & Entitlements \rightarrow Access Profiles \rightarrow Authorize. Search for the access profile just edited, click on the checkbox and "Authorize".





Notes:

• We suggest deleting the read-only access profile (PAYMENT INSIGHT READ ONLY) for those users who have been granted a new action access profile. This is to keep the number of access profiles entitled to a user to a minimum/manageable number

Navigate to Self Service \rightarrow Client Administration Service \rightarrow Users & Entitlements. On the new screen, hover over Users & Entitlements \rightarrow Users \rightarrow All Users. Locate the user you want to delete an access profile for by using the Search Criteria, and click on their name.



me CitDirec Logged in as: sep, Service - Client Adr Sers & Istements	Services Payme 28_2018 0 failed att ministration Service + U U All Users (649) Show Search Critter	nts Loans empts since fast login sers & Entitlements + ia	Trade Reports & Analytics Saturday, 29 February, 20 Users: All	Inquiries & Searches 20 00:33:58 Details	File Services	Self Service		
nt Logged in as: sep Service + Client Adr Users & Utilements	28_2018 0 failed att ministration Service + U: All Users (649) Show Search Criter	empts since fast login sers & Entitlements + la	Saturday, 29 February, 20 Users: All	20 00:33:58 Details	Bulk User Reque	st Status		
Service - Client Adr Lisers & Itilitements	Ministration Service + U All Users (649) Show Search Criter	sers & Entitlements >	Users: All		Bulk User Reque	st Status		
Los A Users & nöttements	All Users (649) Show Search Criter	ta			Bulk User Reque	st Status		
.m. 🖕 💾	onon ocuren enter							₿ (
Ients - New A	II (1 - 50 of 649)	K < Page 1	of 13 > > Selected I	tems: 0 (As of Satu	rday,29 February 202	0 3:47:14 UT	C+05:30)	C @
	User name 2 A	User Alias	Worklist status	Access Profiles	User Status 1+			0
ــــــــــــــــــــــــــــــــــــــ	01, USER	sj2831	Processed	15	Active	0		
ent Settings	01NOV19, MPTEST	manh5319		1	Active	Ō		
1. Sec. 1. Sec	01NOV2019, MP123		Pending Authorization	2	Active	Ð		
🏹 📍 🛄	02, USER	sj2832	Processed	14	Active	0		
Contact	02. RAJI	9]2352	Pending Authorizatu	1	Active	台		
Container	0211. USER1		Pending Authorizati	1	Active	-		
As of	03JXD4BF, USER		Processed	19	Active	Ē.		
aturday,29	0XK1FCNO, USER		Pending Authorization	22	Active			
3:47:14	10FEB2020, ICUSER	sj2345	Processed	1	Active	(†		
TC+05:30	123 HAT2KALA	si2451	Processed	1	Active	_	_	_
CR	leset User							

Scroll down on the User Details screen until you see "3 - User Entitlements". Click on it.

citi					Create New Address					
	Direct Services Payments Loans T	rade Reports & Inquiries & Analytics Searches	File Services Self Service		Contact Details					
Client Logged in as	sep_28_2018 0 failed attempts since last login 20.	20/02/27 20:11:10 Details			* Telephone	Mobile Country Code/Telephone (1)	Email ()			
Self Service + Clier	nt Administration Service + Llears & Entitlements + Lle	care Leare > Datail View			65765756	Select 🗸	dharani.ramalingam@citi.com			
Sen Service - Sile					Allow Access					
9 m •	All Users: Details			Allow Access						
Users &	Processed			* Date	• Time	Days of the week				
Entitlements					From To	From To	SUN MON TUE	WED		
	Complete the sections below to define	user information, assign credentia	Is and associate * = Required Fig	2020/02/26 🛗 2025/02/26	12:00:00 AM (2) 11:59:59 PM (3)	THU FRI SAT				
	entitiements.			User Category						
Clients - New	• First Name (1)	Middle Name	Last Name (1)							
.m •	USER	Enter name from official documents	01		User Type (1)	Allow Mobile Access ()				
Client Settions	1	1			- Functional User					
Client Settings					* SDR User Account Type ()	User ID				
71 -	Enter general user information, addres	ss and contact details.			Omnibus O Sub-Account	51132993				
Context										
Contact	user Alias	Status Active Inactive			LATAM Interactive Voice Response (LATAM IVR)					
As of	lettete	Alternate Login ID	User Manager ()	S	Interactive Voice Response (V/R) Handling				
3:22:59	initials		9	1 H						
01C+05:30	Employee ID Type	* Employee ID			Role	Department Name	Preferred Communication	Method		
C I	SOE-ID	dr22841			Other	✓ Other	✓ Other	Y		
				OWI	Best Time to Call	Alternate Telephone Number	Fax Number			
	Address Details				Other	1(234)50(-0311				
	Click 'The above address is correct' cl	heck-box to confirm that address d	etails are correct.		> 2 - Credentials This section is option					
	Click 'Create New Address' to enter new address details.				> 3 - User Entitlements	Ø	This	section is optional		
	Building/Floor/Room	Street Address 1	City			0				
		dfhdfh	chennai		Expand All Collapse All					
	* Country	State / Province / Territory	Postal Code / Zip Code							
	India (IN)		600119		Reset User Select the Reset User checkhox and Submit					
	Time Zone				Submit Save Delete Subscription Status					
	Chennai, Kolkata, Mumbai, New Delhi (IST,									
	The above address is correct									
	Create New Address									
	Contact Details									

Select the checkbox next to the access profile to be deleted. Then click "Remove". You'll see the access profile move out of the right-hand side of the screen. Click "Submit".

v 3 - User Entitlements			This section is optional	✓ 3 - User Entitlements			This section is op
Select one or more access profil	es to add.		Select one or more access profiles to add.				
You can also copy access profi	les from another use	r.		You can also copy access profi	iles from another user		
			Added Access Profiles				Added Access Profiles
Search Available Access Profiles (1 - 50 of 177) K < Page ▼ of 4 > > Select All			E sep_28_2018	Search Available Access Profiles (1 - 50 of 177) (2 - 50 of 177) Select All			
			CAS UAT2 ENT CAS UAT2 ENT CBP DEFAULT CBP DEFAULT				
CitiDirect Services	0		CLASSIC MISMATCH 1	CitiDirect Services	0		CLASSIC MISMATCH 1
21MAR CD	0	< bbA		21MAR CD	0	Add >	
A 1 LM DAP	0	< Remove	PAYMENT INSIGHT ACTION	4 1 LM DAP 2	0	< Remove	RENU01
400 CLIENTS AP	0		RENU01	400 CLIENTS AP	0		sep_28_2018
45212 RFR	0		SEP4 DAP ⁽¹⁰⁾	45212 RFR	1		SEP4 DAP1
6 6200 PETERT	Default		E SEP4 DAP1 (0)	6289 RETEST	Default		TESTALLI
6200 PETEOT			TESTALL1	6289 RETEST (0)	0		TRADEBHAI
0 0209 RE1251 00	0		TEST ALL200	ACCESS	1		
ACCESS	0			ACCESS2110	0		
ACCESS2110	0			ACCESSPROFILEOCT09	0		
ACCESSPROFILEOC1090	U			ACCT AP	0		
ACCT AP	0			AMA CD PACKAGE	0		
AMA CD PACKAGE	0			AMA CD PACKAGE	0		
AMA CD PACKAGE	(1)			AMA MODULES	0		
AMA MODULES	()			AMR CO	0		
AMR CO	0			AMR 3 @	0		
AMR 3	()			AMR20	0		
AMR200	(1)			AP APR INPUT	•		
AP APR INPUT	•						
				Expand All Collapse All			
Expand All Collapse All							
Reset User Select the Reset User checkbox and Sut	bmit to unlock the User.			Select the Reset User checkbox and Su	bmit to unlock the User.		
Submit Save Delete	Subscription Status			Submit Save Delete	Subscription Status		

Log in with a different Security Manager and navigate to Self Service \rightarrow Client Administration Service \rightarrow Users & Entitlements. On the new screen, hover over Users & Entitlements \rightarrow Users \rightarrow Authorize. Search for the user whose access profile you've deleted, click the checkbox and "Authorize".









Citi and Citi Handlowy are registered trademarks of Citigroup Inc., used under license. Citigroup Inc. and its subsidiaries are also entitled to rights to certain other trademarks contained herein. Bank Handlowy w Warszawie S.A. with its registered office in Warsaw at ul. Senatorska 16, 00-923 Warszawa, entered in the Register of Entrepreneurs of the National Court Register by the District Court for the capital city of Warsaw in Warsaw, 12th Commercial Division of the National Court Register, under KRS No. 000 000 1538;NIP 526-030-02-91; the share capital is PLN 522,638,400, fully paid-up.