### CitiDirect<sup>®</sup> Payment Initiation Quick Reference Guide

On the home page, in the "Payments" menu, select "Make a payment." If this option is not visible, contact your company's Security Manager to add entitlements.

Citi <b>DIRECT&gt;</b>			
Home Payments <del>-</del> Receivabl	es & Collections 👻 Trade / EForms 👻	Reports & Analytics 👻 Inquiries & Searches 👻	File Services → Self Service → Citi Portals →
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Approve Payments () * To Authorize Batch Authorize To Submit/Modify Quick Pay Using Templates ()	To Submit/Modify		

#### 1. Landing Page

Make a Payment landing page provides various options to initiate a payment.

Using "Copy From Previous Payment", you can search for a past payment using beneficiary name or account number to make a new payment. "Frequent" and "Recent" beneficiaries are listed at the top of the list for your convenience.

Using Start a "New Payment", you can initiate a new payment by entering all the details afresh.

Using "Pay using a Template", you can initiate a new payment through one of your payment templates.

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Citigroup.c	com Security Cer	ter Privacy Terms & Condition	ns			R: 3.39.0 , rankgan-al	develop-9-4457528			Copyright © 2007 - 20	24 Citigroup Inc.

### 2. Repeat Payment

For beneficiaries that you or any u ser from your company has paid in the past 13 months, for your convenience, details will be copied from the most recent payment to that beneficiary.

If you'd like to view a maximum of 10 previous payments to this beneficiary (past 13 months), select "View Other Past Payments".

As we are transitioning to the new CitiDirect experience, some payment methods will require final submission in the CitiDirect BE payment screens.

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The "Edit Details" function can be used to adjust the payment details.

Verify the payment information and select "Submit Payment" once all details are complete and accurate.

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			ficiary Bank Address Line 1 CITY OF LONDON)		neficiary Bank Address Line 2 INDON WALLSALISBURY HOUS		ficiary Bank Address Line 3 DON

#### 3. New Payment

Select "Start a New Payment".

Select details in "Pay From" (Debit Account, Payment Amount/Currency and Payment Method). For your new beneficiary, click on "Enter Beneficiary Details" after selecting debit account and payment method.

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Fill in the required beneficiary details (the red dot indicates a required field) in the sicie panel and select "Save".

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Fill in the required payment instructions (the red dot indicates a required field) and select "Continue".

-	* Debit Accounts View All Debit Accounts	Pay From
ay From	0: 12) EUR	Debit Account
	Annue server 2114.08 EVM * This account is in EUR but is legally resident in United Kingdom	Debit Account Name 0000 / 990000X - XXXXXX
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ау То	* Benaficiary View Details John (1234567)	7
	neur (nenner)	Beneficiary Bank Routing Code ABNASG2AIPC
ayment Details	Payment Date ① Earliest ① Select Date	Beneficiary Bank Name ABN AMRO BANK N.Y. SINGAPORE BRANCH
	2024-04-19	Payment Details
	* Transaction Reference Number TRAN1122	Payment Date 2024-04-19
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As we are transitioning to the new CitiDirect experience, some payment methods will require final submission in the CitiDirect BE payment screens.

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Beneficiary Address Line 3	Beneficiary Bank Address Line 1			
CITIOROUP.COM SECURITY CENTER PRIVACY	TERMS & CONDITIONS			Copyright © 2007 - 2023 Citigroup Inc.

The "Edit Details" function can be used to adjust the payment details.

Verify the payment information and select "Submit Payment" once all details are complete and accurate.

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					Bank Address Line 1 ( OF LONDON)		neficiary Bank Addre ONDON WALLSALI		Benef	iciary Bank Address Line 3 DON	

### 4. Pay Using a Template

Select "Pay Using a Template".

Select a payment template that you want to use by searching by Beneficiary Name, Template Type, Template Name or Template Group, then click "Search" button. Once you find the template you want to use, click "Use Selected Template".

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Fill in the required payment instructions (the red dot indicates a required field) and select "Continue".

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Рау То	* Beneficiary View Details John (1234567)	Account Number 1234667 Bestratury Best Routing Code ABNA502AHPC Bestratury Best Nume
Payment Details	Payment Data  Select Date  2024-04-19  * Transaction Reference Iturities  TRANALE2  Payment Ortais  Comments	Aller Annount Former Details Provemen Details
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As we are transitioning to the new CitiDirect experience, some payment methods will require final submission in the CitiDirect BE payment screens.

•	Payments	Receiv	vables & Collection		Liquidity & Investments	Reports & Analytics	Inquiries & Searches	File Services	Self Service	Trade FX with CitiFX Pulse	
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				BANK HANDLOWY RCR	DLSZTYN						
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The "Edit Details" function can be used to adjust the payment details.

Verify the payment information and select "Submit Payment" once all details are complete and accurate.

Payments Receivables & Collections Trade Li	quidity & Investments Reports & Analytics	Inquiries & Searches	File Services Self Service	More Citi Products	Trade FX with CitiFX Pulse			
Make a Payment								
Payment Details Additional Details Review & Submit								
Review & Submit Review your details before you submit your payment.			Edit Payment Details Edit Additional Details Submit Payment					
Payment Overview	Beneficiary Name	г	Beneficiary Account	1				
	Debit Account & Currency		Payment Method Cross Border Funds Transfer					
	Payment Amount & Currency		Payment Date 2024-04-	17				
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	Beneficiary Bank Address Line 1 (THE CITY OF LONDON)		leneficiary Bank Address Line 2 ONDON WALLSALISBURY HOUSE		iciary Bank Address Line 3 DON			

#### 5. Payment Confirmation

A payment confirmation will appear indicating that the payment has been submitted.

<b>N</b>	Payments	Receivables & Collections	Trade	Liquidity & Investments	Reports & Analytics	Inquiries & Searches	File Services	Self Service	More Citi Products	Trade FX with CitiFX Pulse
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