How to Make a Payment Using a Payment Template in CitiDirect[®]

Step 1:

From your Home page, select "Make a Payment" from the Payments menu.

Accounts C	urrency Control Messages	Payment Initiation								
To	reate New Message o Submit/Modify	Payment Initiation Standin Fund FX Input N Batch Release Instruct		nput New Standing nstruction To Submit/Modify	Document Based Requests To Authorize Offline Authorize			View All Accounts (2719)) IV	
Account Number A To To To Vi	o Verity o Authorize o Release iew All	Approve Payment (2) Manage Payments (2) Authorize Offline File Verify File Authorize	To Verify To Authorize View All Standing Instructions		View All Template Management To Authorize To Submit/Modify	ement	umber Net Amoun		nt	
P	ayment Initiation	File Release Beneficiary Name	h	Incoming Payments	View All Template	ites		Not Available		
Q Te In Te Te Pe	Quick Entry From Templates Input New Incoming Incoming Arrival Notice To Submit/Modify To Verify Print Cheques	Validation Canada ACH Tax and Utility Payments Electronic Payment Slips Electronic Payment Slips Search	Received Transactions To Submit/Modify To Authorize View All Document Based Requests Upload New To Modify		Create New Uncoming Create New Incoming Payment Services View more options			Not Available Not Available		
								Not Available Not Available		

Step 2:

Select "Pay Using Template."

CitiDirect®											YM
A	CitiDirect Services	Payments	Receivables & Collections	Trade	Liquidity & Investments	Reports & Analytics	Inquiries & Searches	File Services	Self Service	More Citi Products	Trade FX with CitiFX Pulse
Payments	Payments / Initiate Fayment										
	Payr	nent Details							Pay	r Using Template	
	• WH	O WOULD YOU LIKE T	O PAY?								
	Q	Search for an existing	beneficiary account numb	er or name	🕀 Pay	Someone New					
	Freq	uent			*						
	TES	Г (…7891)									
	Rece	nt									
	996	GBDFT (7547)			¥						



Step 3:

Select between the templates available by searching by Beneficiary Name, Template Type, Template Name and Template Group and click "Use Selected Template."

CitiDir	ect®											Y
A	Payments	Receivables & Collections	Trade	Liquidity & Investments	Reports & Analytics	Inquiries & Searches	File Services	Self Service	More Citi Products	Trade FX with CitiFX Pulse		
Payme	ents / Initiate Pa	yment									Cancel Select	Template
	Select Temp	late										
	Beneficiary Name	e ieneficiary Name	Template	Type h by Template Type	Temp	vlate Name Search by Template Name		Template Gro	pup Template Group	> Search	Clear	
	1 template selecte	Use Selected Template									+ Column	ns
	Template Name		lemplate Typ	e	Template Grou	p	Beneficiary	Name		Payment Method / Payment Type	Last Used 🛩	
	11077890		Predefined B	eneficiary	Default		Name			Cross Border Funds Transfer	02/10/2022	
	884-FT		Full - Limited	Modifications	Default		Nmacfrr			Cross Border Funds Transfer	02/10/2022	
	11002778		Predefined B	eneficiary	Default		Name			Book Transfer	02/10/2022	
	838-PB		Predefined B	eneficiary	Default		TCS			Cross Border Funds Transfer	02/10/2022	
	11096654		Predefined B	eneficiary	Default					Advice To Receive	02/10/2022	
	818-ET		Editable Tem	plate	Default					Cross Border Funds Transfer	02/10/2022	
	132005310022	2	Full - Limited	Modifications	Default					TAX Payment	02/09/2022	
	*****	2			D. C. 11		00500			0 0 1 5 1 T /	00/00/2022	•
CITIGR	OUP.COM SECURIT	Y CENTER PRIVACY TERMS	& CONDITIONS								Copyright © 2007 - 2022	2 Citigroup Inc



Step 4:

Once the template has been selected, fill in the required payment instructions (the red dot indicates a required field) and select "Fill in Additional Information."

Payments	Receivables & Collections	Trade	Liquidity & Investments	Reports & Analytics	Inquiries & Searches	File Services	Self Service	More Citi Products	Trade
nts / Initiate I	Payment								Cancel
	1947049080222					Choose	Another Template	Clear Template	
	WHO WOULD YOU LIKE TO PAY	?							
	BENE 819 DDDDDDDDDDDDDDDD (888888888888888888888	DDDDDDDDDDDD 88888888888)	~	View Beneficiary D	tails				
	• FROM WHICH ACCOUNT?								
	COMPTES EN DESHERENCE (1) Available Balance:	001000019) MAD	~						
	I em making this payment or	Defuall of another Co							
	Company Name			1					
	Company Address (Optional)			J					
	Address Line 1 Address Line 2 Address Line 3								
	Company Account Number (Option	nal)							
	VALUE DATE								
	🚞 Feb 8, 2022								
	• HOW MUCH?								
	250.00		MAD X						
	() Enter an amount less than or	equal to 934567891	MAD						
	• HOW?								
	Cross Border Funds Transfer		>						
	TRANSACTION REFERENCE NU	IMBER							
	PAYMENT DETAILS (OPTIONAL)								
			140/140 🧳						
				Rev		Cancel	Fill in Addition	onal Information	

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



Step 5:

Once you've confirmed all payment details, select "Submit Payment". As a convenience, select "Edit Details" to change payment details as desired.

	CitiDirect Services	Payments	Receivables & Collections	Trade	Liquidity & Investments	Reports & Analytics	Inquiries & Searches	File Services	Self Service	More Citi Products	Trade FX with CitiFX Pulse
nts /	Initiate Payme	ent									Cancel Payment
	Review	v and Submit	Payment								
										Submit Payment	
	Payme	nt Details						Pay	Using Template	🖌 Edit Details	
	Beneficiar	ry		TEST (1234567891)							
	Debit Acc	ount		653091028 - EUR							
	Value Dat	e		Fri, Jan 28, 2022							
	Payment	Amount		EUR 1,000.000							
	Payment	Method		Book Transfer							
	Transactio	on Reference Number		CITITESTPAYMENT1							
	Payment	Details (optional)									
	Additio	onal Informatio	'n						[Edit Details	
	Beneficiar	ry Is		Not a Bank							
	Beneficia	ry Bank Address Line	4	NN							
	Ordering	Party Name		65 3091XX							
	Account C	Currency Code		EUR							
	Account C	Country Code		FR							
	Client ID			18875925							
	Discount	Rate		0							
	Intra-Com	ipany		N							
	Mark as Ir	mportant		N							
	Confident	ial		с							
	Subsidiar	y Identifier		CITICHANNELS							
	Want to a	dd more details to this	payment? View all add	itional details.							



Final Step:

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

CitiDirect®									YM
n Pay	yments Receivabl Collectio	les & Trade ons Trade	Liquidity & Investments	Reports & Analytics	Inquiries & Searches	File Services	Self Service	More Citi Products	Trade FX with CitiFX Pulse
Payments / In	itiate Payment								
	Payment Subn	nitted						Make Anot	her Payment
	Payment Detail	ls							
	Beneficiary	CH	IANDRA PRAKASH IN DF	T (6302207508)					
	Debit Account	63	02207508 - INR						
	Value Date	Tu	e, Feb 8, 2022						
	Payment Amount	IN	R 100.00						
	Payment Method	Do	mestic Funds Transfer						
	Transaction Reference	Number CI	TITESTPAYMENT2						
	Additional Infor	rmation							
	Beneficiary Account Ty	ype O1	L						
	Beneficiary Address Li	ine 1 30)-3						
	Beneficiary Bank Rout	ting Code Of	000000						
	Account Currency Cod	ie IN	IR						
	Account Country Code	e IN	I						
	Delivery Channel	F/	λX						
	Recipient Name	A	dam						
	Client ID	18	3875925						
	Discount Rate	0							
	Email Address	N	lma@amail.com						
	Product Code	El	T						
	Mark as Important	N							
	Confidential	с							
	Subsidiary Identifier	Q	WE						
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