



# Application Process



## **BOLC/LOG C3 APC: SSG Pender and SGT Rodriguez**



# Government Travel Charge Card



## What's Needed to Apply:

- “Program & Policies – Travel Card 101” training course that is available on <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>  
(Small boot print at the bottom of the page, CAC Log in DTS TraX)
- *Signed* “DoD Statement of Understanding for Travel Cardholders.” (**Signed by a member in your chain of command NOT APC**)

Note: The SOU and training certificate will be uploaded as part of the application process. These documents do not go to your APC.

- The passcode needed is: ALUSUPPORTBN
- The inviters email is: [kayla.e.rodriguez3.mil@army.mil](mailto:kayla.e.rodriguez3.mil@army.mil), [darius.r.pender.mil@army.mil](mailto:darius.r.pender.mil@army.mil)
- TACs/SGLs email address to verify your application for approval



# Government Travel Charge Card



After SOU is signed and training is completed, Applicant will log into web-site below, and click apply for card.

**Home.cards.citidirect.com/CommercialCard/ux/index.html#/login**

home.cards.citidirect.com/CommercialCard/ux/index.html#/login

ome isn't your default browser [Set as default](#)

CARDS  
er

### Existing Users

USERNAME

PASSWORD

[SIGN IN](#) [CLEAR](#)

### New Users

[Self Registration For Cardholders](#)

[Self Registration For Non Cardholders](#)

[Apply For Card](#)



# Government Travel Charge Card



The next few slides will walk the applicant through the application process. To start the process, the applicant will select **“Invitation Passcode”** and click continue.

CitiManager citi

**i** Welcome to CitiManager. Please select the proper registration process for your organization. You should have received one of the following codes from your Program Administrator. If you do not have a code, please contact your Program Administrator.

---

CitiDirect System Client Code  
My organization provided me a "CitiDirect System Client Code" to apply for a card, reinstatement or account upgrade.

---

Invitation Passcode  
My organization provided me with an Invitation passcode and Inviter's Email to apply for a card.

---

Prefilled Application Code  
My organization provided me with a Registration ID and Passcode to apply for a card.

---

**CONTINUE** CANCEL



# Government Travel Charge Card



The applicant will enter passcode and inviter email provided by the A/OPC.

LOGIN /

## User Registration - Invitation Passcode/Inviter's Email

1. Passcode Verification 2. Sign-on Details 3. Country and Language 4. Card Application Details

**i** You will be prompted in the next four steps to register for the CitiManager website and complete the card application.  
Step 1 of 4: - Please enter the Invitation Passcode and Inviter's Email Address provided by your organization. Please contact your card program administrator if you do not have these details.

\* INVITATION PASSCODE

\* INVITER'S EMAIL ADDRESS

 

Inviters emails should only be APC's email

**CONTINUE** BACK CANCEL CLEAR



# Government Travel Charge Card



The “**Sign-On**” details process, complete all asterisk items and click continue. Completing the sign on details, the applicant will create a CitiManager user profile.

LOGIN /

## User Registration

1. Passcode Verification 2. Sign-on Details 3. Country and Language 4. Card Application Details

**i** Step 2 of 4: - Please complete the information below to create your CitiManager User Profile. It is important you re authentication in case you forget these details.

### SIGN-ON DETAILS

\* USERNAME

\* PASSWORD

\* CONFIRM PASSWORD

\* HELPDESK VERIFICATION QUESTION  
--Select--

\* HELPDESK VERIFICATION ANSWER

\* CONFIRM HELPDESK VERIFICATION ANSWER



# Government Travel Charge Card



The **“Sign-On”** details process ~ **complete all asterisk items and click continue**. Completing the sign on details, the applicant will create a CitiManager user profile.

**PERSONAL INFORMATION**

\* FIRST NAME

\* LAST NAME

\* COUNTRY

\* CONTACT NUMBER  
 -

ZIP/POSTAL CODE

\* EMAIL ADDRESS

\* CONFIRM EMAIL ADDRESS

**CONTINUE**    BACK    CLEAR    CANCEL



# Government Travel Charge Card



The final step will be completing the card application details. In the **“APPROVER 1 EMAIL ADDRESS”**, **THE APPLICANT WILL ENTER THEIR SUPERVISOR EMAIL**. Once applicant submits the application, the application is sent to the supervisor for review/approval. Applicant will complete all asterisk items that are required.

LOGIN /

## User Registration Apply for card

1. Passcode Verification 2. Sign-on Details 3. Country and Language 4. Card Application Details

**i** Step 4 of 4: - Please complete the form below and submit.

### FORM DETAILS

\* APPROVER1 EMAIL ADDRESS

**TAC's/SGL Email**

DOD IOLA PVT MCC



# Government Travel Charge Card



As part of the application process, the applicant must select card type (DoD IB Card). At the bottom of the application, the applicant will check the box affirming they have read the cardholder agreement and annotate whether they will authorize the bank to obtain a credit score, or do not authorize the credit score check. **Note: Do Not Click Submit.**

By checking the box, I: (i) acknowledge I have read the Citi® Department of Defense Services Travel Card Program *Cardholder Agreement*; (ii) agree to be bound by the terms and conditions as set forth in the Agreement; and (iii) understand that only the Department of Defense may request particular Authorization Parameters (Section III). This application is for a Department of Defense Travel Card account, which may be standard or restricted, as described in the Cardholder Agreement. I expressly agree to accept whichever type of account is established. Pursuant to requirements of law, including the U.S.A. PATRIOT ACT, the bank is required to request additional information to verify your identity.

*IMPORTANT INFORMATION about opening a new Citibank® Corporate Travel Card account: To help the United States Government fight terrorism and money laundering, Federal law requires us or your employer to obtain, verify, and record information that identifies each person that opens an account. What this means for you: when you open an account, we or your employer will ask for your name, a street address, date of birth, and an identification number, such as a Social Security number, that Federal law requires us or your employer to obtain. We or your employer may also ask to see your driver's license or other identifying documents that will allow us or your employer identifies you. We appreciate your cooperation.*

Declaration

Credit Worthiness declaration

Declaration - Please read the declaration below.

- I, as the cardholder, authorize the bank to obtain credit score on me as described in the agreement.
- I, as the cardholder, DO NOT authorize the bank to obtain credit score on me. Therefore, I have completed and submitted an alternate credit worthiness assessment (DD Form 2883), and I will not be eligible for a standard card.

INDIVIDUAL ONLINE APPLICATION

~~SUBMIT~~

VIEW ACCOUNT DOCUMENTS

SAVE AS DRAFT CANCEL



# Government Travel Charge Card



Final step, the applicant will upload the signed SOU and training certificate to the applicant profile, clicking view account documents – add documents – upload. Once the documents are loaded, the applicant can submit the application.

The screenshot shows the 'View Account Documents' page. On the left, there is a 'SUBMIT' button and a 'VIEW ACCOUNT DOCUMENTS' button. A red box highlights the 'VIEW ACCOUNT DOCUMENTS' button, with an arrow pointing to a larger 'ADD DOCUMENT' button. From the 'ADD DOCUMENT' button, an arrow points to an 'UPLOAD' button in the document upload section. The document upload section includes a 'BROWSE' button and a 'CANCEL' button. The main content area shows a table with columns 'DOCUMENT NAME' and 'DATE UPLOADED', and a message 'No documents available'.

LOGIN /

## View Account Documents

*IMPORTANT INFORMATION* about opening a new Citibank® Corporate Travel Card to obtain, verify, and record information that identifies each person that opens a new account, including their name, date of birth, and an identification number, such as a Social Security number, driver's license or other identifying documents that will allow us or your employer to verify your identity.

DOCUMENT NAME	DATE UPLOADED
No documents available	

Declaration

Credit Worthiness declaration

Declaration - Please read the declaration below:

I, as the cardholder, authorize the bank to obtain credit score on me as described in the cardholder agreement.

I, as the cardholder, DO NOT authorize the bank to obtain credit score on me. This is not a requirement for the card.

INDIVIDUAL ONLINE APPLICATION

**SUBMIT** **VIEW ACCOUNT DOCUMENTS** **SAVE AS DRAFT** **CANCEL**

**ADD DOCUMENT** **CANCEL**

Please only upload appropriate files.

\* DOCUMENT NAME

\* SELECT FILE TO UPLOAD

 **BROWSE**

**UPLOAD** **CANCEL**



# Government Travel Charge Card



## After Submitting Application:

- You will receive a confirmation messages when your application has been approved from both your Supervisor and your APC.
- Applicants can view their status of the application at anytime in the CitiManager Site by using the username and passcode created during the application process. Log in and navigate to My Profile > Request History.
- Once approved, cards should be received within 10 business days in a plain white envelope.
- Any questions or concerns, your APC emails are the following:

Darrius.r.pender.mil@army.mil



# Government Travel Charge Card



# QUESTIONS

