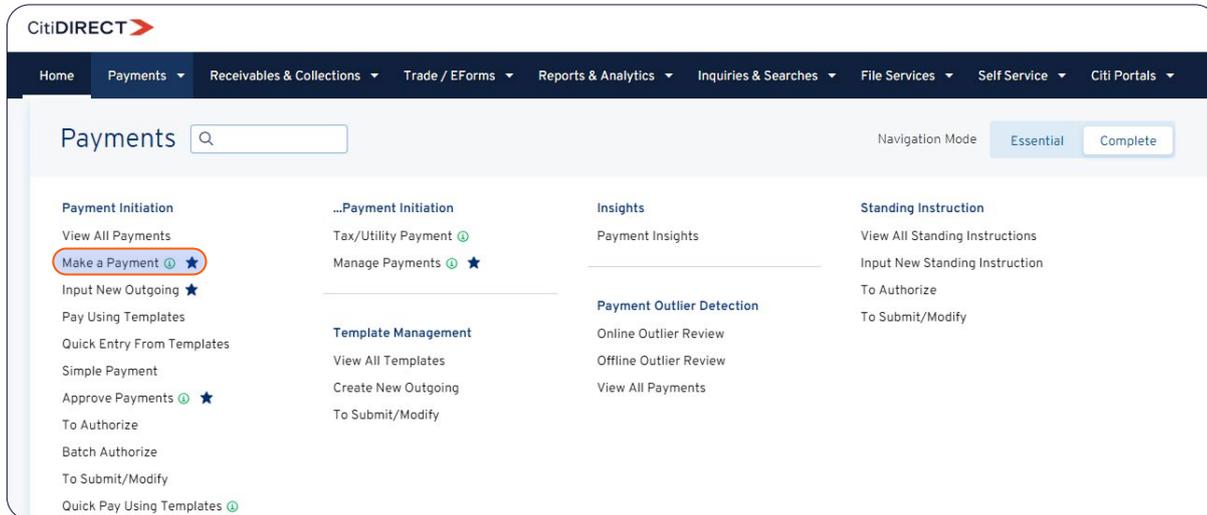


# CitiDirect® Payment Initiation Quick Reference Guide

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.



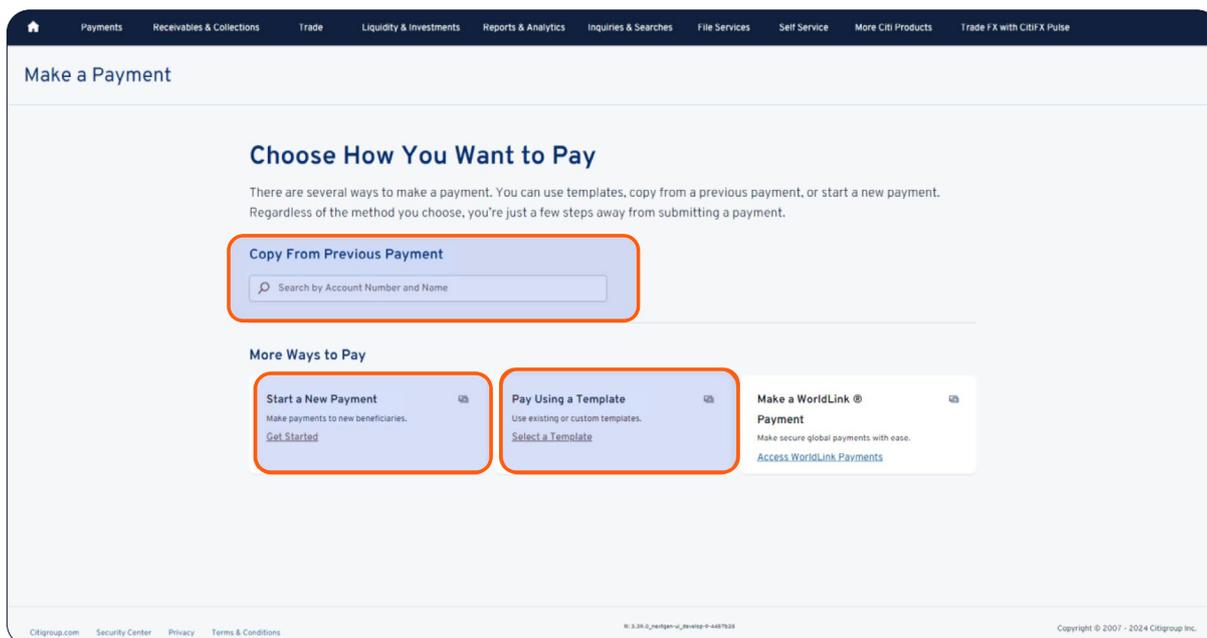
## 1. Landing Page

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.

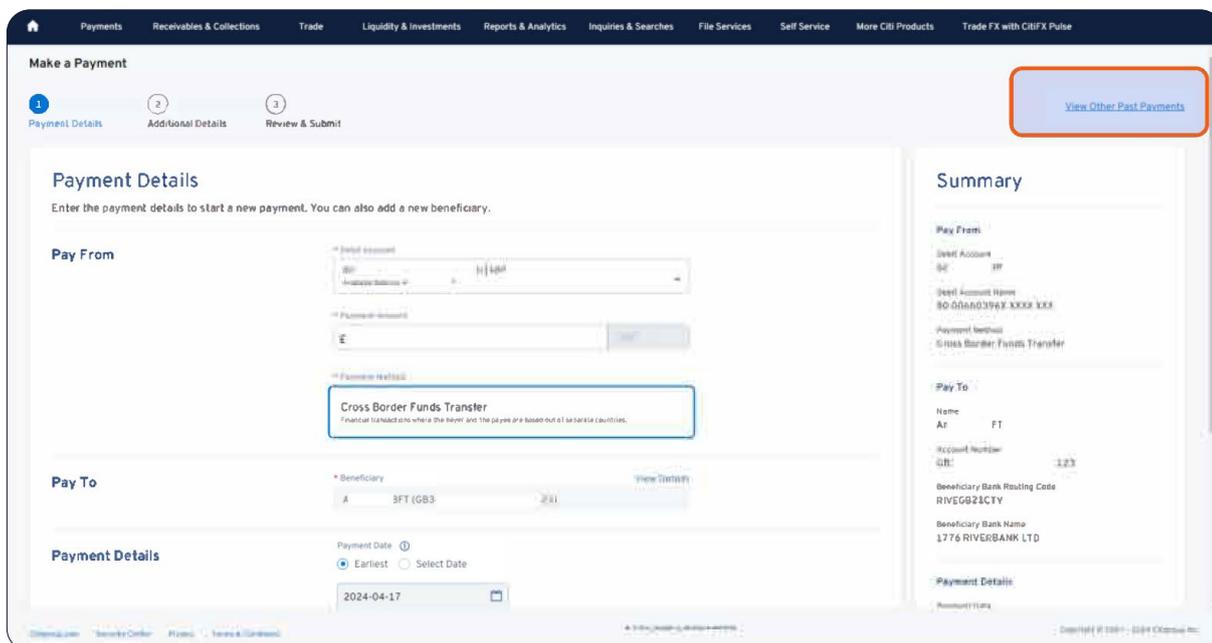
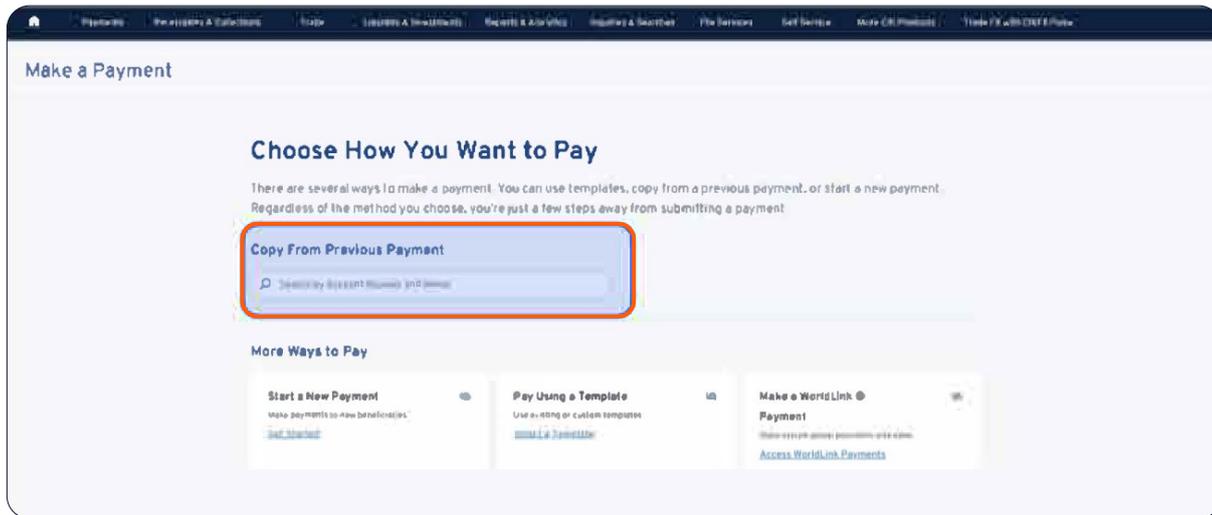


## 2. Repeat Payment

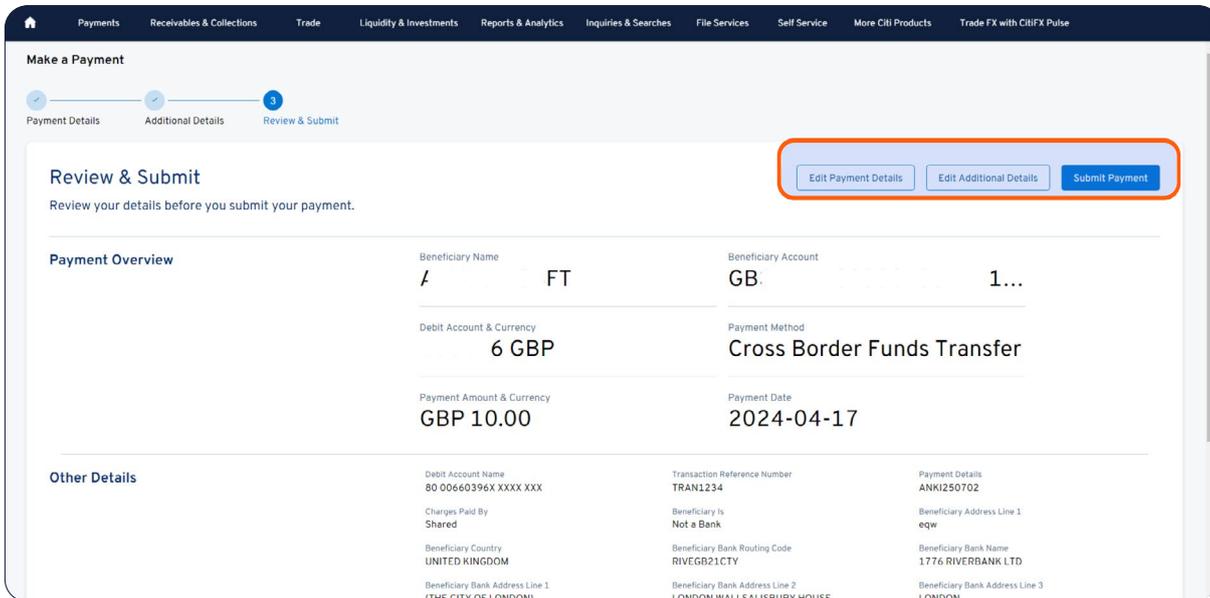
For beneficiaries that you or any user from your company has paid in the past 13 months, for your convenience, details will be copied from the most recent payment to that beneficiary.

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.



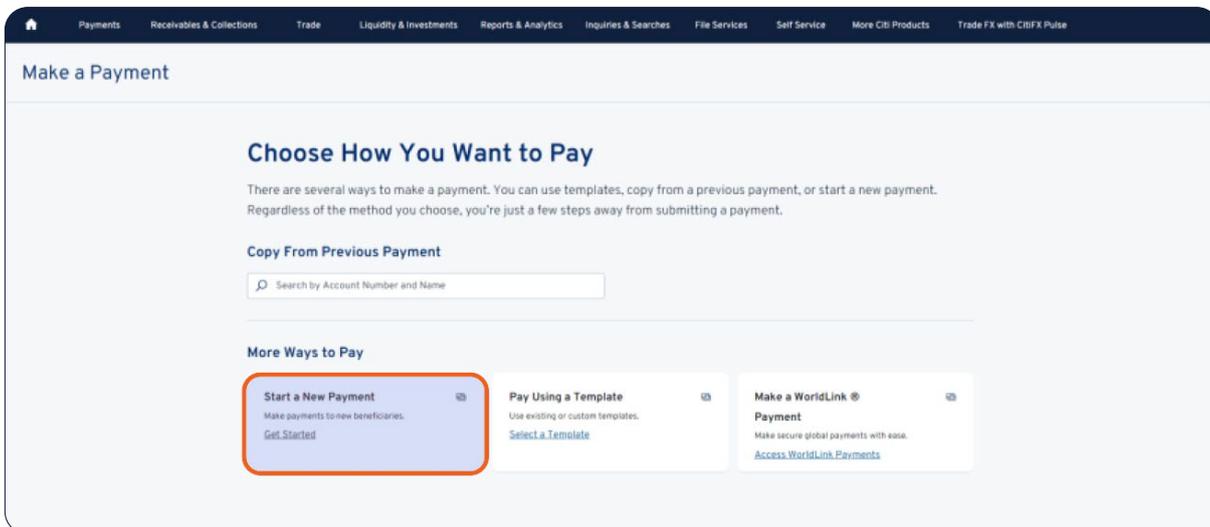
The “Edit Details” function can be used to adjust the payment details.  
 Verify the payment information and select “Submit Payment” once all details are complete and accurate.



### 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.



**Make a Payment**

1 Payment Details    2 Additional Details    3 Review & Submit

**Payment Details**  
Enter the payment details to start a new payment. You can also add a new beneficiary.

**Pay From**

- \* Debit Account: 03 | Available Balance: 8 EUR | EUR
- \* Payment Amount: € | EUR
- \* Payment Method: Cross Border Funds Transfer

**Pay To**

**Enter Beneficiary Details**

**Payment Details**

Payment Date: 2024-04-17

**Summary**

**Pay From**

- Debit Account: 3: EUR
- Debit Account Name: 03316\*4 XXXXXXXXXX XX XX
- Payment Method: Cross Border Funds Transfer

**Payment Details**

Payment Date: 2024-04-17

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

**Make a Payment**

1 Payment Details    2 Additional Details    3 Review & Submit

**Payment Details**  
Enter the payment details to start a new payment. You can also add a new beneficiary.

**Pay From**

- \* Debit Account: 03 | Available Balance: 8 EUR | EUR
- \* Payment Amount: € | EUR
- \* Payment Method: Cross Border Funds Transfer

**Pay To**

**Enter Beneficiary Details**

**Payment Details**

Payment Date: 2024-04-17

\* Transaction Reference Number: Enter Transaction Reference Number

**Beneficiary Details**

- \* Name: John
- \* Account or Other ID Type: /ACCT/
- \* Account or ID Number:
- \* Beneficiary Bank Country: REPUBLIC OF SINGAPORE
- \* Bank Routing Code: ABNS23APC - SWIFT

**Other Beneficiary Details**

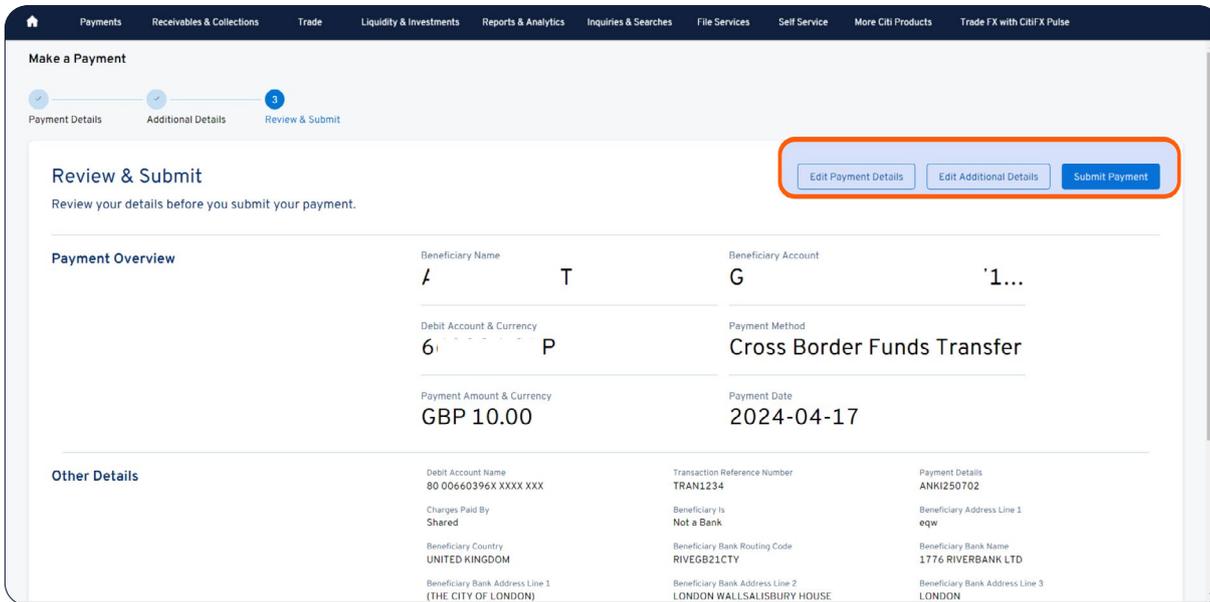
- \* Beneficiary Is:  A Bank  Not a Bank
- Beneficiary Address Line 1: Enter Beneficiary Address Line 1
- Beneficiary Address Line 2: Enter Beneficiary Address Line 2
- Beneficiary Address Line 3: Enter Beneficiary Address Line 3
- Beneficiary Country: Search Country

Cancel **Save**

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

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

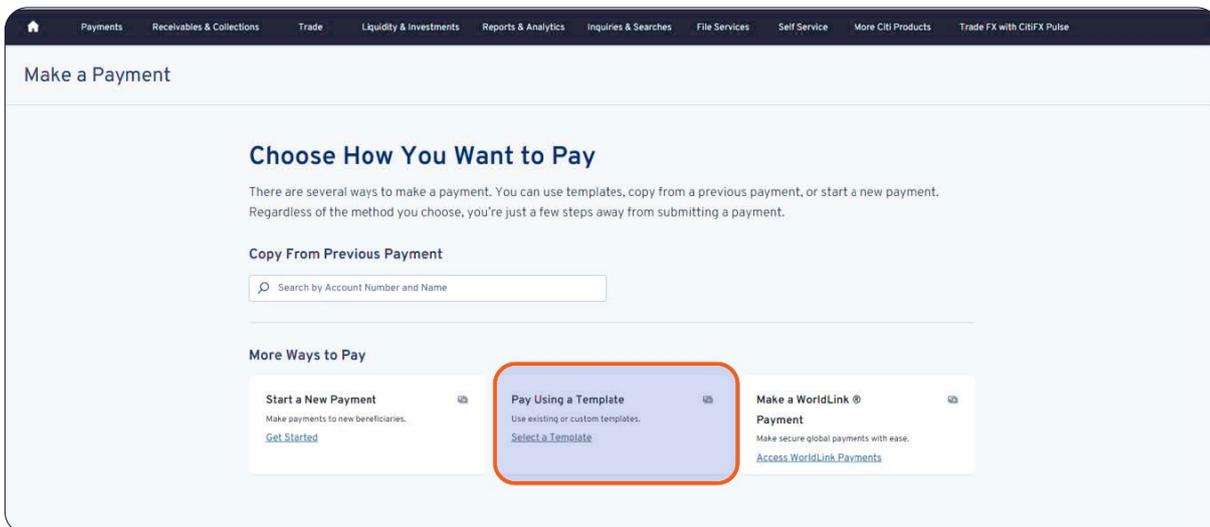
The “Edit Details” function can be used to adjust the payment details.  
 Verify the payment information and select “Submit Payment” once all details are complete and accurate.



#### 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”.



Payments / Initiate Payment

Select Template

Beneficiary Name: Search by Beneficiary Name | Template Type: Search by Template Type | Template Name: Search by Template Name | Template Group: Search by Template Group

1 template selected | Use Selected Template

Template Name	Template Type	Template Group	Beneficiary Name	Payment Method / Payment Ty...	Last Used ↓
<input type="radio"/> TRYNGKT1	Full - Limited Modifications	Default	PRIYABKTNG1	Book Transfer	17 Jul 2023
<input type="radio"/> TRYFTNG	Full - Limited Modifications	Default	123123123	Cross Border Funds Transfer	17 Jul 2023
<input checked="" type="radio"/> TRYNGKT2	Full - Limited Modifications	Default	F [red dot] 2	Book Transfer	17 Jul 2023
<input type="radio"/> UG ET	Editable Template	Default	BENE	Domestic Funds Transfer - Credit T...	17 Jul 2023
<input type="radio"/> UG ET1	Editable Template	Default	BENE	Domestic Funds Transfer - Credit T...	17 Jul 2023
<input type="radio"/> UG FM1	Full - Limited Modifications	Default	BENE	Domestic Funds Transfer - Credit T...	17 Jul 2023
<input type="radio"/> UG PB	Predefined Beneficiary	Default	BENE	Domestic Funds Transfer - Credit T...	17 Jul 2023

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

Pay From

Debit Account: 0000 | Available Balance: 10.00 EUR | This account is in EUR but is legally resident in United Kingdom

Payment Amount: 10.00 EUR

Payment Method: Cross Border Funds Transfer

Pay To: Beneficiary: John (1234567)

Payment Date: 2024-04-19

Transaction Reference Number: TRAN1122

Payment Details: Comments

Pay From Summary: Debit Account 13819132 - EUR, Debit Account Name 0000 / 990000X - XXXXXX, Payment Amount €10.00 (EUR), Payment Method Cross Border Funds Transfer

Pay To Summary: Name John, Account Number 1234567, Beneficiary Bank Routing Code ABNA5G2AIPC, Beneficiary Bank Name ABN AMRO BANK N.V. SINGAPORE BRANCH

Payment Details Summary: Payment Date 2024-04-19, Transaction Reference Number TRAN1122, Total Amount €10.00 (EUR)

Buttons: Cancel, Continue

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

CITIBANK N.A. HONG KONG | Batch Funds Transfer

Debit Account Balance: 100.10 EUR | 03/28/2023, 05:15 PM

Batch Funds Transfer

Payment Details

Transaction Reference Number: [red dot] | Value Date: 03/28/2023 | Exchange Rate: [red dot] | Confidential: [red dot] | Charges Indicator: Shared

Beneficiary Details

Beneficiary Name: [red dot] | Beneficiary Bank Routing Method: Select | Beneficiary Account or Other ID: [red dot] | Beneficiary is: Not a Bank

Beneficiary Bank Routing Code: [red dot] | Beneficiary Bank Name: BANK HANDLOWY RCR OLSZTYN | Beneficiary Bank Address Line 1: [red dot]

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.

**Make a Payment**

Payment Details    Additional Details    **Review & Submit**

**Review & Submit**  
 Review your details before you submit your payment.

**Payment Overview**

Beneficiary Name	L T	Beneficiary Account	G 1...
Debit Account & Currency	61 P	Payment Method	Cross Border Funds Transfer
Payment Amount & Currency	GBP 10.00	Payment Date	2024-04-17

**Other Details**

Debit Account Name 80 00660396X XXXX XXX	Transaction Reference Number TRAN1234	Payment Details ANKI250702
Charges Paid By Shared	Beneficiary is Not a Bank	Beneficiary Address Line 1 eqw
Beneficiary Country UNITED KINGDOM	Beneficiary Bank Routing Code RIVEGB21CTY	Beneficiary Bank Name 1776 RIVERBANK LTD
Beneficiary Bank Address Line 1 (THE CITY OF LONDON)	Beneficiary Bank Address Line 2 LONDON WALLSALISBURY HOUSE	Beneficiary Bank Address Line 3 LONDON

## 5. Payment Confirmation

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

**Payment Submitted Successfully**    [Start a New Payment](#)

Your payment to Ar 123  
 with reference number AVC123456 for the amount of £10.00  
 value dated for 2024-04-17 has been submitted successfully