CitiDirect® Online Banking
Electronic banking system for businesses

User Manual

"Notifications"

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1. Introduction

Event Notifications is a service available in CitiDirect that sends, to a pre-defined email address, instant, automatic confirmations of:

- **Current account balance**
- **Debit or Credit operations**
- **Credit operations that contain pre-defied transaction details**

Notifications may be read on a computer or on any portable device that supports electronic mail. They are always available on the Event Notifications website.

Information contained in emailed notifications is trimmed down to the most essential elements to make them useless to a third party. Sending unencrypted messages with confidential information over the Internet is unsafe. Users should pay special attention when entering email addresses to which notifications will be sent.

Email messages are subject to the same limitations like any other messages sent to a selected email address. If your company mail server does not allow receiving messages from the outside of the organization, such fact should be notified to local IT Support.
Notifications are sent from the following address: Notifications@citicorp.com.

2. Configuration

1. Log on to CitiDirect. Then in the menu to the left click on **Event Notification**. The main page of **Notifications** will open:
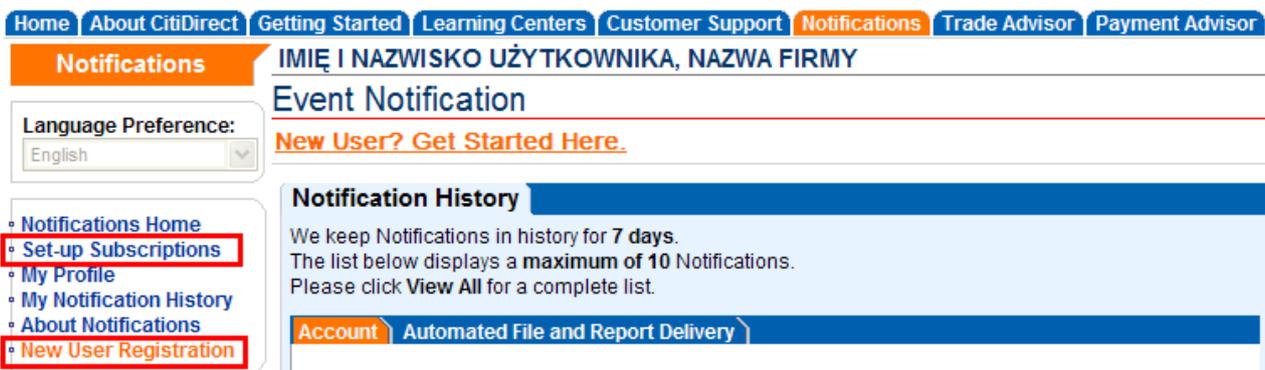

Figure 1. Notifications – Main Page.

2. If it is your first visit on this page, you need to register by clicking on **New User Registration**. If you already have your user profile and want to plan notification delivery click on **Set-up Subscriptions** and go to 4.

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3. Registration of a New User:

Enter the email address to which notifications will be sent. Other delivery methods are not available in Poland.

Welcome to Event Notification

If you want to enter more than one address, use this link.

E-mail **1**

Fax **1**

Mobile **1**

Need more addresses?

☐ Send Account Familiar Name with Notification when applicable
Account Familiar Name will only be sent with Account Notifications. Note that Acccount numbers sent will be masked.
Please be advised the Account Familiar Name field will be included as depicted in the CitiDirect application and will not be encrypted. Therefore, if the Account Familiar Name is sensitive information, such as account numbers, we recommend against checking the box.

☐ I have read the conditions for the Event Notification service through CitiDirect® Online Banking.
By using this service, you acknowledge that you may be charged a fee for Event Notification. Fees are determined by the specific notification and delivery channel selected. Each notification subscription created will become active within 1 business day. Please be advised that any information entered into the Notification Name field will be included in the notification being sent to you and will not be encrypted. Therefore, you are urged not to include any sensitive information, such as account numbers.

Please be aware that Web site pages may be written to your temporary Internet file cache on your workstation and are accessible offline from that location. If the information is sensitive or considered confidential, please clean out your temporary Internet cache.

Submit   Close Window

Figure 3. Notifications – Registration of a New User Profile.

Confirm that you have read the rules of use of the service – it is mandatory.

If you check this option, messages will include the name of the account the notification is related to.

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4. Creating a Subscription:

Select the notification type here.

Use any of these fields to search for accounts for which you want to plan a notification. You may leave these fields blank and click on **Run Search**; the system will show all accounts to which you have access.

Create/Edit:
Prior Day Ledger Balance

Create New Notification Subscriptions for:
Prior Day Ledger Balance
Enter your search criteria below and click Run Search.
Account Number:
Account Familiar Name:
Branch Name:
Branch Code:

Run Search   Clear

Search Results:
Select account(s) on which to be notified, fill in the subscription details, if applicable, and click OK.

Add	Account Number	Account Familiar Name	Notification Name	Branch Name	Branch Code	Greater Than	and	Less Than
☑	18 1030 1508 0000 0005 0015 4055	0 5 00154XXX XXXXXX XX.X X.X.		WARSAW CITIBANK	815	0	and	50000
	☐ E-mail 1 ☐ E-mail 2							
☐	21 1030 1508 0000 0005 0015 4098	0 5 00154XXX XXXXXX XX.X X.X.		WARSAW CITIBANK	815		and	
	☐ E-mail 1 ☐ E-mail 2							
☐	28 1030 1508 0000 0015 0015 4035	0 5 00154XXX XXXXXX XX.X X.X.		WARSAW CITIBANK	815		and	
	☐ E-mail 1 ☐ E-mail 2							
☐	40 1030 1508 0000 0005 0015 4047	0 5 00154XXX XXXXXX XX.X X.X.		WARSAW CITIBANK	815		and	
	☐ E-mail 1 ☐ E-mail 2							
☐	62 1030 1508 0000 0005 0015 4136	0 5 00154XXX XXXXXX XX.X X.X.		WARSAW CITIBANK	815		and	
	☐ E-mail 1 ☐ E-mail 2							
☐	71 1030 1508 0000 0005 0015 4071	0 5 00154XXX XXXXXX XX.X X.X.		WARSAW CITIBANK	815		and	
	☐ E-mail 1 ☐ E-mail 2							

Submit   Cancel

My Available Delivery Channel(s) for Notification Subscriptions
- E-mail 1
- E-mail 2
- Notifications will always be displayed on the Web site.

Enter the title of the Notification here.

Figure 5. Creating a Subscription – Step 1.

This is the list of your email addresses.

Optionally you may define a range for which the notification will be generated.

Check those accounts for which the notification is to be generated and specify addresses to which it is to be sent.

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5. Deleting a Subscription:

On the **Notifications** page, in the left-hand menu, click on **My Profile** and select the **Account** tab in the top menu:

Figure 5. Deleting a Subscription.

To the left, in the **Delete** column check one or more Subscriptions. Click on **Submit** to confirm your decision.

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3. Deactivating Notifications

1. Log on to CitiDirect. In the left-hand menu click on **Event Notification**. The main page of **Notifications** will be opened. In the menu to the left, click on **My Profile**. The following page will be opened:

Figure 6. Deactivating a Notification.

2. In **Event Notification Service is currently:** select **OFF**. Click on **Submit**.

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4. Sample Message

Scheduled Available Balance

```
Od:          ○ CitiDirect Event Notification [Notifications@citicorp.com]                    Wysłano:  Śr 2010-08-25 08:05
Do:
DW:
Temat:        Scheduled Available Balance : MojaNazwa4 : CB SPOLKA AKCYJNA : ****************************201
```

```
Notification Details Below:
Citibank Name: WARSAW BANK HANDLOWY
Branch Code: 889
Balance Value Date: 08/25/2010
Balance Value Time: 02:01:51
Account Number: ****************************201 Account Familiar Name: CB SPOLKA AKCYJNA Threshold
Definitions: Greater Than PLN 1000 and Less Than PLN 95000 Available Balance: PLN 87771.2

For further information, kindly log into http://citidirect-eb.citicorp.com.

Please do not reply to this e-Mail address, as it is not monitored for incoming mail. All CitiDirect®
inquiries should be directed to your Service Representative.

Sincerely,

Citibank Customer Service
```

We strongly recommend you to use automated notifications via CitiDirect.

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