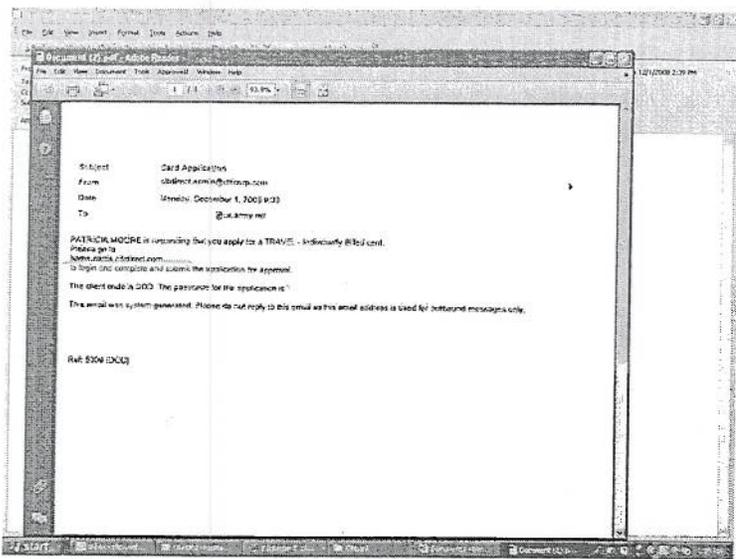


## 1. Cardholder Completion.

- Cardholder will receive the following email:



- Copy and paste the IP address into your web browser.
- When the website is click in the bottom-right corner Apply for a Card.
  - o Enter Client Code DoD (click yes if pop up screen appears)
  - o Enter Email (can not copy and paste email. Must type)
  - o Enter Temporary Password (can copy and paste)
  - o Enters Verification Information (word CitiDirect will ask for security purposes. Needs to be something they will remember)
- Goes to Demographics Screen
  - o enter SSN, Billing Address
  - o Enter Supervisors name and email
  - o Enter comments to Supervisor (i.e, applying for GTCC for Official Travel in January 09)
- Cardholder agrees to Consent.
- Screen will state "Application Submitted"

## 2. Supervisor Responsibilities

- Supervisor will receive the same type of email
- Go to website provided and click on "Apply for Card"
  - o Enters Client Code DoD
  - o Enters Email (can not copy and paste email. Must type)
  - o Enters Temporary Password (can copy and paste)
- Enters their phone number (work)
- Mailing Address (work)
- Either Accepts/Rejects
  - o If Rejecting, must annotate why.
- Screen displays, Application has been Approved.