

Citibank Online Access Request Form

Please complete this form in its entirety as any missing data may delay the user set-up process.
Please email the signed scanned form to: cash_management@harvard.edu

General Information:

First Name		Last Name	
Initials	Employee ID	Manager	
Street Address 1		Time Zone	
Street Address 2		Country	
State/Province/ Territory			
Telephone (including all country code info)		Mobile Phone	E-mail

Cash Management Office Use Only:

CitiDirect: Self-Service ADMIN #1 INITIALS: _____ DATE: ____/____/____

- 1.) Create New User _____
- 2.) CitiDirect Information _____
- 3.) Credential Type _____
- 4.) Admin Approval ADMIN #2 INITIALS: _____ DATE: ____/____/____

CitiDirect: User Group Associations ADMIN #1 INITIALS: _____ DATE: ____/____/____

- 1.) SecMgr2 _____
- 2.) SecMgr1 _____
- 3.) Global Service Group _____
- 4.) CitiDirect Services _____
- 5.) Admin Approval ADMIN #2 INITIALS: _____ DATE: ____/____/____

Bank Account Information:

Bank Account Title

Bank Account
Number

Profile Access:

USD Limit for Wire
Auth or Input

Profile Access:

USD Limit for Wire
Auth or Input

Profile Access:

USD Limit for Wire
Auth or Input

Profile Access:

USD Limit for Wire
Auth or Input

Profile Access

USD Limit for Wire
Auth or Input

****By signing below I confirm I have the authorization for my School/Unit to delegate reporting and/or payment functionality to the above-referenced user and agree to notify the Cash Management Office promptly if the user either leaves the University and/or moves to a position where this delegation is no longer appropriate.**

First Name

Last Name

Date

Email

Signature: _____

Digital signatures using the Adobe signature functionality are acceptable