

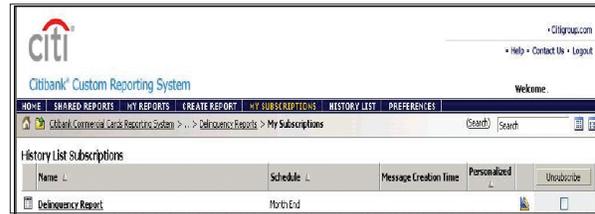
Citibank® Custom Reporting System

My Subscriptions

The subscription feature allows you to schedule reports to run at specific times. Find the desired report and click on the **Subscriptions** link. Click on the **Add subscription** link and select the desired schedule from the dropdown list. Enter your email address if you wish to receive an email notification when the report is ready. Click **OK**.

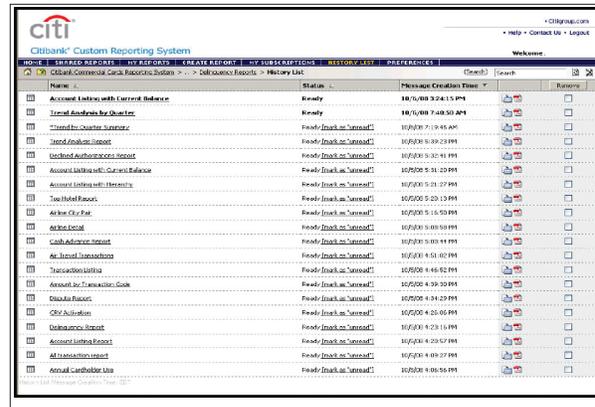


To unsubscribe to a report, simply choose the report you no longer want from the list under My Subscriptions and click **Unsubscribe**.



History List

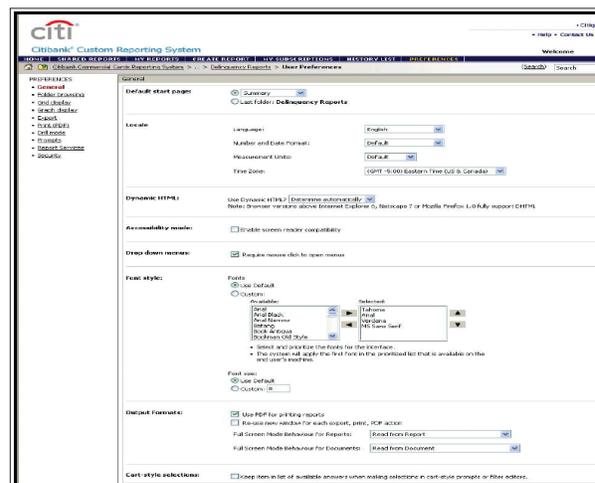
This feature is useful when a report is tying up your system or taking too long to run. By clicking **Add to My History List**, the report will run in the background and allow you to exit the system or perform other tasks. You can check your history list to see the status or view other report recently generated.



Preferences

Use **Preferences** to change the way you interact with the system. The navigation bar on the left will present several options you can set, such as how you prefer reports to print, language and number formats, as well as the way you want exported information to be structured.

Note: You can change the preferences on a case-by-case basis as well.



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