

Citibank® Electronic Reporting System (CERS) Access Request Form



Citibank® Government Travel Card Program

Instructions:

The Component Program Manager (CPM) or Agency Program Coordinator (APC) must complete this form to request access to the CERS (Citibank Electronic Reporting System). CERS allows users to upload/download files directly into/ from the CERS system. Required fields are indicated with an asterisk (*). Contact your Client Account Specialist (CAS Manager) for questions. Only HL3s and higher will be granted access to the CERS upload/download functionality.

1. Fax completed form to (866) 951-8005 or (757) 818-6893
2. Maintain copy for CPM or APC file

Date:	
Attention:	
Fax:	866-951-8005 757-818-6893

Section I: Reporting Parameters

Specify the account hierarchy level (HL) number to which the user is assigned.												
Account Hierarchy*:	HL1			HL2			HL3					

Section II: User Profile

Agency Name*:												
User Identification Information:	User's Full Name*:											
	Commercial Phone*:							Commercial Fax*:				
	Email Address*:											
User Verification Information*	Enter last 4 digits of user's social security number.											
ID Creation*	Create new ID	<input type="checkbox"/> Yes		<input type="checkbox"/> No		Modify ID	<input type="checkbox"/> Yes		<input type="checkbox"/> No			
	Folder Name	New folder creation					<input type="checkbox"/> Yes		<input type="checkbox"/> No			
Existing Folder					<input type="checkbox"/> Yes		<input type="checkbox"/> No					
Security Access Requirements*	Upload						Download					
	<input type="checkbox"/> Yes		<input type="checkbox"/> No		<input type="checkbox"/> Yes		<input type="checkbox"/> No					

Section III: Comments

* Required items. Form will be returned if required items are not complete

Instructions Sheet

Purpose:

Use this form to request access to the CERS (Citibank Electronic Reporting System) that will allow the user to upload and/or download files directly into/from the CERS system. CERS can be used to provide bulk maintenance update requests to Citibank Operations requiring manual support via this secure online file transfer application. Only HL3s and higher will be granted access to the CERS upload/download functionality.

Instructions:

<u>Who:</u>	APC/CPM should complete this form.
<u>When:</u>	Complete this form when there is a need to add CERS access for a user.
<u>How:</u>	<p>Section I:</p> <p>Reporting Parameters: <u>Account Hierarchy</u></p> <ul style="list-style-type: none"> • HL1 – HL3 (required field): Enter the 5-digit hierarchy level number(s) for which the user will have Responsibility.
	<p>Section II:</p> <p>User Profile: <u>Agency Name</u> (required field): Enter the complete name of the agency / organization of user.</p> <p><u>User Identification Information:</u></p> <ul style="list-style-type: none"> • User's Full Name: Enter user's full name - Last, First, Middle (maximum 24 characters). • User Phone #'s: The User's phone numbers, if available. • User Email: The User's email address, if available. <p><u>User Verification Information</u> (required information): The verification information is the last 4 digits of the user's Social Security Number and will serve as an identification password (i.e. a control number). This will be requested when the user contacts Citibank Customer Service for assistance 1- 866-670-6462.</p> <p><u>ID Creation:</u></p> <ul style="list-style-type: none"> • Create New ID: Check yes or no • Modify ID: Check yes or no <p><u>Folder Name:</u> Please indicate the folder you will need access to (i.e. DoD – Navy All, DoD – Navy Delinquency, DoD – Navy Auditor, etc).</p> <ul style="list-style-type: none"> • New folder creation: Check yes or no • Existing folder: Check yes or no <p><u>Security Access Requirements:</u> Indicate if the user should be granted upload and/or download access.</p>
	<p>Section III:</p> <p>Comments Use this section to provide any information regarding this Citibank Electronic Reporting System (CERS) Access Request Form that you would like Citi to know.</p>

Submit Request form via mail or fax as follows:

Citibank Commercial Cards
P.O. Box 10085
Norfolk VA 23513
FAX TO: 866-951-8005
757-818-6893