



Application Process



BOLC/LOG C3 APC: SSG Davis and SSG Mathes

What's Needed to Apply:

- "Program & Policies Travel Card 101" training course that is available on https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/ (Small boot print at the bottom of the page, CAC Log in DTS TraX)
- Signed "DoD Statement of Understanding for Travel Cardholders." (Signed by a member in your chain of command NOT APC)

Note: The SOU and training certificate will be uploaded as part of the application process. These documents do not go to your APC.

- The passcode needed is: ALUSUPPORTBN
- The inviters email is: ike.mathes.mil@army.mil
- TACs/SGLs email address to verify your application for approval





After SOU is signed and training is completed, Applicant will log into web-site below, and click apply for card.

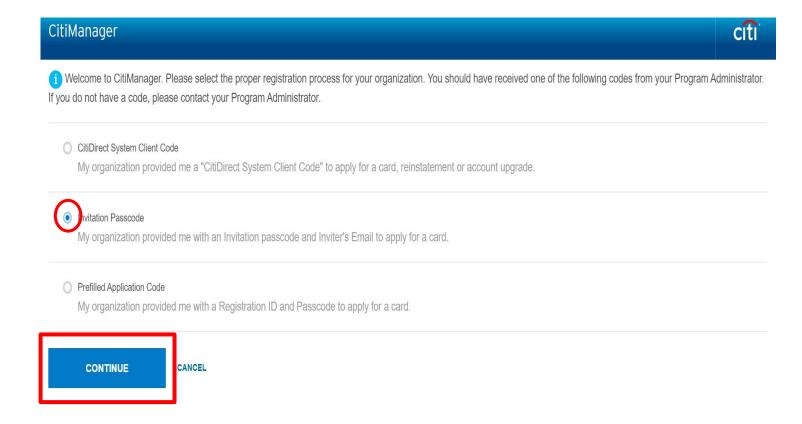
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	Existing Users	New Users
	USERNAME	Self Registration For Cardholders
	PASSWORD	Self Registration For Non Cardholders Apply For Card
	SIGN IN CLEAR	7 pp.y 1 St. Salid





The next few slides will walk the applicant through the application process. To start the process, the applicant will select "**Invitation Passcode**" and click continue.







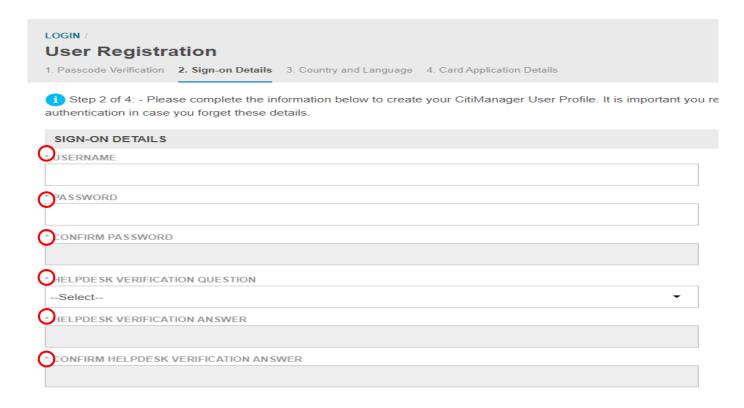
The applicant will enter passcode and inviter email provided by the A/OPC.

User Registration - Invitation Passcode/Inviter's Email	
1. Passcode Verification 2. Sign-on Details 3. Country and Language 4. Card Application Details	
1 You will be prompted in the next four steps to register for the CitiManager website and complete the card application. Step 1 of 4: - Please enter the Invitation Passcode and Inviter's Email Address provided by your organization. Please con	
* INVITATION PASSCODE ALUSUPPORTBN	
*INVITER'S EMAIL ADDRESS Ike.mathes.mil@mail.mil	Inviters emails should only be APC's email
CONTINUE BACK CANCEL CLEAR	





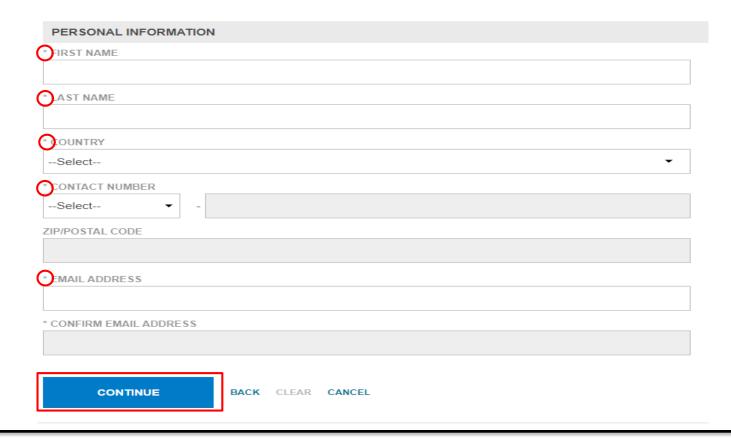
The "Sign-On" details process, complete all asterisk items and click continue. Completing the sign on details, the applicant will create a CitiManager user profile.







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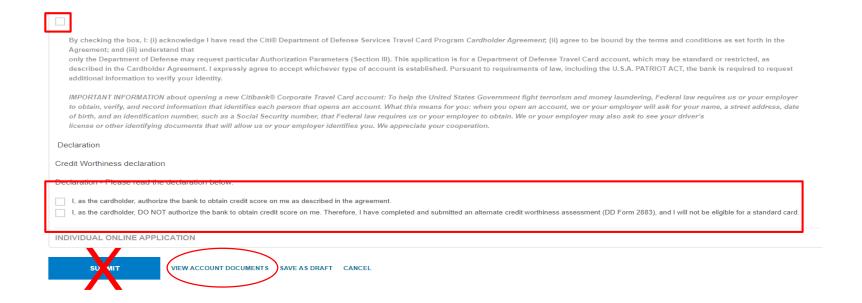
The final step will be completing the card application details. In the "APPROVER 1 EMAIL ADDRESS", THE APPLICANT WILL ENTER THEIR SUPERVISOR EMAIL. Once applicant submits the application, the application is sent to the supervisor for review/approval. Applicant will complete all asterisk items that are required.

LOGIN / User Registra	ation Apply	/ for card		
1. Passcode Verification	2. Sign-on Details	3. Country and Language	4. Card Application Details	
i Step 4 of 4: - Plea	se complete the fo	orm below and submit.		
FORM DETAILS				
* APPROVER1 EMAIL AD	DRESS			
	TAC's Er	mail		
DOD IOLA BVT MCC				





As part of the application process, the applicant must select card type (DoD IB Card). At the bottom of the application, the applicant will check the box affirming they have read the cardholder agreement and annotate whether they will authorize the bank to obtain a credit score, or do not authorize the credit score check. **Note: Do Not Click Submit**.







Final step, the applicant will upload the signed SOU and training certificate to the applicant profile, clicking view account documents – add documents – upload. Once the documents are loaded, the applicant can submit the application.

	View Account Documents		
to obtain, verify, and record information that identifies each person that ope of birth, and an identification number, such as a Social Security number, the license or other identifying documents that will allow us or your employer in Declaration	DOCUMENT NAME	DATE UPLOADED	
Credit Worthiness declaration	No documents available		
Declaration - Please read the declaration below: I, as the cardholder, authorize the bank to obtain credit score on me as describer I, as the cardholder, DO NOT authorize the bank to obtain credit score on me. The	ADD DOCUMENT CANCEL	Please only upload appropriate files. * DOCUMENT NAME	
INDIVIDUAL ONLINE APPLICATION SUBMIT VIEW ACCOUNT DOCUMENTS SAVE AS DRAFT		* SELECT FILE TO UPLOAD	BROWSE
		UPL	OAD

After Submitting Application:

- You will receive a confirmation messages when your application has been approved from both your Supervisor and your APC.
- Applicants can view their status of the application at anytime in the CitiManager Site by using the username and passcode created during the application process. Log in and navigate to My Profile > Request History.
- Once approved, cards should be received within 10 business days in a plain white envelope.
- Any questions or concerns, your APC emails are the following:

latavia.n.davis.mil@army.mil







QUESTIONS





"SUPPORT TO TRAIN, TRAIN TO FIGHT!"

Primary POC: SGT Rollins, 804-765-8466, Email: Delandra.s.rollins.mil@mail.mil