Payments

Add a Payment Account

Step	Action	Result
	What You Need to Know CitiManager allows you to make a payment to your card account from checking and savings accounts. You will need your bank routing number, checking account number and/or saving account number to set up payment accounts in CitiManager.	
1.	From the **CitiManager Home screen**, click on the Payment tab.	The **Make Payments** screen displays.
	Note: Before you can make a payment online you must add your Banking information to the **Add a new pay from account** fields at the right.	
2.	From **Add a new pay from account** section, click the **Account Type** dropdown list. Select your desired account type.	The following options display: Checking account Savings account
3.	Enter the bank routing code and account number in the **Bank routing code** and **Pay from account** fields.	The routing number and account number display in the appropriate fields.
4.	Click the **Add** link.	The account is added as a Pay From account.

Make Payment

Step	Action	Result
1.	From the **Make Payment** screen, click the radio button next to your desired "Pay From" account.	The desired "Pay From" account is selected.
2.	Select or enter the amount to pay in the **Please select a payment account** section.	The desired amount to pay is selected or entered in the **Please select a payment account** section.
3.	Click the **Pay** link.	The payment confirmation screen displays.