

CitiDirect BE[®] Payments

Quick Reference Guide

Batch Authorization: Grouping and Authorizing Your Payments

1. From the Payments tab, select *Batch Authorize* under Payment Initiation.
2. On the next screen, you can search all your transactions that are pending authorization to only display those matching your criteria, e.g. Payment Currency.
3. Once you have confirmed your search criteria, select “Search Batch” to show the available transactions that match your search criteria.
4. Select the transactions you wish to authorize and click *Authorize*.

Note

You can also authorize your payments via our Mobile and Tablet platforms.

CitiDirect BE Mobile

<https://m.citidirectbe.com/>

CitiDirect BE Tablet

Search ‘CitiDirect BE Tablet app’ on Google Play, Apple App Store, or Windows Store

