

CitiDirect BE[®] Payments

Quick Reference Guide

Authorizing Bulk Payments via File Import

1. From the File Services tab → Import Transactions, select *To Authorize*.
2. A list of outstanding payment files that have been uploaded via File Import will be displayed. Select the appropriate payment files you wish to authorize.
3. Once you have selected the desired file, click *Authorize*.

Note

You can also authorize your payment files via CitiDirect BE Mobile. To do so, open <https://m.citidirectbe.com/> in your cell phone's browser, tap *Payments*, and then *Imported File*.

