

CitiDirect BE[®] Payments

Quick Reference Guide

Offline Authorization

The Offline Authorization feature allows a CitiDirect user (the Delegate) to authorize batches of transactions on behalf of an entitled CitiDirect authorizer (the Entitled Authorizer). This may be useful in large companies where a high-level authorizer is expected to authorize large payments on an irregular basis, and as such does not have regular access to CitiDirect BE.

This process can be bypassed by having the Entitled Authorizer simply approve his payments the usual way via CitiDirect BE.

This process involves two roles:

Delegate Authorizer	A CitiDirect user who is performing offline authorization procedures on behalf of an Entitled Authorizer. This feature necessitates that multiple payments (a “batch”) are authorized jointly
Entitled Authorizer	The authorizer on whose behalf a delegate provides authorization to a selected batch of transactions

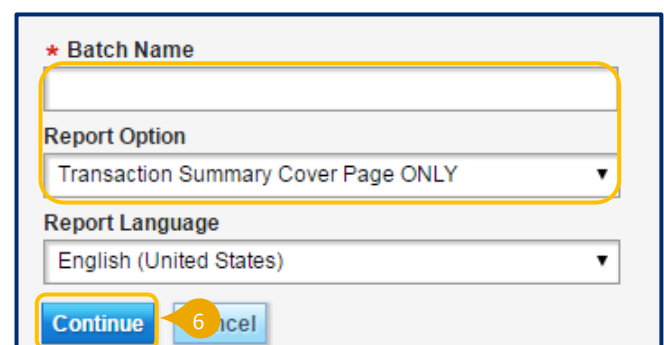
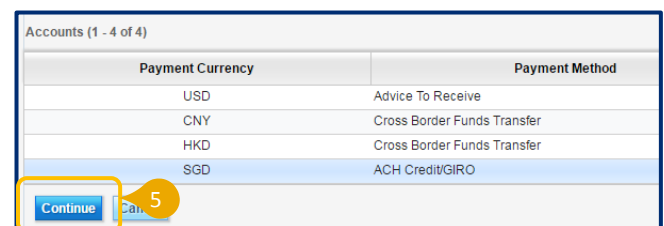
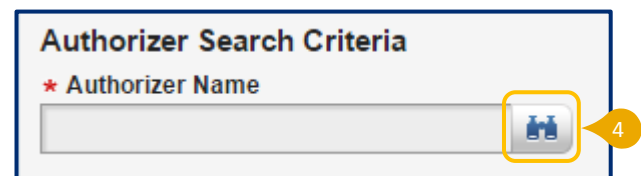
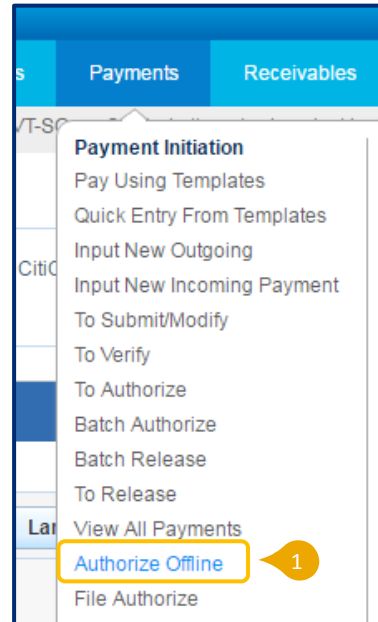
This guide includes two sections:

- The first demonstrates how the Delegate Authorizer can perform an Offline Authorization
- The second demonstrates how the Entitled Authorizer can perform the steps to confirm the authorization made by the Delegate.

Note: Offline Authorization is not enabled by default. Please reach out to your Relationship Manager if you require this feature. Both the Delegate Authorizer and Entitled Authorizer will need to have Offline Authorization access enabled for their user accounts.

Quick Steps for the Delegate Authorizer

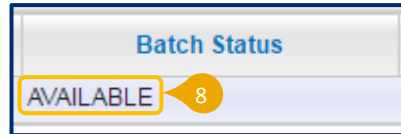
- From the Payments tab, select *Authorize Offline* under Import Transactions.
- A list of outstanding payment batches that require authorization will be displayed. The status column lists the current status of each batch. All possible status arrangements are described below:
 - Creating** - The batch is in the process of being created
 - Available** – The batch is ready to be authorized
 - Authorizing** – The batch is in the authorization process
 - Locked** – An invalid response has been entered repeatedly and the batch cannot be authorized
 - Expired** – The batch has been listed longer than 24 hours and cannot be authorized. A new batch must be created
 - Processed** – The batch is authorized
 - Failed** – The batch contains errors and could not be created
 - Completed with Errors** – The batch has been created, but it contains errors
- To create a new Batch, select *Create Batch*.
- Select the Authorizer Name using the lookup icon and choose the appropriate user on whose behalf you are performing the authorization. You may also include criteria to be used for the batch, eg. Payment Currency.
- A list of transactions available for offline authorization will be displayed. Click *Continue*.
- Enter a name for the batch, select the report option that you would like the Entitled Authorizer to receive, and click *Continue*.
- A summary page will appear containing all details of the batch you are about to submit for Offline Authorization. Verify the details are correct and click *Confirm*.



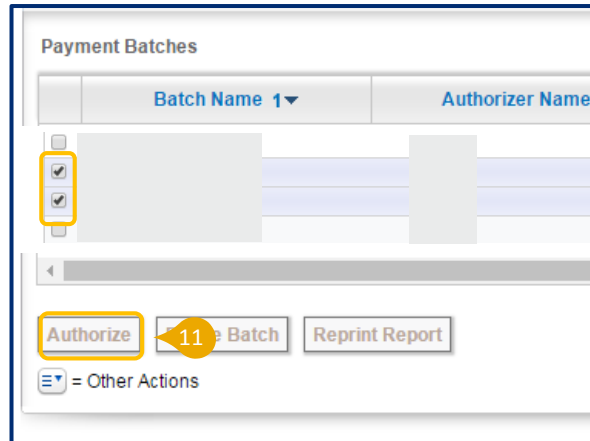
8. The batch is now listed in the Offline Authorization tab and assigned an “Available” status. This indicates that the batch is ready for authorization by the Entitled Authorizer.



9. CitiDirect BE locks all transactions included in this batch and automatically sends a report to the Entitled Authorizer specified in Step 4 using your selected delivery method in Step 6 (e.g. email).

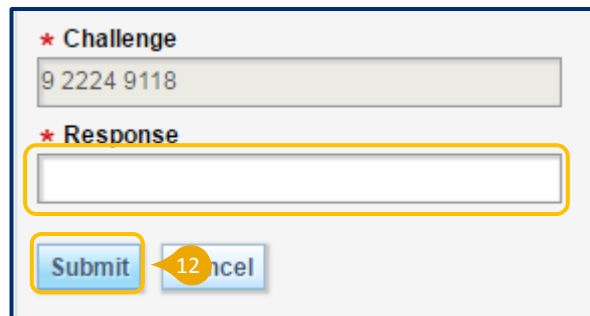


10. The Entitled Authorizer will have to follow instructions in the report to obtain a Response code. The steps are covered in the second guide below.



11. When you have obtained the Response code from the Entitled Authorizer, click the Offline Authorization tab and select the batch that you want to authorize offline, then click Authorize.

12. You will be requested to input a Response code. Enter the code provided to you by the Entitled Authorizer and click *Submit*.



13. The Batch Status is updated to Processed and the payment will be processed by Citi.

Quick Steps for the Entitled Authorizer

1. Check your email for an Offline Authorization report from CitiDirect BE.
2. Review the information in the report and verify the payment details. Your report will include a Challenge code.
3. Turn on your SafeWord card, enter in your PIN and press 9 when you see the “Host?” prompt. Enter the Challenge code into your SafeWord card, and it will display a Response code.
4. Provide the Response code to your Delegate Authorizer for use.