

CitiDirect BE[®] Payments

Quick Reference Guide

Authorizing Payments Using CitiDirect BE[®] Mobile

1. Log into CitiDirect BE Mobile at <http://m.citidirect.com/>.
2. On your home screen or by tapping the Payments icon, select the desired type of payment to authorize:

Single/Multi Batch Authorise single-input, *ad hoc* payments
 Authorize payments in batches according to parameters such as currency or debiting account

Imported File Perform a one-time authorization on a payment file for all individual payment lines contained within it

File Perform payment-level authorization on a payment file for all individual lines of payment contained

3. A list of transactions that require authorization will be displayed. Select the transactions that you want to authorize, and select “Authorize”.

