



February 2014

How to Enroll in Citi's ThankYou Rewards Program

Step-by-Step Instructions for Cardholders

Step 1: Cardholder Enrollment via CitiManager® Site

Optional enrollment to eligible Corporate T&E Card Cardholders via CitiManager



Eligible Corporate Cardholders who want to participate in Rewards Program for a \$75 annual fee (*Annual Fee will be charged to the card; however, the Fee is to be paid by the employee. **CRC will not pay for this***), must first enroll within [CitiManager](#):

- (1) Select “Statement” tab and “Rewards Program” sub-tab
- (2) Input and confirm last 4 digits of SSN
- (3) Read all Terms and Conditions. Click on “I have read and accept both sets of Terms and Conditions”
- (4) Click on “Submit” to finalize enrollment
- (5) After 5-7 business days, cardholders will receive a Welcome Email with instructions on how to register their card directly at [thankyou.com](#) to begin redeeming points

Home My Card Account **Statement** Payment My Profile Resources Web Tools

Select a Card : XXXXXXXXXXXX946045

Account Info Account Summary Unbilled Transactions Statement Go Paperless **Rewards Program**

1

2

3 >> [General Information](#) >> [Citi® Corporate Card Rewards Program Terms and Conditions](#) >> [Citi® ThankYou® Rewards Terms and Conditions](#)

I have read and accept both sets of Terms and Conditions

4 **Submit** **Cancel**

Step 2: Cardholder Registration via ThankYou® Site

Enrolled Cardholders must register at ThankYou to view, combine and redeem points



Enrolled cardholders register account on ThankYou online in just three easy steps:

Account Search Select Account Profile & Settings

Let's get started

Please fill in the information below so that we can match you with your ThankYou® Member Accounts.

* = Required Field

*First Name:

*Last Name:

*Home Phone: - -

*Zip:

*Last 4 digits of SSN: XXX - XX -

Exit set up Previous Search and Continue

1 Account Search

Sponsor Account



Morgan Stanley Smith Barney FMA® Card

Account # Ends In

0987

Exit set up

Previous

Next

2 Account Found

Profile & Settings

Account Search Select Account Profile & Settings

Create user name & password

* = Required Field

*User Name:

*Password:

*Re-type Password:

Create your security question

*Security Question:

*Answer:

Contact information

Prefix: Mr
First Name: Jarrod
Middle Initial: R
Last Name: Beaton
Suffix: III

How to edit your contact info
To edit or change your first name, last name, prefix or suffix, please contact the ThankYou® Service Center, toll free at:
1-800-THANKYOU (1-800-843-6596)

Address

*Address: 123 Broadway Ave.
*Country: USA
*City: NY
*State: NY
*Home Phone: 123-456-7890
Work:
Mobile:
*Email Address:
*Confirm Email Address:

Don't see your account?

Settings

*Preferred Language: English

Spam protection



*For your protection, please enter the characters you see in the image above.

Security image provided by nCAPTCHA ©2002 Carnegie Mellon University. All rights reserved.

Yes, I have read and agreed to the Terms and Conditions

Would you like to go paperless with eCommunications?

Documents to be delivered electronically include:

- Annual privacy notices
- Change in terms notices
- Terms and Conditions
- Other important account information

What are eCommunications?

Switching to eCommunications means important messages for you from ThankYou Network will be sent to the email address in your profile. Once you enroll, you won't be getting notices in the mail, which means less paper is used, and important communications arrive right to your inbox.

Yes, I want to enroll in eCommunications. I understand that I will no longer receive paper copies of the above-mentioned documents and that these notices will be sent to my profile email address.

Cancelling Electronic Delivery

Cancelling is no problem. To receive documents in the mail again just change your eCommunications Settings in your Profile under My Account on the ThankYou site.

Hardware and Software Requirements

To receive notices electronically your computer and browser must meet our minimum system requirements.

Exit set up

Previous

Save & Continue

3 Profile and Settings

Step 3: Cardholder Balance & Rewards Information

Registered Cardholders access their point balance and activity via ThankYou



Registered cardholders may **monitor their outstanding point balance earned** on their Corporate T&E Card and track rewards activity at the ThankYou website and by calling ThankYou service center at 1-800-THANKYOU (1-800-842-6596)

- Why are the points I received from a purchase using my Citi credit card or debit card made yesterday not appearing in my ThankYou Points Summary?
- My Points Summary says I have points expiring. Why is this?

[See all Points Summary Help](#)

Shop and earn even more



Earn an average of 2 ThankYou Points per \$1 spent shopping through the ThankYou Bonus Center. Use your enrolled Citi® credit card, and earn points from both the retailer and Citi.

- Shop Now and Earn

All Points Activity (For January 2011)

Date Posted	Description	Category	Points
01/15/2011	Citi® Diamond Preferred(SM) Rewards Card (8700): Statement closing date: 01/14/2011	Earn	2,978
01/15/2011	Citi® Diamond Preferred(SM) Rewards Card (8700): Statement closing date: 01/14/2011	Bonus	2,893
01/18/2011	Citibank® Checking Account and Other Everyday Banking (2649)	Earn	418

Shop through the ThankYou Bonus Center and earn extra points

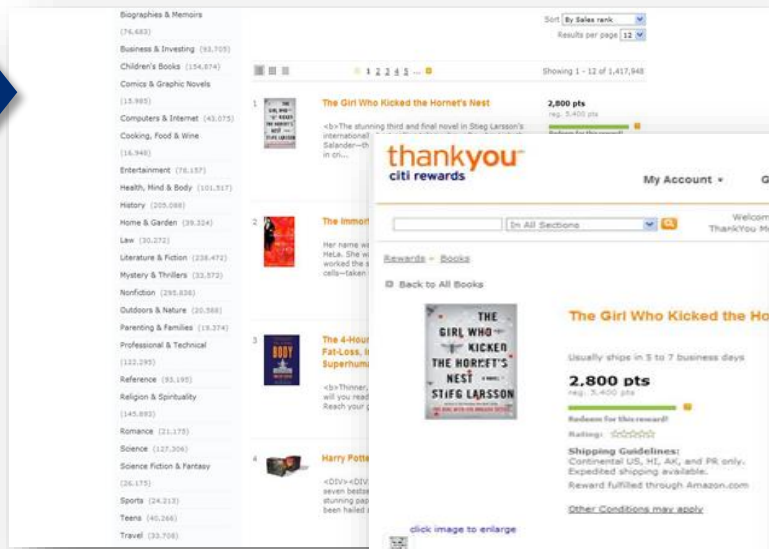
Earn an average of 2 ThankYou Points per \$1 spent shopping at top retailers through the ThankYou Bonus Center.

- Shop Now and Earn

[Back to Top](#)

Step 4: Cardholder Redemption

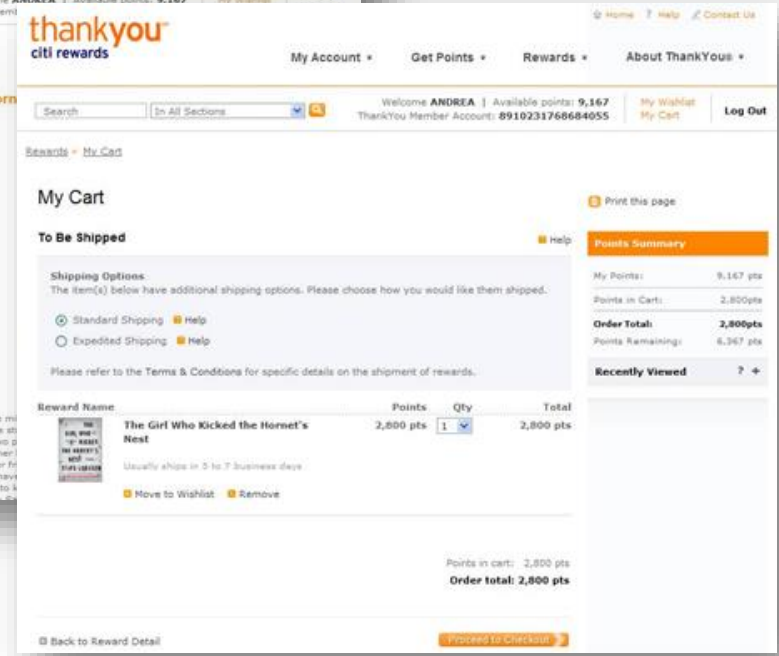
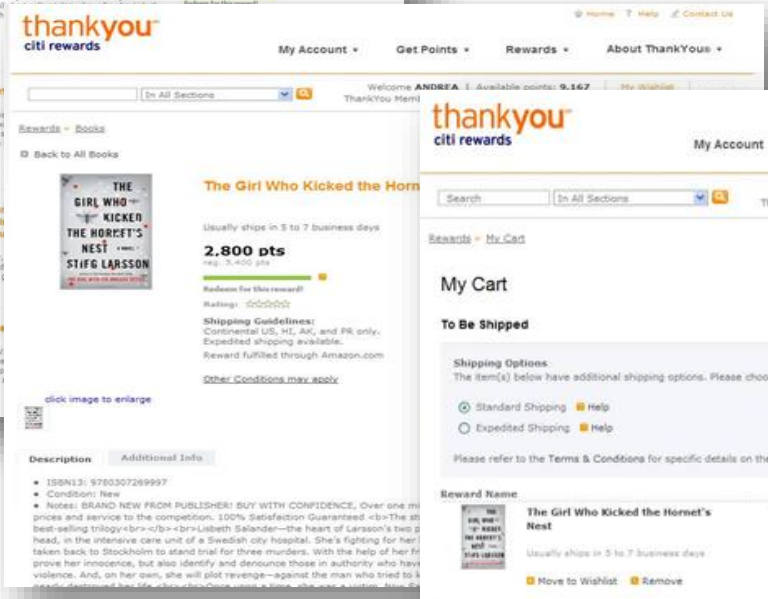
Registered Cardholders redeem their points for rewards via ThankYou



1 Browse the collection of millions of rewards (e.g. latter best-seller)

2 Add rewards to cart (you may add to wish list if you do not have sufficient points yet)

3 Place and track your order online (option to redeem by phone is also available)



Links

Please visit the websites below to register for the ThankYou Rewards Program

- CitiManager website:

- <https://home.cards.citidirect.com/CommercialCard/Cards.html?classic=2>

- Citi ThankYou Rewards website:

- <https://www.thankyou.com/cms/thankyou>

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Citi works with its clients in greenhouse gas intensive industries to evaluate emerging risks from climate change and, where appropriate, to mitigate those risks.

efficiency, renewable energy and mitigation