



Get Started with MobilePASS

Quick Reference Guide

For Existing Users

Once your CitiDirect BE[®] MobilePASS token is approved by your Security Manager, complete the steps below to set up your MobilePASS. Your Activation Code will expire in 15 calendar days.

Follow these steps to Get Started:

Step 1: Retrieve Your Activation Code on CitiDirect BE

Treasury or	d Trade Solutions								My Messages	Help	My Settings	Logout
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Home	CHDnect Services	Paymenta	Liquidity & Investments	Reports & Analytics	Inguines & Searches			More Citi Products				
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			_	Mobile	PASS A	ctivation C	ode					
Submi	Reset To Default	Cancel		Note: After	Submit, this info	ormation will be ser	it 10 a Security Ma	neger prior to becoming active.				

- 1. Log in to <u>CitiDirect BE</u> using your existing SafeWord[®] Card¹
- 2. Select "My Settings" on the upper right-hand corner of the screen
- Select "Authentication" on the lefthand side of the screen to display your "MobilePASS Activation Code"

¹ If you cannot locate your existing SafeWord card, please contact your Security Manager to reactivate the code with Email/SMS delivery option



Step 2: Download the "SafeNet MobilePASS" app on your smartphone:





Step 3: Securely Validate your Identity

	1.	Launch the M
My Token 1	2.	Enter the "En
Enrollment String		https://mobil
https://mobilesoa.citi.com/spa/en	roll	
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- 1. Launch the MobilePASS app and select "Auto Enrollment".
- Enter the "Enrollment String": https://mobilesoa.citi.com/spa/enroll

 For the "User ID" enter CSA_ followed by the Serial Number on the back of your SafeWord Card. For example, csa_HZ2983.

(*Host 2 users do not enter csa_)

For the "User Password" enter your MobilePASS Activation Code and select "Continue".





5. Choose a **4-digit Personal Identification Number (PIN)**; Re-enter the same PIN and select "**Continue**".

Step 4: Proceed to use your MobilePASS instead of the SafeWord card to Login to CitiDirect BE

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My Token 1
Your Passcode
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NEXT CHALLENGE
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- 1. On the CitiDirect BE Login Page, select the "Login Method".
 - Enter your "Login ID" and click "Continue". A "Challenge Code" will be displayed.
- On your device, launch the MobilePASS application and select your "Token PIN". Enter the "Challenge Code" that appears on the CitiDirect BE Login Page into the MobilePASS application. A "Response Passcode" will be displayed.
- 3. On the CitiDirect BE Login Page, enter the "**Passcode**" in the "**Response**" field.
 - Click "Continue" to complete the login process.

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