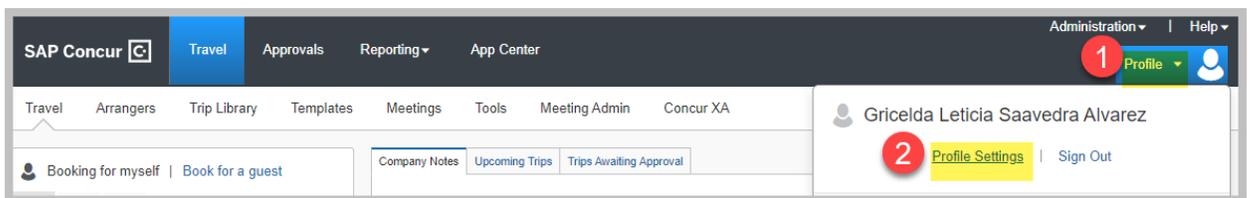


Quick Reference Guide

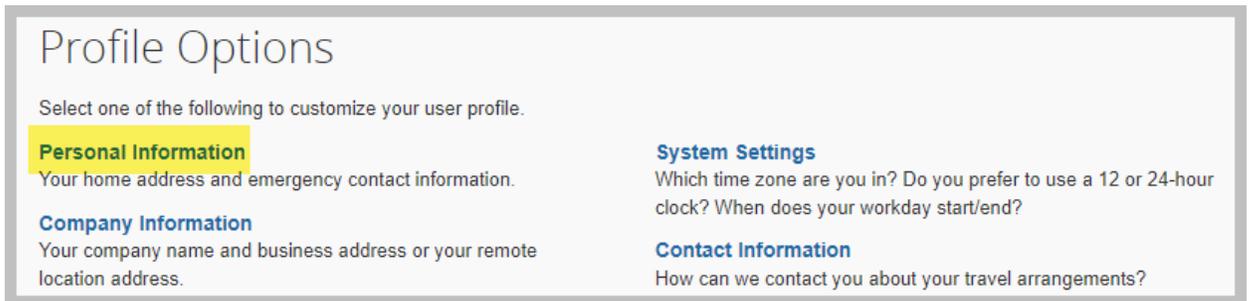
How to - Add Citibank Credit card to your iTravel profile

Note: Have your Citibank Credit Card available prior to completing the following steps.

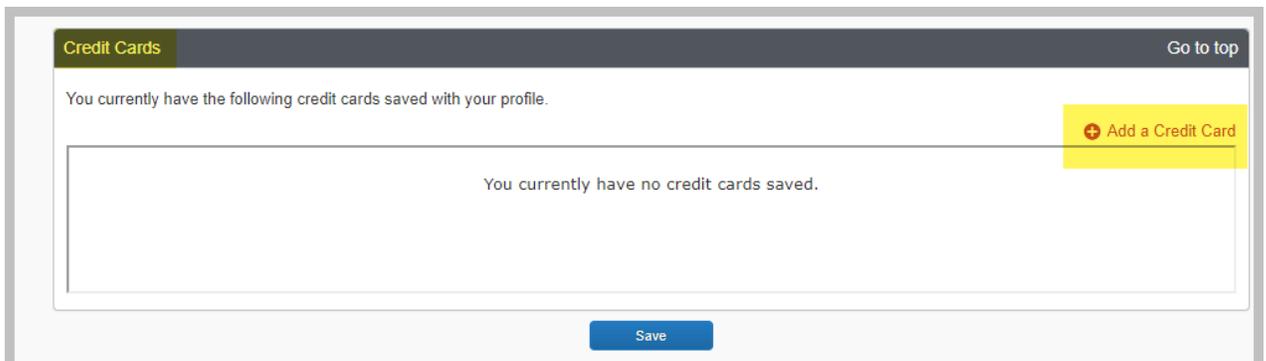
1. Once you are logged in to iTravel, on the upper right hand side corner click on the “Profile” option and then on profile settings.



2. Under Profile Options click “Personal Information”



3. Scroll down to the “Credit Cards” section and click on the “Add a Credit Card” option



4. Complete all required fields.

Note:

- a. Card Type for the University's Credit Card Program is "MasterCard"
- b. Select the Plane Tickets, Rail Tickets, Car Rentals and Hotel reservations for the default option
- c. University Address must read "1201 W University Drive Edinburg, TX 78539"
- d. When your current credit card expires or is replaced, the credit card number and expiration date must be updated in your profile before making new travel reservations

Add a Credit Card * Required

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction.

Display Name (e.g., My Corporate Card) *

Your name as it appears on this card * 

Card Type * Credit Card Number * Expiration Date *

Use this card as the default card for:

Plane Tickets Rail Tickets Car Rentals Hotel Reservations

Billing Address

Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate. Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street * Tip: If you complete your personal profile, we'll fill in this address information for you each time you add a new card.

City * State * Zip/Postal Code *

Country/Region *