citi handlowy

Activating a new user

1. In the main Menu, select the tab Self Service.
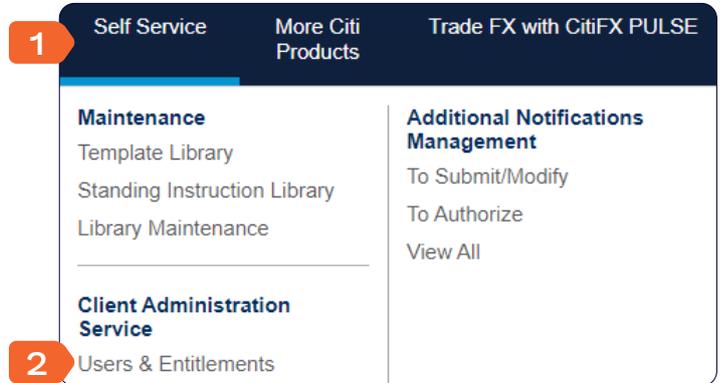
2. Next, select Users & Entitlements.

3. Click on the tile Users & Entitlements and go smoothly through the option Users to the 3rd column and the tab All Users.
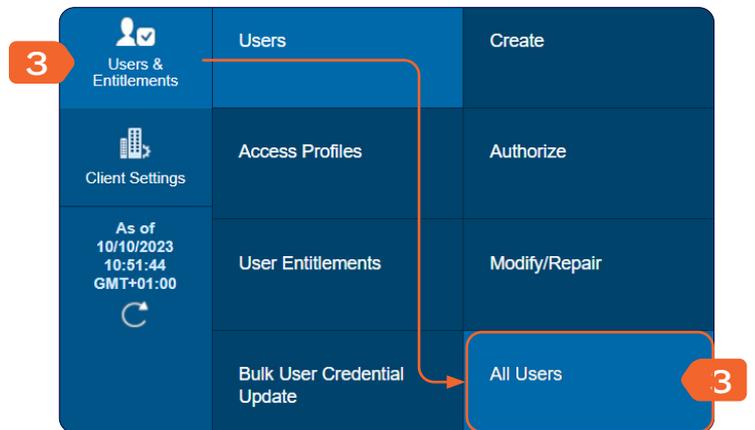
4. Select a user by clicking on the first name and last name.

5. In the user profile in section 1, change the status to Active.
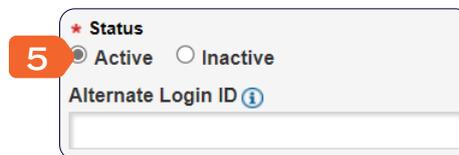
6. Click Submit.
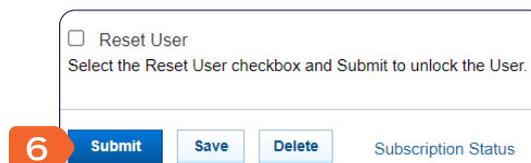
After completing the above steps, another Security Manager should authorize the change.

Authorizing a user profile

1. In the main Menu, select the tab Self Service.

2. Next, select Users & Entitlements.

1 Self Service	More Citi Products	Trade FX with CitiFX PULSE
Maintenance	**Additional Notifications Management**	
Template Library	To Submit/Modify	
Standing Instruction Library	To Authorize	
Library Maintenance	View All	
Client Administration Service		
2 Users & Entitlements		
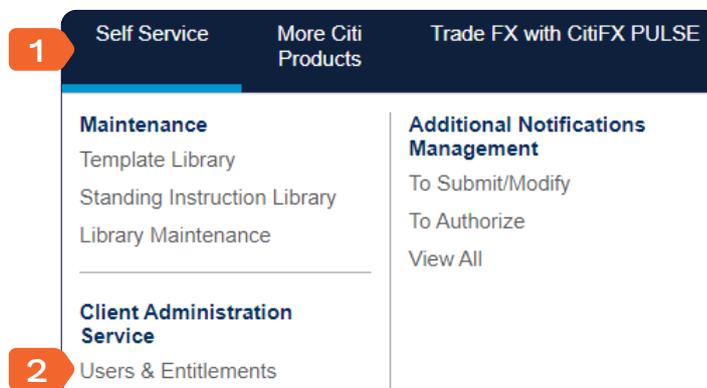
3. Click on the tile Users & Entitlements and go smoothly through the tab Users to the 3rd column and the tab Authorize.

3 Users & Entitlements	Users	Create
Client Settings	Access Profiles	Authorize
As of 10/10/2023 10:51:44 GMT+01:00	User Entitlements	Modify/Repair
	Bulk User Credential Update	All Users
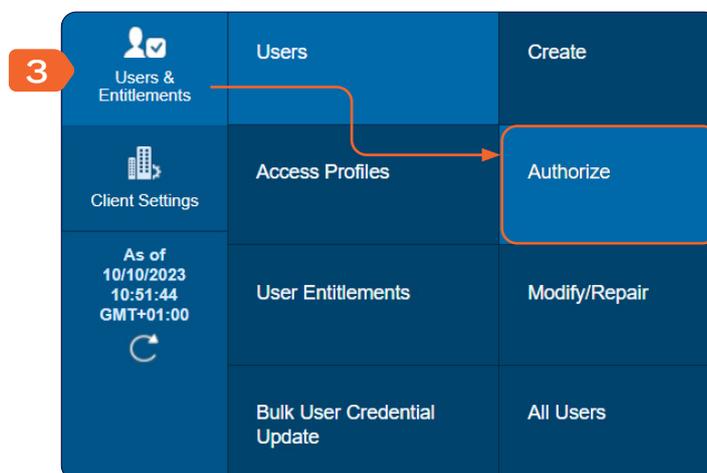
4. Check the box next to User name.

5. Click Authorize.

Authorize Users (1)

> Show Search Criteria

Authorize (1 - 1 of 1)   Selected Ite

	User name 2 ▲	User Alias	Action	Worklist status
4	SURNAME, IMIE	imsu7595	- -	Pending Authorization

5 [Authorize] [Send To Repair] [Reject]