



# How to Apply for a Government Travel Card

Judge Advocate Officer Basic Course

These instructions are ONLY for students attending JAOBC at The Judge Advocate General's Legal Center & School in Charlottesville, VA. If you are not attending JAOBC, contact your unit GTC administrator for your organization's application instructions.



# Before You Start

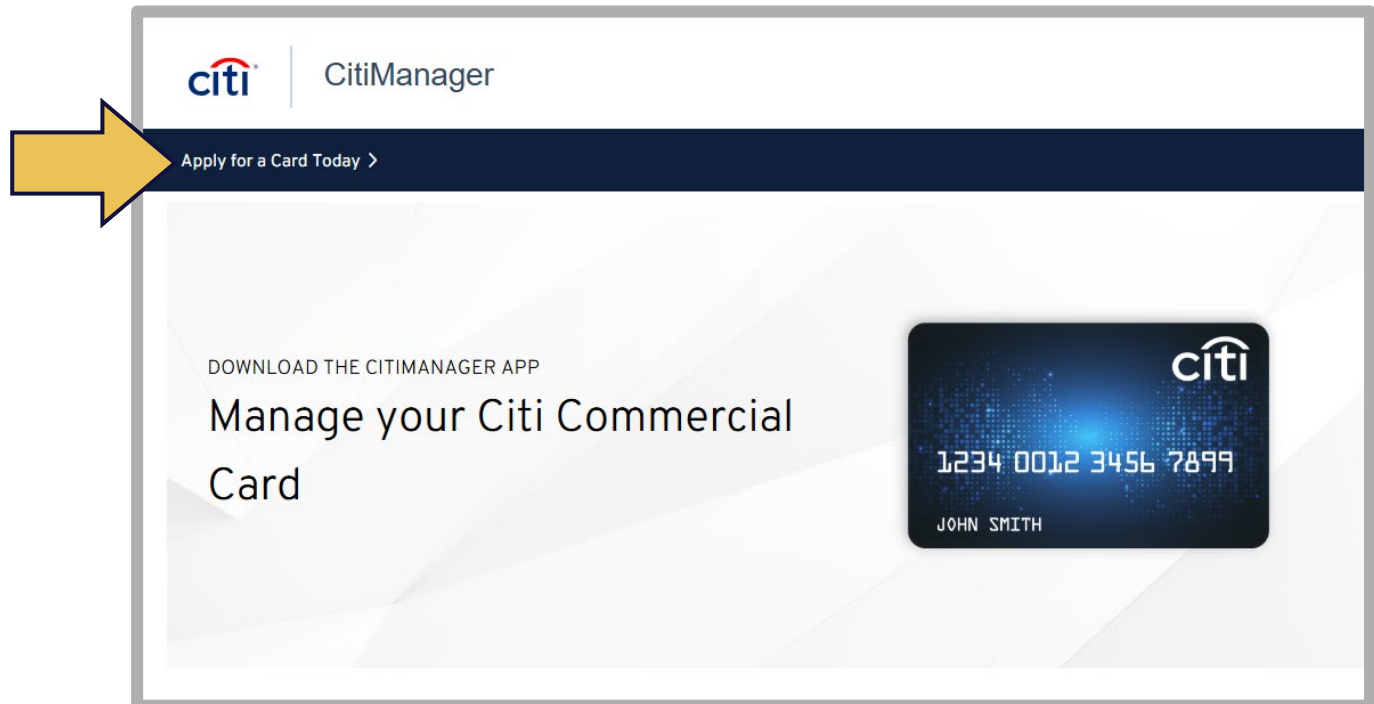
- You must have your military Common Access Card (CAC) before you begin the application process.
- Do not apply if you already have a GTCC, even if your GTCC is/was issued in another capacity (government civilian employee). Email Student Detachment for assistance with your existing GTCC account.
- The Citi Bank application must be completed in one session to avoid duplicated or stalled applications.



# Complete the CitiBank GTCC Application

<https://home.cards.citidirect.com/CommercialCard/login>

- Click “Apply for card Today”





# Complete the CitiBank GTCC Application

1. Select the “Invitation Passcode” option
2. Click “Continue”

LOGIN /  
**User Registration**

**i** Welcome to CitiManager. Please select the proper registration process for your organization. You should contact your Program Administrator.

**1**  Invitation Passcode  
My organization provided me with an Invitation passcode and Inviter's Email to apply for a card.

Prefilled Application Code  
My organization provided me with a Registration ID and Passcode to apply for a card.

**2** **CONTINUE** CANCEL



# Complete the CitiBank GTCC Application

1. Invitation Passcode: **JAOBC**
2. Inviter's Email Address: **chrysal.a.littleton.mil@army.mil**
3. Click "Continue"

LOGIN / USER REGISTRATION /

## User Registration - Invitation Passcode/Inviter's Email

1. **Passcode Verification** 2. Sign on Details 3. Country and Language 4. Card Application Details

**i** You will be prompted in the next four steps to register for the CitiManager website and complete Step 1 of 4: - Please enter the Invitation Passcode and Inviter's Email Address provided by you

\* INVITATION PASSCODE

JAOBC

\* INVITER'S EMAIL ADDRESS

chrysal.a.littleton.mil@army.mil

**CONTINUE** BACK CANCEL CLEAR



# Complete the CitiBank GTCC Application

Step 2 of 4: - Please complete the information below to create your CitiManager User Profile. Your verification question will be used by the Helpdesk for authentication in case you forget your password.

**SIGN-ON DETAILS**

\* USERNAME

\* PASSWORD

\* CONFIRM PASSWORD

\* HELPDESK VERIFICATION QUESTION

\* HELPDESK VERIFICATION ANSWER

\* CONFIRM HELPDESK VERIFICATION ANSWER

1. Enter your information into the form. *Fields marked with an \* are mandatory.*
2. Take note of your username, password, and helpdesk verification for future use.

3. Click "Continue"

**PERSONAL INFORMATION**

\* FIRST NAME

\* LAST NAME

\* COUNTRY

\* CONTACT NUMBER  
Select

ZIP/POSTAL CODE

\* EMAIL ADDRESS

\* CONFIRM USER PROFILE EMAIL ADDRESS

By providing your phone number, you agree that we or our service providers can contact you at the optoutphoneconsent@cti.com.

**CONTINUE**    BACK CLEAR CANCEL





# Complete the CitiBank GTCC Application

1. Approver1 Email Address: [chrystal.a.littleton.mil@army.mil](mailto:chrystal.a.littleton.mil@army.mil)

**FORM DETAILS**

\* APPROVER1 EMAIL ADDRESS

**1**

Approver1 email address is mandatory to ...

DOD IOLA Final2



# Complete the CitiBank GTCC Application

1. Complete the demographics section.
2. Use the TJAGLCS address shown below for the mailing address

**DO NOT USE YOUR HOME ADDRESS**

Mailing Address Line 1.....600 Massie Road  
Mailing Address Line 2.....ATTN: ### JAOCB  
(### = your JAOCB Class number)

Mailing City.....Charlottesville  
Mailing State.....VA  
Mailing Postal Code.....22903

3. Select “Copy mailing address to residential address if both are the same.”

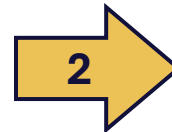
*\*You will update your residential address once you report to your duty station.*

The screenshot shows a web form titled "DEMOGRAPHICS". It contains several input fields: "FIRST NAME" (Jane), "MIDDLE INITIAL", "LAST NAME" (Smith), "SOCIAL SECURITY NUMBER", "CONFIRM SOCIAL SECURITY NUMBER", "DATE OF BIRTH" (MM/DD/YYYY), "MAILING ADDRESS LINE 1", "MAILING ADDRESS LINE 2", "MAILING ADDRESS LINE 3", "MAILING CITY", "MAILING COUNTRY" (UNITED STATES OF AMERICA), "MAILING STATE" (--Select--), and "MAILING POSTAL CODE". At the bottom, there is a checkbox labeled "Copy mailing address to residential address if both are same." Three yellow arrows with numbers 1, 2, and 3 point to the demographics section, the mailing address fields, and the checkbox, respectively.



# Complete the CitiBank GTCC Application

1. Shipping Address: Leave blank.
2. Commercial Office Phone:  
*434-971-3211*
3. Your mobile number. The home number can be the same as your mobile number.  
\*This number will be used for verification to access your online account later.

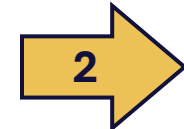


SHIPPING ADDRESS LINE 1	<input type="text"/>
SHIPPING ADDRESS LINE 2	<input type="text"/>
SHIPPING ADDRESS LINE 3	<input type="text"/>
SHIPPING CITY	<input type="text"/>
SHIPPING COUNTRY	--Select-- <input type="text"/>
SHIPPING STATE	--Select-- <input type="text"/>
SHIPPING POSTAL CODE	<input type="text"/>
* COMMERCIAL OFFICE PHONE	<input type="text" value="434-971-3211"/>
* HOME PHONE	<input type="text"/>
* MOBILE NUMBER	<input type="text"/>
ALTERNATIVE EMPLOYMENT PHONE NUMBER	<input type="text"/>



# Complete the CitiBank GTCC Application

1. Click to receive electronic statements.
2. Create a verification.  
*\*Take note of your verification answer for future use.*
3. Input your military (.mil@army.mil) email & a personal email address for the alternate.
4. Enter your DODID number from the back of your military ID card.
5. Enter your DOD Component: Active, Guard, or Reservist
6. Supervisor Email Address:  
*chrystal.a.littleton.mil@army.mil*



BY CHECKING THIS BOX, I AGREE TO RECEIVE STATEMENTS AND NOTICES ELECTRONICALLY AS DESCRIBED ABOVE AND ACCESS CITIMANAGER.COM TO RECEIVE STATEMENTS AND NOTICES. I UNDERSTAND THAT I MUST REGISTER FOR CITIMANAGER AT WWW.CITIMANAGER.COM/LOGIN IN ORDER TO VIEW STATEMENTS AND NOTICES ELECTRONICALLY.

\* VERIFICATION INFORMATION (QUESTION)  
VERIFICATION

\* VERIFICATION INFORMATION (ANSWER)

\* WORK EMAIL ADDRESS

ALTERNATE EMAIL ADDRESS

\* DOD ID NUMBER (EDIPI)

DOD STATUS

ALTERNATIVE EMPLOYER NAME

\* SUPERVISOR EMAIL ADDRESS  
*chrystal.a.littleton.mil@army.mil*

SUPERVISOR PHONE NUMBER



# Complete the CitiBank GTCC Application

1. Name to Appear on Card: **Your name as it appears on a form of identification.**
2. Plastic Delivery: Select **“N”**

The image shows a screenshot of a CitiBank GTCC application form. The form is titled 'ADDITIONAL' and contains several fields. Two yellow arrows, labeled '1' and '2', point to specific fields. Arrow '1' points to the field labeled '\* NAME TO APPEAR ON CARD'. Arrow '2' points to the field labeled 'PLASTIC DELIVERY', which contains the letter 'N'. The form also includes fields for 'DISCRETIONARY CODE' and 'DISCRETIONARY CODE 1'.

ADDITIONAL	
DISCRETIONARY CODE	<input type="text"/>
DISCRETIONARY CODE 1	<input type="text"/>
* NAME TO APPEAR ON CARD	<input type="text"/>
PLASTIC DELIVERY	<input type="text" value="N"/>



## Complete the CitiBank GTCC Application

1. Read the cardholder acknowledgement & click the box.
2. Read the declaration & selection an option.

*Credit Worthiness Declaration: Citibank will complete a soft check of your credit score. It will not pull your credit history and will not impact your credit history or credit score. If you do not allow the credit check, you will receive a restricted card with a \$4000.00 credit limit (standard is \$7500.00). The JAG School will not review any alternate credit worthiness assessments. You may request a card upgrade with an alternate assessment at your next duty station.*

1. Click "Submit"

**1**

By checking the box, I: (i) acknowledge I have read the Citi® Department of Defense Services Travel Card Program Cardholder Agreement; (ii) agree to be bound by the terms and conditions as set forth in the Agreement; and (iii) understand that only the Department of Defense may request particular Authorization Parameters (Section III). This application is for a Department of Defense Travel Card account, which may be standard or restricted, as described in the Cardholder Agreement. I expressly agree to accept whichever type of account is established. Pursuant to requirements of law, including the U.S.A. PATRIOT ACT, the bank is required to request additional information to verify your identity.

*IMPORTANT INFORMATION about opening a new Citibank® Corporate Travel Card account: To help the United States Government fight terrorism and money laundering, Federal law requires us or your employer to obtain, verify, and record information that identifies each person that opens an account. What this means for you: when you open an account, we or your employer will ask for your name, a street address, date of birth, and an identification number, such as a Social Security number, that Federal law requires us or your employer to obtain. We or your employer may also ask to see your driver's license or other identifying documents that will allow us or your employer identifies you. We appreciate your cooperation.*

Declaration

Credit Worthiness declaration

Declaration - Please read the declaration below:

I, as the cardholder, authorize the bank to obtain credit score on me as described in the agreement.

I, as the cardholder, DO NOT authorize the bank to obtain credit score on me. Therefore, I have completed and submitted an alternate credit worthiness assessment (DD Form 2883), and I will not be eligible for a standard card.

INDIVIDUAL ONLINE APPLICATION

**3**

**SUBMIT** VIEW/ UPLOAD ACCOUNT DOCUMENTS SAVE AS DRAFT CANCEL

**2**