

## Completing an Online Application for a Government Travel Card

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

1. On the above website, select “**Apply for Card**” located in the black banner
2. On the User Registration page, select “**Invitation Passcode**”
3. You will now complete the 4 step process to apply for your government travel card

### **Step 1 (Required Fields)**

Invitation Passcode: **JAOBC**

Inviter’s Email Address: [douglas.e.smith.civ@army.mil](mailto:douglas.e.smith.civ@army.mil)

### **Step 2 (Required Fields)**

You will be creating your online account. Please create your **USERNAME, PASSWORD**, and Helpdesk verification information for your online access.

Under personal information, please complete the required fields. The email address should be a military email address ([your\\_name.army@army.mil](mailto:your_name.army@army.mil)). *If your military email is still not available in your last 3 weeks of DCC, then you can use a civilian email address to complete the application process.*

### **Step 3 – Auto completed**

### **Step 4 (Required Fields):**

Approver1 Email Address: [douglas.e.smith.civ@army.mil](mailto:douglas.e.smith.civ@army.mil)

First name, Last Name, SSN, Confirm SSN, Date of Birth: **Your data**

Mailing Address Line 1: **600 MASSIE ROAD**

Mailing address Line 2: **ATTN 224th OBC** (Ensure your class number is correct)

Mailing City: **CHARLOTTESVILLE**

Mailing State: **VA**

Mailing Postal Code: 22903

\*\*Click the box to copy mailing address to residential address. You will update your residential address after you move to your assignment

Commercial Office Phone: 434-971-3193

Home Number: Can be the same as mobile number

Mobile Number: Your data

\*\*Click the box to receive electronic statements

Verification information (Question): Verification

Verification information (Answer): Citi will ask for your verification information when you call. Your response will be this 2-15 character response

Work Email address:

DOD ID Number (EDIPI): 10 digit code on the back of your military ID

Name to appear on card:

Plastic delivery: N (if an expedited card is required, we will update the application when we approve it)

\*\*Click box acknowledging cardholder agreement

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.

Submit Application