

# CITIBANK SMARTPAY 3/NDU Travel Card Application Instructions

Please read these instructions in their entirety before applying for the Travel Card.

1. **Applicant/Employee** - Complete Travel Explorer (TraX – Travel Card 101) per the following instructions.
  - Select course link: <https://www.defensetravel.dod.mil/passport>
  - Log into the TraX training site ○ Create a user account if you don't have one.
  - Click this link [https://www.defensetravel.dod.mil/wbtraining/Travel\\_Card/launch.cfm](https://www.defensetravel.dod.mil/wbtraining/Travel_Card/launch.cfm)
  - Take the training.
  - Upon completion of the training module with a passing grade, generate your certificate.
  - Email the training certificate to **Shanice McClam** at [Shanice.d.mcclam.civ@ndu.edu](mailto:Shanice.d.mcclam.civ@ndu.edu)
  - For additional assistance, please contact [Shanice.d.mcclam.civ@ndu.edu](mailto:Shanice.d.mcclam.civ@ndu.edu) or click on Help Tickets on the home portal.
2. **Applicant/Employee**- Complete the Citibank on-line application at <https://home.cards.citidirect.com/CommercialCard/login?locale=en>
  - Click Apply for Card
  - Enter Invitation passcode information below
  - Click Continue

Enter Passcode ID = NDUGTC2023

Enter Inviter's email address = [Shanice.d.mcclam.civ@ndu.edu](mailto:Shanice.d.mcclam.civ@ndu.edu)

- Create a unique username ○ Create a unique password
- Helpdesk verification question select DOB
- "Approver 1 Email Address" should be [anzumanara.hoque.civ@ndu.edu](mailto:anzumanara.hoque.civ@ndu.edu)
- Fill out your personal Info

Enter a home address only – No P.O. Boxes or work addresses.

Click continue.

Please enter the required information.

Once you have completed the form sign and scan back your Statement of Understanding memorandum.