

CITIBANK SMARTPAY 3/NDU Travel Card Application Instructions

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

- 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
 - Take the training.
 - Upon completion of the training module with a passing grade, generate your certificate.
 - Email the training certificate to [Jordan Miles at jordan.s.miles.civ@ndu.edu](mailto:Jordan.Miles@ndu.edu)
 - For additional assistance, please contact jordan.s.miles.civ@ndu.edu or click on Help Tickets on the home portal.
- 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 = Jordan.S.Miles.Civ@NDU.EDU

- Create a unique username
- Create a unique password
- Helpdesk verification question select DOB
- "Approver 1 Email Address" should be Salim.Ahmed@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.