

**WHICH FORMS SHOULD I COMPLETE?**

- Online Enrollment through [Citi Bank ERA/EFT Enrollment Portal](#)
  - o Enter Activation Code: **MN4WX2**
- Enter the Company and Location Information and select Office Ally from the dropdown menu.
- Add your contact information and create a Citibank user access account.
- Verify your contact email

**WHAT IS THE TURNAROUND TIME?**

- Standard Processing Time is 7-10 Business Days.

**HOW DO I CHECK STATUS?**

- If you find that you have issue accessing the Citi enrollment link online, we recommend contacting Citi's helpdesk: [services@citipaymentexchange.citi.com](mailto:services@citipaymentexchange.citi.com) or 1-877-930-2111.