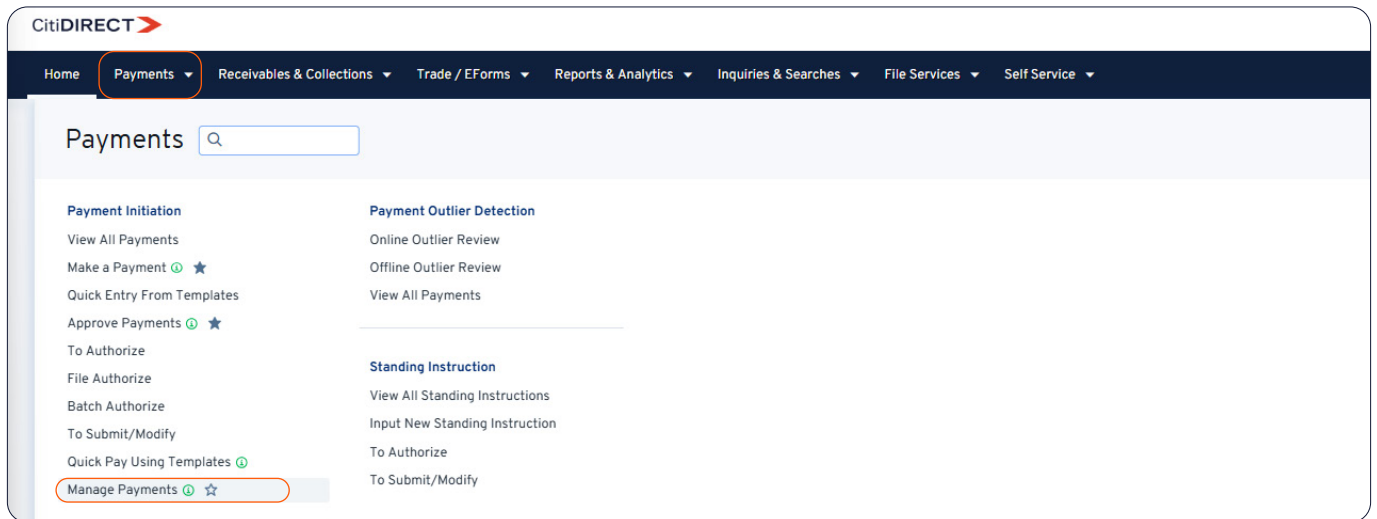
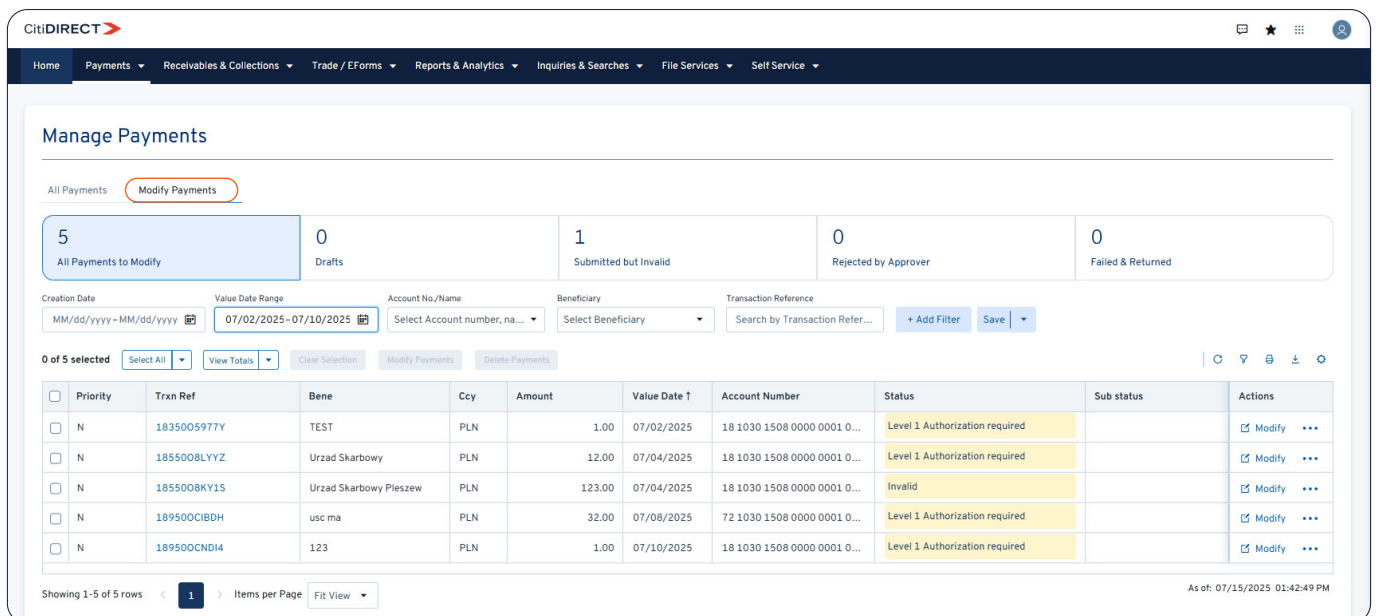


Modifying Payments in CitiDirect®

1. From the main menu, select the [Payments](#) tab.
2. In the Payments tab, select [Manage payments](#).



3. Go to the [Modify Payment](#) tab. Enter at least one value in the criteria (reference number, amount, beneficiary) in order to find the desired transaction. If you select a search criterion other than Reference Number, remember that you must select either the Value date or the Creation date.



- Find the payment you are interested in on the list and select it by marking the checkbox on the left side of the table.
- Select the **Modify** button under the **Actions** column and follow with the **Start** button to begin the data change process

The screenshot shows the 'Manage Payments' interface in CitiDIRECT. A table lists various payments with columns for Priority, Trxn Ref, Bene, Ccy, Amount, Date, Status, Sub status, and Actions. One payment is selected (checkbox checked). A dialog box titled 'Modify Payment' is open, asking 'You have selected a payment to Modify. Do you want to start?' with 'Cancel' and 'Start' buttons. The 'Modify' button in the Actions column of the selected payment is highlighted with a red box.

6. Modify your payment.

The screenshot shows the 'Modify Payment' form in CitiDIRECT. The form is titled 'Modify Payment (Edit Mode)' and has a status of 'Level 1 Authorization required'. It is divided into three steps: 1. Payment Details, 2. Additional Details, and 3. Review & Submit. The 'Payment Details' section includes fields for 'Pay From' (Debit Account, Payment Amount, Payment Method) and 'Pay To' (Beneficiary, Payment Date, Payment System, Transaction Reference Number, Payment Details/Comments). A 'Summary' section on the right provides a overview of the payment details, including 'Pay From', 'Pay To', and 'Payment Details'.

7. Select **Modify & Submit Payment** to save changes.

8. After completing the operation, the system will display a message as below.

Note: Modifications can be made at any stage of the payment authorization or release process, however, re-authorization or release will be required after the changes are made.