



BTA/I-BTA VPAYMENT GUIDE

Viewing new payment numbers on vPayment

To ensure continued compliance with the EU Interchange Fee Regulation requirements, American Express® has issued a new number (payment number) linked to each Business Travel Account / I-Business Travel Account (BTA/I-BTA). If you would like to view your payment number details, card verification codes and expiry dates, you need to use the vPayment OnLine (vPOL) platform. Please follow the steps below to do this.

STEP 1:

PLEASE LOG IN TO AMERICAN EXPRESS @ WORK

With American Express @ Work you can conveniently manage your Corporate Card Program. You also have access to sensitive data such as reports and account balances.

Don't have access to @ Work? You can find the registration form and more information at americanexpress.de/programmverwaltung

Have you registered for at @ Work? Simply log in as usual on the @ Work online platform at amex.de/atwork and click "American Express vPayment".

Can't see vPayment in the navigation?

If "American Express vPayment" is not available as a menu item, please phone us on **+49 69 9797 3550** to have it unlocked. Please have your Business Control Account Number (BCA) ready. We're available Monday - Friday, 8:00 am - 6:00 pm.

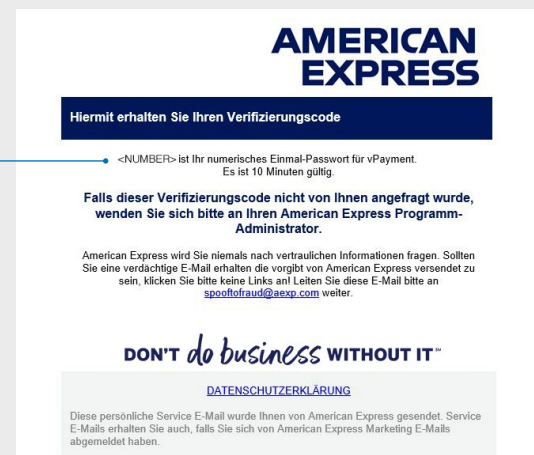
vPayment menu item



Verification code

For security purposes, after selecting "American Express vPayment" you will be asked to enter a verification code to prove your identity. This code will be emailed to the email address that you have provided for your account, it is unique and valid for 10 minutes.

Verification code



STEP 2:

VIEW YOUR PAYMENT NUMBER AND THE 4-DIGIT CARD VERIFICATION CODE (CVC, 4CSC)

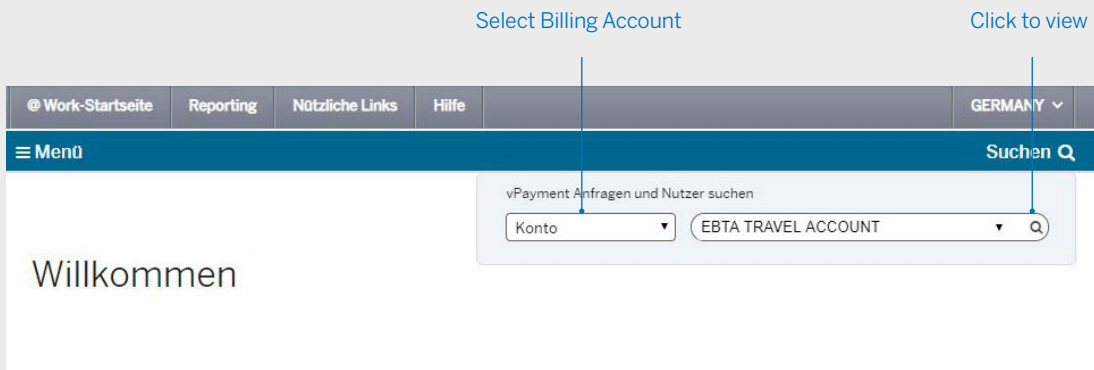
After selecting “American Express vPayment”, click “Search”.



Use the dropdown menu under “**Search vPayment Requests and Users**”.

Go to “**Billing Account**” and select the Business Travel Account (BTA) or Business Travel Account with consolidated invoice (I-BTA) that you wish to view.

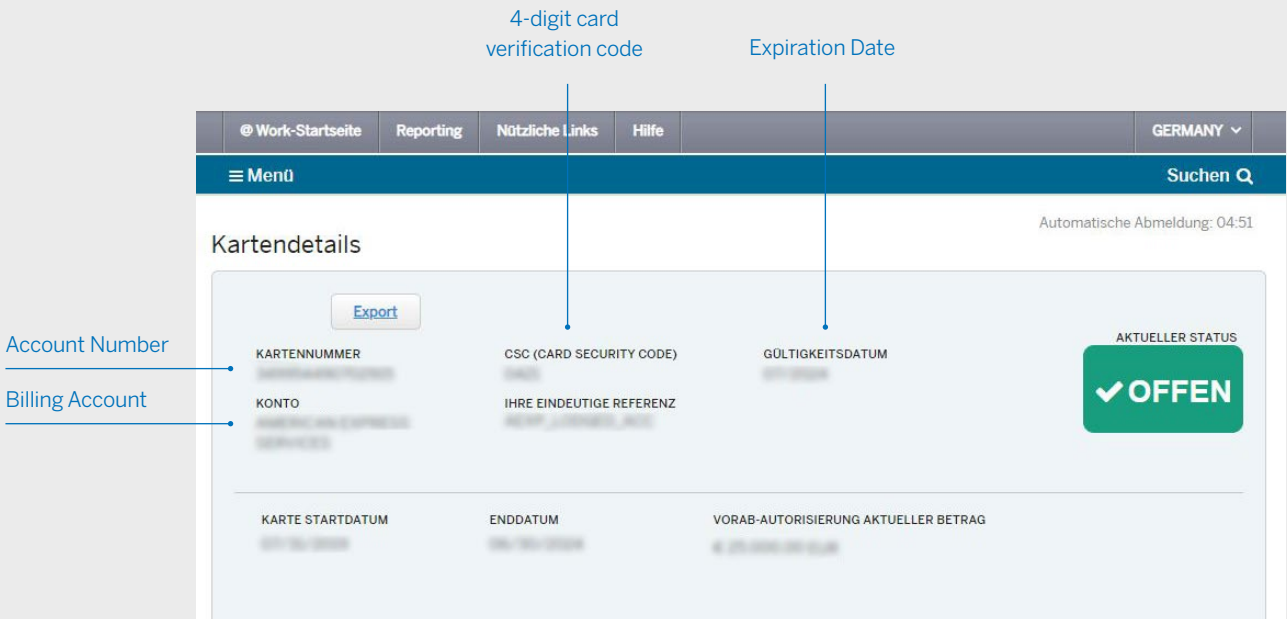
Then click the magnifying glass icon to the right of the dropdown menu.



STEP 3:

ACCOUNT DETAILS

The following details will display.



The data relevant to your BTA/I-BTA will appear in the section above and will contain the following information.'

Account Number	Your payment number used to pay for all travel bookings (starting with 349954)
Billing Account	Company name
CSC (Card Security Code)	4-digit card verification code (CVC, 4CSC). This can be requested for bookings. If you already have a 4-digit card verification code for your BTA/I BTA, you can continue to use it
Expiration Date	Date when the payment number expires
Current Status	If this section says open, your payment number is active and ready to be used.