

Exciting news for Corporate American Express @ Work® customers

The new Global Apply for Card platform is here

To continue with the ability to initiate, approve, and track Card applications in one place, quickly and easily, you must migrate to our enhanced Global Apply for Card (GAFC) system **by 31 July 2021**.

Transition to GAFC in 8 Simple Steps

After the 31st of July, our Apply for Card (AFC) system will be decommissioned and all new Card applications will be processed through GAFC. To avoid delay, we ask that you complete the following steps for a seamless transition. Please note, the entire process may take up to 2–4 weeks to complete.

1 Contact your Account Manager to obtain a list of all AFC-enrolled Employees for your Account(s). Review list for accuracy and verify continued access.

2 Complete the [@ Work enrolment form](#) and follow the form prompts.

- Existing AFC-enrolled Users can select the 'Modify Existing User' section.
- To delete employees who no longer require access to @ Work, select 'Delete Existing User.'

After 3–5 business days, Users should check that their access is granted on the @ Work homepage. The 'Apply for Card NEW' link should appear.

3 Arrange a Consultant Training Session via your Account Manager. The Consultant will walk you through the transition and advise on next steps.

– OR –

Review the [GAFC User Guide](#) in the @ Work or discover more in the [Online Card Applications](#) section, including how-to videos and additional information.

4 Review current Access Keys within the AFC system. Then, identify which should be re-created in GAFC.

- Review Access Key creation with the Consultant or view the how-to video [here](#).
- Decide the date that your Company will begin using GAFC while completing open applications in AFC.

5 Create new Access Keys in GAFC. There is no limit to the number that can be created.

6 Communicate the changeover to internal employees to prepare them for the launch. Refer to the [Resource Centre](#) for suggested wording for the Internal announcement.

7 Update your Company Intranet with new Card application instructions.

- The Resource Centre provides copy for either the [Card applicant-initiated process](#) or the [PA-initiated process](#).
- For information on the differences between each process, visit 'Selecting the right process journey' in our interactive [User Guide](#) and use the hyperlinks on the left to navigate to this section.

8 Begin using GAFC for all new Card applications.

Thank you for completing the GAFC migration by the 31 July 2021 deadline.

Remember, your Account Manager is available to help you through this process. For additional resource guides and videos, visit our [@ Work Resource Centre](#).

TAKE NOTE:

GAFC can be used in parallel with AFC once enrolled. AFC can continue to be used to complete any open or in-progress Card applications up until 31 July.

Any open applications in AFC will be migrated to GAFC as of 31 July, but will not be linked to an Access Key.

Program Administrators can choose when they wish to switch over to GAFC, either on the 31 July or prior to that date.



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