

GLOBAL CORPORATE PAYMENTS



vPayment User Form ID Setup

HOW MANY USERS WILL BE SETUP?

USER BUSINESS INFORMATION

Name:

Address:

City, Province, Zip:

Phone:

E-mail:

Verification Details Required for Registration for New AMEX @Work Users

Verification Word:

Verification PIN (*numbers only, 4-digits max*):

Recipient ID for Existing @Work Users

Recipient ID:

Primary and Secondary Markets

Primary Market:

Secondary Market (*if applicable*):

vPayment Online Required Informaiton

vPOL User Status:

vPOL User Role:

For custom roles, select permissions below:

- | | |
|--|---|
| <input type="checkbox"/> Basic vPayment Search | <input type="checkbox"/> Workflow Setup |
| <input type="checkbox"/> Advance vPayment Search | <input type="checkbox"/> Search Users |
| <input type="checkbox"/> Search and Delete Token | <input type="checkbox"/> Manage Users |
| <input type="checkbox"/> Create vPayment Request | <input type="checkbox"/> Manage Custom Fields |
| <input type="checkbox"/> Dispute vPayment Request | <input type="checkbox"/> Update PSL |
| <input type="checkbox"/> vPayment Request MCC Override | <input type="checkbox"/> View Corporate Summary |

☐ Workflow Approver☐ File Dashboard**Maintain Pre -Auth Limits****Maximum Request Amount:****Number of Daily Requests:****Daily Spend Limit:****Threshold Amount:****@Work Reports and Statements****Customized Reporting (Y/N):****Online Statements (Y/N):****vPOL USER ROLES Access****Master Admin**

<input type="checkbox"/> Basic vPayment Search	<input checked="" type="checkbox"/> Workflow Setup
<input checked="" type="checkbox"/> Advanced vPayment Search	<input checked="" type="checkbox"/> Search Users
<input checked="" type="checkbox"/> Search and Delete Token	<input checked="" type="checkbox"/> Manage Users
<input checked="" type="checkbox"/> Create vPayment Request	<input checked="" type="checkbox"/> Manage Custom Fields
<input checked="" type="checkbox"/> Dispute vPayment Request	<input checked="" type="checkbox"/> Update PSL
<input checked="" type="checkbox"/> vPayment Request MCC Override	<input checked="" type="checkbox"/> View Corporate Summary
<input checked="" type="checkbox"/> Workflow Approver	<input checked="" type="checkbox"/> File Dashbbord

Primary User

<input checked="" type="checkbox"/> Basic vPayment Search	<input checked="" type="checkbox"/> Workflow Setup
<input checked="" type="checkbox"/> Advanced vPayment Search	<input checked="" type="checkbox"/> Search Users
<input checked="" type="checkbox"/> Search and Delete Token	<input type="checkbox"/> Manage Users
<input checked="" type="checkbox"/> Create vPayment Request	<input type="checkbox"/> Manage Custom Fields
<input type="checkbox"/> Dispute vPayment Request	<input type="checkbox"/> Update PSL
<input type="checkbox"/> vPayment Request MCC Override	<input type="checkbox"/> View Corporate Summary
<input type="checkbox"/> Workflow Approver	<input type="checkbox"/> File Dashbbord

Basic User

<input checked="" type="checkbox"/> Basic vPayment Search	<input type="checkbox"/> Workflow Setup
<input type="checkbox"/> Advanced vPayment Search	<input type="checkbox"/> Search Users
<input type="checkbox"/> Search and Delete Token	<input type="checkbox"/> Manage Users
<input type="checkbox"/> Create vPayment Request	<input type="checkbox"/> Manage Custom Fields
<input type="checkbox"/> Dispute vPayment Request	<input type="checkbox"/> Update PSL
<input type="checkbox"/> vPayment Request MCC Override	<input type="checkbox"/> View Corporate Summary
<input type="checkbox"/> Workflow Approver	<input type="checkbox"/> File Dashbbord