

GLOBAL CORPORATE PAYMENTS



vPayment User Form ID Setup

HOW MANY USERS WILL BE SETUP?

USER #1 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 Dashboard

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 Dashboard

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 Dashboard