

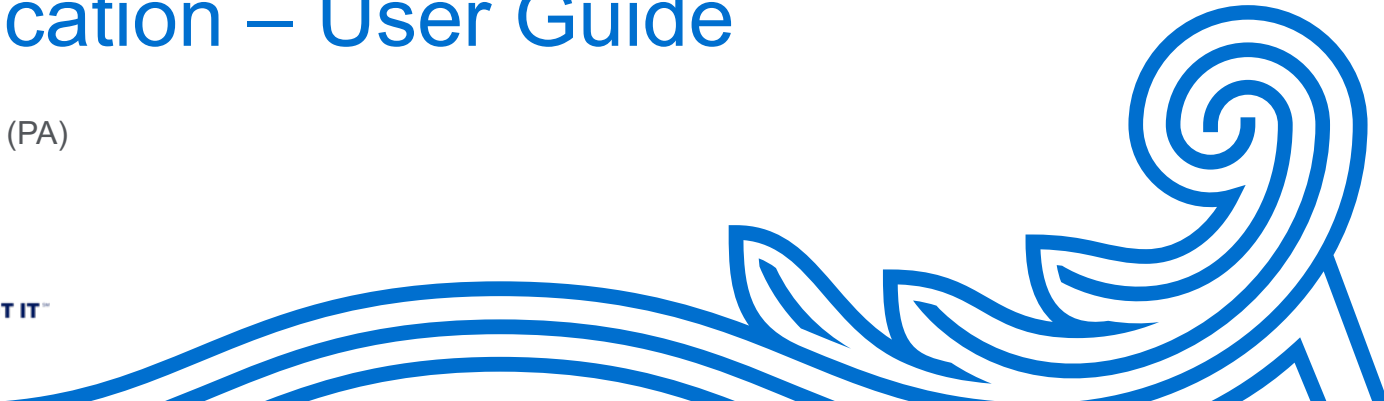


# Online Application – User Guide

For Programme Administrators (PA)



DON'T *do business* WITHOUT IT™



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# Access to your personal PA area\*

As a programme administrator (PA), you have two options to access your personal PA area. For you to do this, your company needs to have set you up as a PA with American Express.

## **Option 1: Access via standard link**

Use the standard link, to access your personal PA area.

## **Option 2: Access via direct link**

Use the direct link that you received from American Express to access your personal PA Area.

Sometimes our emails are blocked by a firewall. Please check your spam folder if you do not have the email in your inbox.

The difference from the default link is that the email field is prefilled.

\* You can manage the applications for your company's employees in your personal PA area.

# Access via standard link

## LOGGING INTO YOUR PERSONAL PA AREA FOR THE FIRST TIME

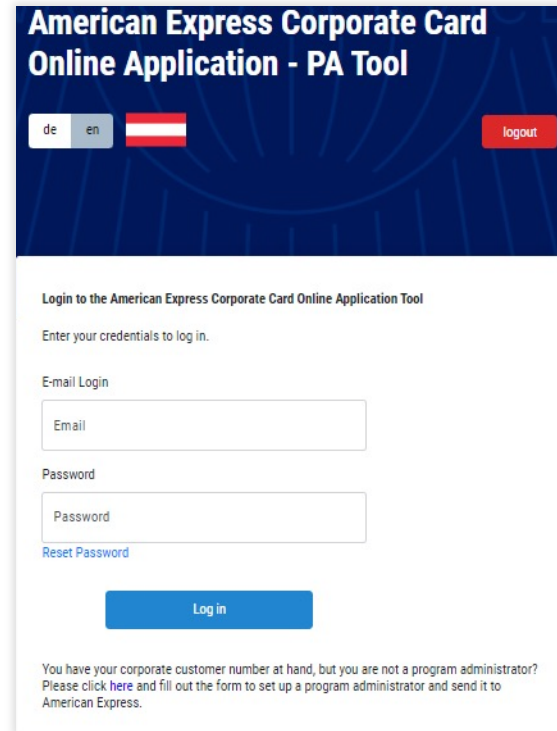
When you first register, you will receive an email with a temporary password. Please enter the temporary password to access your personal PA area.

If you have not received the email yet, please click on "Reset Password" to request a temporary password.

After logging in with your temporary password, you can create your own password in PA Setup.

### Please note:

Sometimes our emails are blocked by a firewall. Please check your spam folder if you do not have the email in your inbox.



The screenshot shows the login interface for the American Express Corporate Card Online Application - PA Tool. At the top, there is a dark blue header with the title "American Express Corporate Card Online Application - PA Tool" in white. Below the title, there are language selection buttons for "de" and "en", a small flag icon, and a red "logout" button. The main content area is white and contains the following elements:

- The heading "Login to the American Express Corporate Card Online Application Tool".
- The instruction "Enter your credentials to log in."
- The "E-mail Login" section with an "Email" input field.
- The "Password" section with a "Password" input field.
- A "Reset Password" link below the password field.
- A blue "Log in" button at the bottom.
- A footer note: "You have your corporate customer number at hand, but you are not a program administrator? Please click [here](#) and fill out the form to set up a program administrator and send it to American Express."

# Access via direct link

## LOGGING INTO YOUR PERSONAL PA AREA

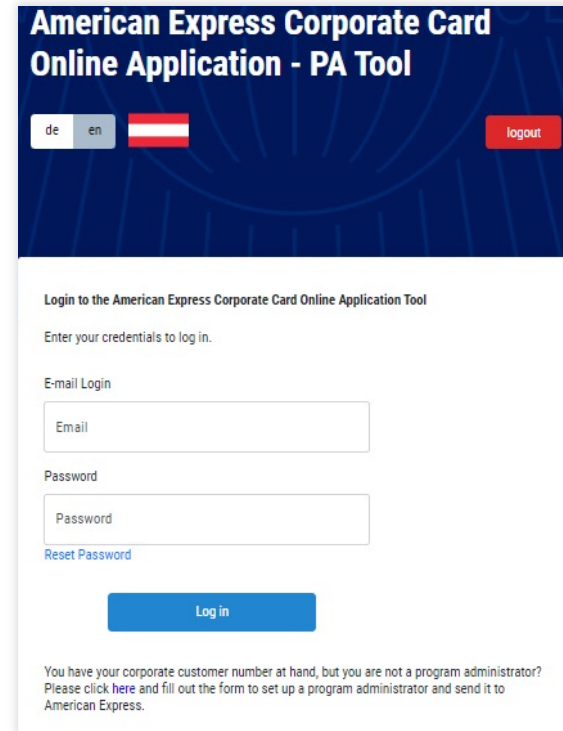
American Express has sent you a direct link to your personal PA area.

When you first register, you will receive an email with a temporary password. Please enter the temporary password to access your personal PA area. If you have not received the email yet, please click on "Reset Password" to request a temporary password.

After logging in with your temporary password, you can create your own password in PA Setup.

### **Please note:**

Sometimes our emails are blocked by a firewall. Please check your spam folder if you do not have the email in your inbox.



The screenshot shows the login interface for the American Express Corporate Card Online Application - PA Tool. At the top, there is a dark blue header with the title "American Express Corporate Card Online Application - PA Tool" in white. Below the title, there are language selection buttons for "de" and "en", a small flag icon, and a red "logout" button. The main content area is white and contains the following elements:

- A heading: "Login to the American Express Corporate Card Online Application Tool"
- A prompt: "Enter your credentials to log in."
- An "E-mail Login" section with an "Email" input field.
- A "Password" section with a "Password" input field.
- A blue "Log in" button.
- A link for "Reset Password" below the password field.
- A footer note: "You have your corporate customer number at hand, but you are not a program administrator? Please click [here](#) and fill out the form to set up a program administrator and send it to American Express."

# Set up your personal PA area

## MANAGE YOUR PASSWORD

On the PA Setup tab you can change your password and set up your account.

The screenshot displays the 'PA Setup' tab in a web application. The top navigation bar includes 'Pending Card Applications', 'PA Setup', 'BCA Setup', 'Employee Invitations', 'History', and 'Help'. The 'PA Setup' tab is selected and highlighted with a red box. Below the navigation bar, there is a table with columns for 'Customer Num' and 'Full Name'. The first row shows a customer number '016223456779' and a full name 'firstname-lastname'. Below the table, there is a form for setting up the account. The form includes a 'Full Name\*' field with the placeholder 'firstname-lastname', a 'Personal e-mail address (business)' field with the value 'srosch.ebrahimzada@arkwright-digital.com', and a 'Password\*' field with a placeholder '.....'. A 'Repeat new password\*' field is also present. A red box highlights the 'Password\*' and 'Repeat new password\*' fields. At the bottom right of the form, there is a 'Save' button.

**Navigation:** Pending Card Applications, PA Setup, BCA Setup, Employee Invitations, History, Help

**Table:**

Customer Num	Full Name
<input type="checkbox"/>	016223456779
<input type="checkbox"/>	firstname-lastname

**Form Fields:**

- Full Name\*:
- Personal e-mail address (business):
- Password\*:
- Repeat new password\*:

**Buttons:** Save

# Set up your personal PA area

## BCA SETUP – OVERVIEW OF YOUR BUSINESS CONTROL ACCOUNT NUMBERS

BCA Setup displays the Business Control Account numbers that have been set up in the system for you to manage as the program administrator.

Pending Card Applications

PA Setup

**BCA Setup**

Employee Invitations

History

Help

In this tab, you can view and configure your corporate customer number(s) (BCA). If you want to change settings for an existing BCA, please click on the edit icon in the corresponding line.

If you want to provide multiple employees with a link to the eApp, please copy the link in the line under the respective corporate number. Any number of employees can complete an application using this link. If you want to invite only specific employees, please click on the "Employee Invitation" tab and select your BCA there.

If you want to delete a single BCA, click on the corresponding icon in the "Delete BCA" column or select the desired BCAs in the first column and then click on the "Delete selected BCAs" button. If you delete a BCA managed together with other program administrators, it will only be deleted from your overview, but not from that of the other program administrators.

<input type="checkbox"/>	Customer Number (BCA)	Company Name	Card Type	Liability	Invoicing	Edit	Delete BCA
<input type="checkbox"/>	016223456779100 <a href="https://e2.online-eapp.com/en-at/business/corporate-credit-cards/apply/?bca=016223456779100">https://e2.online-eapp.com/en-at/business/corporate-credit-cards/apply/?bca=016223456779100</a>	Test Company	Corporate Card	full_corporate_liability	individual		

Here you can select the Customer numbers (BCA) to edit them.

With this link, employees at your company can apply for a Corporate Card. For example, you can send this link by email or publish it on your intranet. If you have been assigned multiple Business Control Account Numbers (BCAs), you will also see this here.

**IMPORTANT:** Each Business Control Account number has its own application link. This means that if the applicant is employed by the company with BCA number X, they need the application link for BCA number X, and not the application link for BCA number Y.

# Set up your personal PA area

## BCA SETUP

In BCA Setup, you can specify whether additional fields that are mandatory to fill in should be displayed to the applicant

BCA Configuration (AFC AT)

bca-company-customer-number\*

016223456779100

The **fixed** details (product, liability, billing) are shown here.

Product Selection      Liability Type      Invoicing

Corporate Card      Full Corporate liability      Individually billed and individually settled (IBIS)

If you enter the name of your company in the "Company name" field, the applicant can no longer change it. You can use the toggle switch function to control whether the relevant fields are displayed to the applicant as part of the application process and must be filled in.

Company Name

Test Company

Position      Cost Centre      Personnel Number ⓘ

Card Delivery ⓘ

Document Upload ⓘ

Identification Methods

By clicking on the respective buttons, you can configure how the applicant can carry out the legally required identification.

WebID      Identification through transaction via Bank Account      Identification by reliable third parties

You can define the **variable** details here, e.g., the means of identification preferred by your company.



# Personal application link for employees

## SEND EMPLOYEE INVITATION

Here you can email employees individually and send them a personal link to the Corporate Card application for the corresponding BCA number (details on the next slide).

Alternatively, you can provide employees with a general application link, e.g., on your intranet. You can find this under “BCA Setup” (see slide 7).

Pending Card Applications PA Setup BCA Setup **Employee Invitations** History Help

In this tab, you can view and configure your corporate customer number(s) (BCA). If you want to change settings for an existing BCA, please click on the edit icon in the corresponding line. If you want to provide several employees with a link to the card application page, please copy the link below the respective company customer number. Any number of employees can submit an application via this link. If you only want to invite certain employees, please click on the "Employee Invitations" tab and choose one of the set up BCAs.

If you want to delete an individual BCA, click on the corresponding icon in the "Delete" column or select the desired BCAs in the first column and then click on the "Delete Selected BCAs" button. If you delete a BCA which is managed together with other program administrators, it is only deleted from your overview, but not from that of the other program administrators.

**Unsent Invitations**

<input type="checkbox"/>	Customer Number (BCA)	Salutation	First Name(s)	Surname	E-mail Address	Edit	Send	Delete
<input type="checkbox"/>	016095240001001	Herr	Test	Mann	test@test.com			

1 to 1 from 1 entries

Back 1 Next

# Application links for employees

## INVITE EMPLOYEES

Pending Card Applications PA Setup BCA Setup **Employee Invitations** History Help

In this tab, you can view and configure your corporate customer number(s) (BCA). If you want to change settings for an existing BCA, please click on the edit icon in the corresponding line. If you want to provide several employees with a link to the card application page, please copy the link below the respective company customer number. Any number of employees can submit an application via this link. If you only want to invite certain employees, please click on the "Employee Invitations" tab and choose one of the set up BCAs.

If you want to delete an individual BCA, click on the corresponding icon in the "Delete" column or select the desired BCAs in the first column and then click on the "Delete Selected BCAs" button. If you delete a BCA which is managed together with other program administrators, it is only deleted from your overview, but not from that of the other program administrators.

**Unsent Invitations**

<input type="checkbox"/>	Customer Number (BCA)	Salutation	First Name(s)	Surname	E-mail Address	Edit	Send	Delete
<input type="checkbox"/>	016095240001001	Herr	Test	Mann	test@test.com			

1 to 1 from 1 entries

Back 1 Next

**Sent Invitations**

<input type="checkbox"/>	Customer Number (BCA)	Salutation	First Name(s)	Surname	E-mail Address	Edit	Delete
no data available in table							

**Incorrect Invitations**

<input type="checkbox"/>	Customer Number (BCA)	Salutation	First Name(s)	Surname	E-mail Address	Edit	Delete
no data available in table							

0 to 0 to 0 entries

Back Next

Import Invitations Bulk Download Delete selected invitations Send selected invitations **Add employee**

Employees can be invited to a credit card application. The overview contains all sent, unsent and incorrect invitations. Using the menu on the left, invitations can be edited, sent or deleted. If many employees are to be invited, it is advisable to use the invitation import. Invitations to different BCAs can also be entered here. Individual new invitations can be entered via Add employee.

# Open card applications

Here you can find your open/approved card applications for your staff.

Pending Card Applications PA Setup BCA Setup Employee Invitations History Help

*Click here to read detailed explanation of tab 'Pending Card Applications'.*

Please review the open card requests that have been forwarded to you for approval. You have received this request because you are the signatory/authorized Program Administrator (PA) or individual by the applicant(s) listed below.

<input type="checkbox"/>	Customer Number (BCA)	Reference Number	Identified	Date of Submission	Company Name	First Name(s)	Last Name	Card Type	Liability	Action
<input type="checkbox"/>	016223456779100	20223476999004AT	Pending	2022-12-13 14:24:09	Test Company	Test	Test	green-cc	full_corporate_liability	Details

1 to 1 from 1 entries

Back **1** Next

# Approve card applications

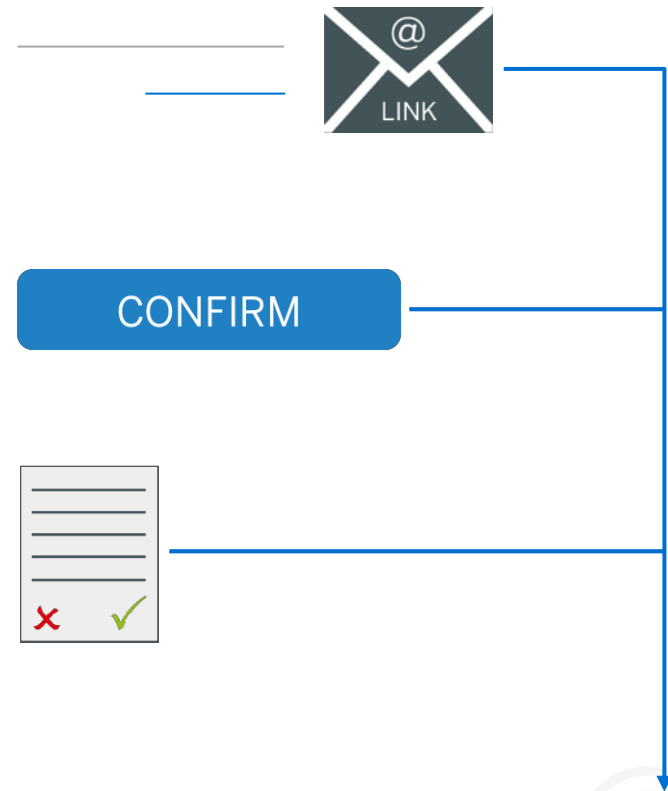
As a PA, the default is that you can approve card applications yourself. However, additional people who can process the applications can also be added.

You have 30 days to respond to a card application. After 30 days the application data will be deleted for data protection reasons.

# Approve applications – first steps

WHAT HAPPENS AFTER THE APPLICATION IS SUBMITTED?

- A** The PAs/authorised signatory receive an email with a URL leading to the open applications.
- B** After clicking the URL the PA needs to log into their “own” area using their password (settled in advance).
- C** The PA/authorised signatory can see an overview and is able to edit and approve, decline or send back the applications received.



# Step A

## E-MAIL NOTIFICATION WITH AN ACCESS LINK TO THE OPEN APPLICATIONS

The PA/authorised signatory receives an [email with a URL](#) leading to the open applications.

As long as the applications are not approved they will receive an email [daily at 10am CET](#).

The PA/authorised signatory is directed through the URL to the overview of open applications. They just need to [use the URL and login with their individual password](#).



Hallo Max Mustermann,

Please click on the following link to review the American Express Corporate Card application(s) currently pending for your action:

[Open PA overview](#)

If you have any questions or if you have difficulty in accessing the application(s), kindly call our Corporate Service Team on 0800 900 350 or +49 69 9797-3550 from abroad (Mon-Fri, 8 - 6 pm).

Kind regards  
American Express®  
Global Commercial Services

Tip: If the URL is saved as a bookmark the access process will be simplified. The overview is [updated in real-time](#) and can be [accessed at any time](#).

# Step B

## LOG INTO YOUR PERSONAL PA AREA

After the selected PA/authorised signatory has clicked on the link in the email, the login page displays.

**Login to the American Express Corporate Card Online Application Tool**

Enter your credentials to log in.

E-mail Login

Password

  
[Reset Password](#)

**Log in**

You have your corporate customer number at hand, but you are not a program administrator?  
Please click [here](#) and fill out the form to set up a program administrator and send it to American Express.

# Step C

## OVERVIEW OF THE OPEN APPLICATIONS

Pending Card Applications
PA Setup
BCA Setup
Employee Invitations
History
Help

Click here to read detailed explanation of tab „Pending Card Applications“.

Please review the open card requests that have been forwarded to you for approval. You have received this request because you are the signatory/authorized Program Administrator (PA) or individual by the applicant(s) listed below.

<input type="checkbox"/>	Customer Number (BCA)	Reference Number	Identified	Date of Submission	Company Name	First Name(s)	Last Name	Card Type	Liability	Action
<input type="checkbox"/>	016223456779100	20223476999004AT	Pending	2022-12-13 14:24:09	Test Company	Test	Test	green-cc	full_corporate_liability	Details

1 to 1 from 1 entries

Back 1 Next

Company Approval

Test

By clicking on "Approve" I declare on behalf of the company that the information is correct and complete. We therefore ask American Express to issue the American Express Corporate Card to the above-mentioned employee(s).

Decline
Approve

Information for approving, declining or returning the application (for the full text, see the appendix).

Selection of the application(s).

Entry of first and last name (PA)

Detailed view and editing of the application.

Decline or accept directly.



# Overview – editing and selecting an option

<input type="checkbox"/>	Customer Number (BCA)	Reference Number	Identified	Date of Submission	Company Name	First Name(s)	Last Name	Card Type	Liability	Action
<input type="checkbox"/>	016223456779100	20223476999004AT	Pending	2022-12-13 14:24:09	Test Company	Test	Test	green-cc	full_corporate_liability	Details

1 to 1 from 1 entries

Company Approval

The PA/authorised signatory is able to edit the application directly on the page:

- (i) [select applications](#),
- (ii) [Enter first and last name](#) and
- (iii) between the options [Approve](#) and [Decline](#).

By clicking on "Approve" I declare on behalf of the company that the information is correct and complete. We therefore ask American Express to issue the American Express Corporate Card to the above-mentioned employee(s).

Decline

Approve

**Approve**

The PA/authorised signatory approves the application on behalf of the company and the application is sent to American Express.

**Decline**

The PA/authorised signatory declines the application on behalf of the company, because the applicant is not eligible for a Corporate Card.

# Overview – details

<input type="checkbox"/>	Customer Number (BCA)	Reference Number	Identified	Date of Submission	Company Name	First Name(s)	Last Name	Card Type	Liability	Action
<input type="checkbox"/>	016223456779100	20223476999004AT	Pending	2022-12-13 14:24:09	Test Company	Test	Test	green-cc	full_corporate_liability	 Details

By clicking on **Details** the PA/authorised signatory is able to review the details of the application and decide for one of the following options: Decline, Approve and Send back.

Decline

Send back

Approve

Send back

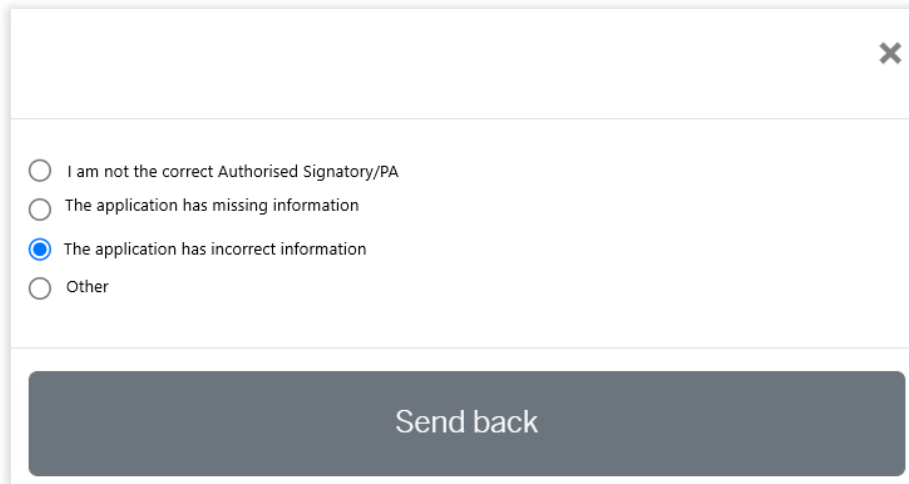
The PA/authorised signatory is able to ask the applicant to change the application for the following reasons:

- The PA/authorised signatory is not eligible to sign the application.
- The application is incomplete or has been filled in incorrectly.

# Overview – details

## SEND BACK AN APPLICATION – REASONS

When you click [Send back](#) a new window appears. The PA/authorised signatory is asked to indicate the reason(s) for this action.



A screenshot of a dialog box with a close button (X) in the top right corner. The dialog box contains four radio button options:

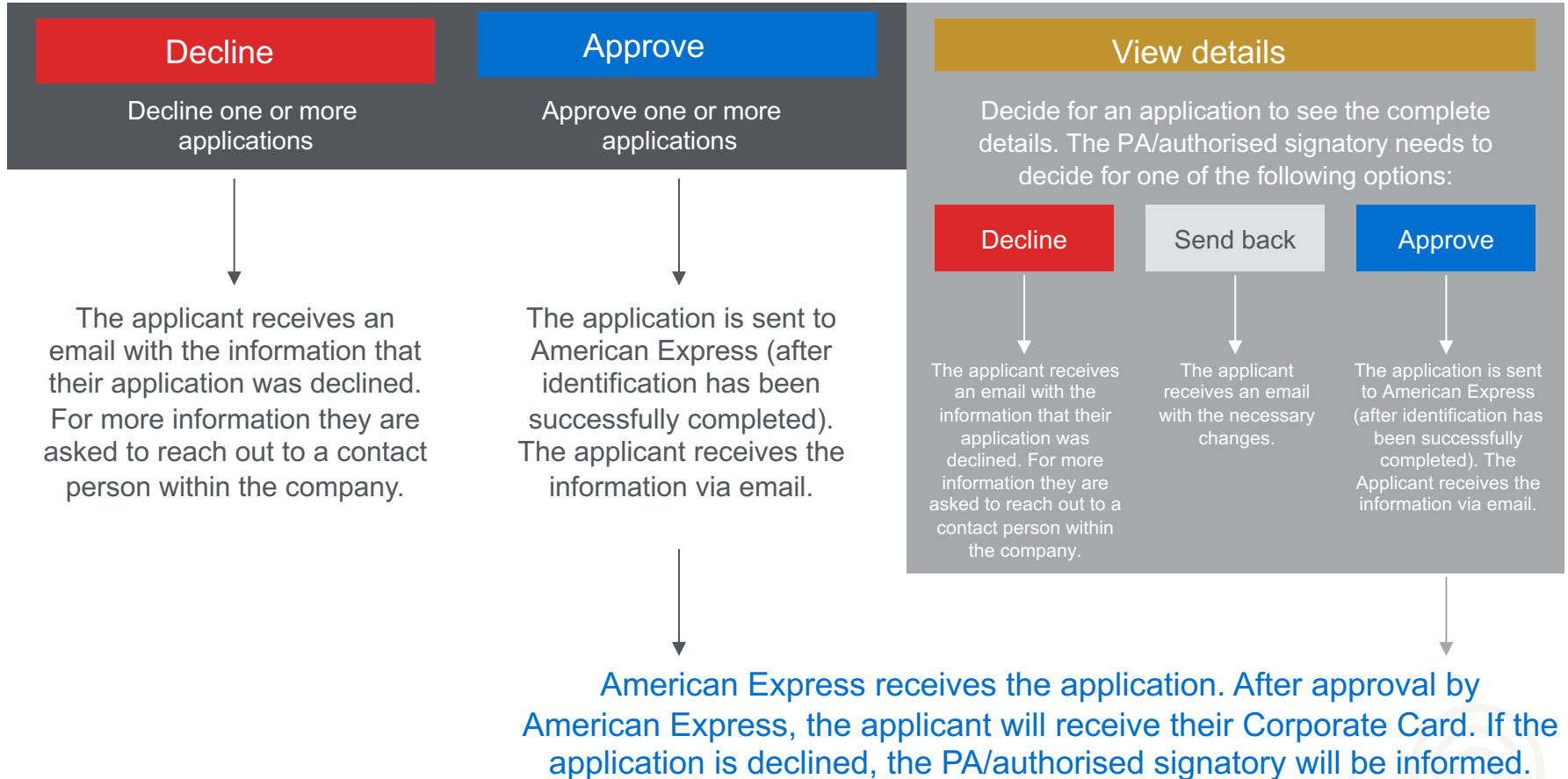
- I am not the correct Authorised Signatory/PA
- The application has missing information
- The application has incorrect information
- Other

At the bottom of the dialog box is a dark grey button labeled "Send back".

The reason(s) for the return of the application are sent to the applicant via email. They will be advised to change the application and submit it for approval again.

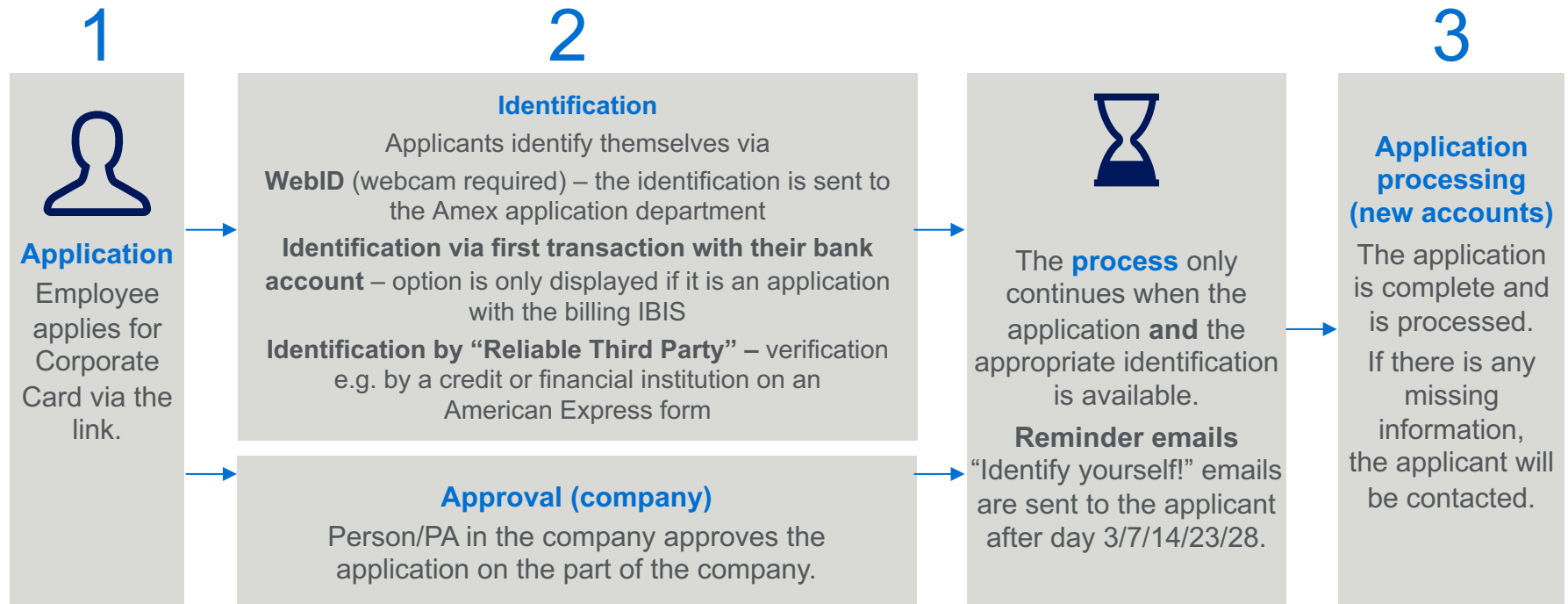
# All functions at a glance

ON THE OVERVIEW THE PA/AUTHORISED SIGNATORY IS ABLE TO PROCESS FOLLOWING OPTIONS:



# Overview of the application process

When the settings have been updated in the PA area, there are **three phases** in the card application process. **Important:** American Express can only issue the cards when the application **and** verification of identity have been submitted.



# APPLICANT VIEW – APPLICATION FORM



# Entry area for applicants


Step 1/3:  
Applicant & Company details

## Your application for an American Express Corporate Card

de en

### Your American Express Corporate Card

Please fill in your personal information and the company details, including information about the Company Authorised Signatory. In the summary section we ask you to review the details you have provided and to accept the Card Member T&Cs. Once you have completed all mandatory fields and you've submitted the form, the form will be sent to the nominated Authorised Signatory for sign off.



### Your personal details

Salutation	Title
Please select	Please select

English or German?  
Applicants select their preferred language here.

# Personal information – mandatory fields

The applicant must provide the following information:

- Salutation, Title, First Name(s), Last Name, Street/Story/Door, Street number, ZIP Code, City, Country, Date of birth, Nationality form
- Phone (Business preferred), Phone (Private), E-Mail Address (Business preferred), Bank Details (depending on the billing)
- Address for delivery of the card (if not defined by the company beforehand)

### Your personal details

Salutation <input type="text" value="Please select"/>	Title <input type="text" value="Please select"/>
First Name(s) <span style="font-size: small;">*</span>	Last name
<input type="text"/>	<input type="text"/>
Street/Story/Door	Street number
<input type="text"/>	<input type="text"/>
ZIP code	City
<input type="text"/>	<input type="text"/>
Country <input type="text" value="Please select"/>	Date of birth <span style="font-size: small;">*</span> <input type="text" value="TT.MM.YYYY"/>
Nationality <input type="text" value="Please select"/>	

---

### Contact details

Phone (Business preferred) <input type="text" value="AT +43"/>	Phone (Private) <input type="text" value="AT +43"/>
E-Mail Address (Business preferred) <input type="text"/>	

---

### Bank details (mandate reference will be communicated separately)

IBAN <input type="text"/>	Account holder (First- and Last Name) <input type="text"/>
------------------------------	---

SEPA-Direct Debit Mandate (if applicable, please agree by checking)

I hereby grant American Express Europe S.A. nts.due (Austrian branch) ("American Express"), to withdraw all payments to American Express by direct debit from the stated bank account. At the same time, I instruct my bank to honor the debit orders submitted by American Express on the stated Bank Account information. I can ask for a returned direct debit during a timeframe of 8 weeks, starting on the direct debit date. Based on the agreements made with my bank, if you wish to pay the invoice amount by bank transfer, please do not grant a direct debit mandate here and use our bank account details at [www.americanexpress.de/impressum](http://www.americanexpress.de/impressum). Please only use your card number as reference for the transfer.

---

### More Details

Mother's maiden name (Security question for customer service) <input type="text"/>	Card number, if already an American Express Card member <input type="text"/>
---	---

Please send my Corporate Card to  
 Above Address  Business Address



# Personal information – supporting documents (optional)

If necessary (e.g., if supervisor approval is required), the applicant can upload documents here and send them to the PA along with their application. This information is not sent to American Express. This function can be deactivated or activated by the PA.

## Further documents/evidence

If required by your company, you can add additional documents to your application, (e.g. email confirmation from supervisor). Allowed file formats: PDF, JPG



Upload Documents

The uploaded document must not exceed the allowed size of 50 MB.

# Company details

## IMPORTANT INFORMATION

- Company/Corporation and legal form (pre-filled)
- **Optional:** Position, cost centre or personnel number can be defined by the company **as mandatory fields** (e.g., helpful if there are several people with the same name).
- The **name of the PA/authorised signatory** (person authorised to sign card applications on behalf of the company) is predefined in the American Express system.

### Company Details

Company/Corporation and legal form	Position
<input type="text" value="Test Company"/>	<input type="text"/>
Cost centre	Personal number
<input type="text"/>	<input type="text"/>

---

**Program Administrator/ Authorized Signatory**

If not already pre-populated, please enter the name of the authorized signatory/program administrator who is authorized to sign the application on behalf of the company. The person indicated here will be asked to approve your application.

Name	E-Mail Address
<input type="text"/>	<input type="text"/>

# Checking and sending

- Review the information provided
- Important information:** Accept the **Terms and Conditions** and confirm that the information is correct (mandatory field)
- Information on identification/due dates/receipt of monthly statements in the online card account
- When you click **Submit** the application is forwarded automatically to the PA/authorised signatory


### Your personal details

Salutation	Title
Please select	Please select
First Name(s)	Last name
<input type="text"/>	<input type="text"/>
Street/Story/Door	Street no.
<input type="text"/>	<input type="text"/>
ZIP code	City
<input type="text"/>	<input type="text"/>
Country	Date of birth
Please select	TT.MM
Nationality	
Please select	

#### Optimaler Angebot: American Express Karte für private Ausgaben

Ihre Corporate Card ist für geschäftlich bedingte Ausgaben vorgesehen. Wenn Sie über einen American Express Privatkonto für private Ausgaben beantragen, können Sie Ihre Corporate Card für private Ausgaben verwenden. Bitte beachten Sie, dass die Corporate Card für private Ausgaben nicht mit Ihrem Antrag beantragt werden kann.

#### Private Karte



- 1 Jahr befristet, danach bei mindestens 5000 € Jahresumsatz automatisch 70 € Jahresgebühr
- Optional: Teilnahme am Bonus Membership Rewards im ersten Jahr

### Contact details

Phone (Business preferred)	Phone (Private)
+43 443	+43
E-Mail Address (Business preferred)	
<input type="text"/>	

### Bank details (mandatory reference will be communicated)

IBAN	Account
<input type="text"/>	<input type="text"/>

SEPA-Direct Debit Mandate (If applicable, please)

I hereby grant American Express Europe S.A. and its (AUS Express), to withdraw all payments to American Express by account. At the same time, I instruct my bank to honor the American Express on the stated Bank Account information appearing at a minimum of 3 weeks starting on the direct agreements made with my bank. If you wish to pay the bill please do not grant a direct debit mandate here and use [www.americanexpress.de/impressum](http://www.americanexpress.de/impressum). Please only use the transfer

### Corporate Card: Mitgliedschaftsbedingungen

Ich habe die hier bereitgestellten sowie der Bitte erläuterten Mitgliedschaftsbedingungen sowie das hier bereitgestellte Preis- und Leistungsverzeichnis einschließlich der vorliegenden Hinweise bei Vertragsabschluss im Rahmen zur Kenntnis genommen und ausdrücklich bestätigt und bin mit deren Geltung einverstanden. Ferner bin ich auf das Recht zur Rückgabe des Vertrags einverstanden.

### Bestätigen und Antrag verbindlich absenden

Mit Klick auf "Kostenpflichtig beantragen"

- bestätige ich die Richtigkeit der vorstehenden Angaben und beantrage verbindlich die Ausstellung einer American Express Corporate Card;
- verpflichte ich mich im Fall der Kündigung der Corporate Card sowie im Fall des Ausscheidens aus dem Unternehmen die Corporate Card unverzüglich zu vernichten;
- erkläre ich, dass für die American Express Corporate Card ein Jahresbeitrag gemäß dem Preis- und Leistungsverzeichnis anfallt, sofern nicht günstigere Konditionen mit meinem Unternehmen vereinbart wurden;
- bestätige ich ferner, für die American Express Corporate Card gemäß Geschäftsbedingungen für Ausgaben auf Rechnung des angegebenen Unternehmens zu handeln;
- gestehe ich die folgende datenschutzrechtliche Einwilligung: American Express ist berechtigt, die für die Ausstellung und Benutzung der Corporate Card erforderlichen, allgemein gehaltenen Auskünfte bei Kreditinstituten, bei Kreditausfallrisiko und meinem Arbeitgeber einzuholen und
- habe ich von dem Hinweis in der Section "Wichtige Hinweise" über die Zahlung von Wertersatz im Fall des Widerrufs einer oder beider Vertragsanträge Kenntnis genommen und erkläre mich damit einverstanden, dass American Express Mitgliedrisch beider Karten vor Ende der Widerrufsfrist mit der Ausübung der Dienstleistung beginnt.

Zur Geltung der Corporate Card mit der Übernahme meiner einzigen Haftung imin gegenüber für Zahlung gestattete Besetzungen, mit Ausnahme von Bargeldbesetzungen für die mein Unternehmen gemäß dem Rahmenvertrag mit mir einverstanden ist, bin ich einverstanden, dass der begünstigte Kreditnehmer für den Preis- und Leistungsverzeichnis in Folge der Veränderungsberechtigungen sowie den Informationen gemäß dem Rahmenvertrag des Besatzes nach der Kenntnis genommen und erkläre mich mit deren Geltung einverstanden. Folgt gemäß dem Rahmenvertrag des Besatzes ein Kreditnehmervertrag an das Kreditinstitut, insbesondere das Rücktrittskonto gemäß § 8 FernFDG.

### Entbindung vom Bankgeheimnis – Zusammenfassend mit dem KSV und anderen Auskunftsstellen – Datenschutz-Informationen

(1) Ich ermächtige gemäß § 28 Absatz 2 Ziffer 8 Bankengesetz mein kontoführendes Geschäftsbankinstitut mein Unternehmen als meine Arbeitgeberin/ausübender der American Express Europe S.A. – Auswärtiger Branch für die Ausstellung und Benutzung der Karte erforderlichen (Bank-)Auskünfte, vor allem über meine Bonität, zu erteilen.

(2) Da die Corporate Card ausschließlich für Geschäftszwecke meines Unternehmens verwendet werden darf, willige ich ein, dass Sie Informationen über mich (z.B. Name, Adresse, mein Kartennkonto, meine Kartennummer und mit der Karte getragene Besetzungen (z.B. über Vertragsunternehmen, den Zeit, Führung und Umsatz von Vertragsanträgen, die Erfüllung von Bonitäts- und Statistiken) verwenden dürfen, die meinem Unternehmen die Erhaltung aktueller Vertrags- und Einkaufsinformationen ermöglichen und Ihnen die Erfüllung ihrer vertraglichen Pflichten gegenüber meinem Unternehmen ermöglichen. Die zur Erhebung der Bonitäts- und Statistiken verwendeten Informationen und Daten entnehmen Sie den Unterlagen, die ich Ihnen mit zur Verfügung gestelle und/oder die im Rahmen der Nutzung der Karte für Besetzungen generiert werden, sowie meinem Reiseprotokoll, welches ich dem Reisebüro mitbringe habe. Dies kann Informationen über offene Flugtickets einschließen. Diese Bonitäts- und Statistiken können meinem Unternehmen (einschließlich der von meinem Unternehmen benannten Programmanbieterinnen und -Dienstleister) sowie – falls ich meinem Unternehmen ein ausdrückliches Auskunftsbeschränkungsmandat erteile – mit meinem Unternehmen verbundenen Unternehmen sowie deren Zulieferern für Datenverarbeitung zum Zweck der Verwaltung des American Express Corporate Card Programms zur Verfügung gestellt werden. Mein Unternehmen handelt über mich mit Ihrer Genehmigung und Zustimmung der American Express, dass das Preis- und Leistungsverzeichnis, insbesondere zur Erstellung der Reports in Einklang mit den anwendbaren Rechtsvorschriften, insbesondere der anwendbaren Datenschutzgesetze, erfolgt und mein Unternehmen dass bestimmt ist. Sollte diese Frage hierüber mit der dargestellten Veränderung meiner Daten nicht einverstanden sind, werde ich mich an mein Unternehmen

(3) American Express übermittelt bestimmte Daten über die Bearbeitung der Abschluss und die Beendigung dieses Vertrags, nämlich Namen, Anschrift, Geburtsdatum, Höhe der Verbindlichkeiten, Bonitäts- und Zusammenfassung mit der Rechtsauftragung, an den Kreditinstitut/Verdrehung von 1870 Tagesspaß bis 1.100.000 € im und ein Creditlimit/Verbindlichkeitslimit/Verbindlichkeitslimit/Monatsumme/30-40.100 € im, Zweck dieser Übermittlung ist die Erfüllung und die Veränderung in Unternehmensstruktur und Bonitätskonto, der Kredit/Beitrag und Waren-/Kredit/Beitrag sowie die Veränderung, Zusammenführung und Verlegung oder dem Bestehen durch die beiden Verbände an andere Unternehmen oder Unternehmen zur Nutzung ihrer Gütergeschäftsbeziehungen. Soweit für diese Übermittlung eine Zustimmung erforderlich ist, erteile ich diese ferner. Auskunft über meine Kreditwürdigkeit kann jederzeit von anderen Daten hergeleitet werden, die bei der entsprechenden Auswertung erteilt. Zu diesen Zweck werden Sie mit Aufbereitung der Namen und Adressen der von Ihnen genutzten Auskunftsstellen übermittelt.

(4) Ich erkläre zur Kenntnis, dass die im Rahmen der American Express gemäß § 21 Abs 1 FernFDG zur Verfügung gestellte Informationen gemäß dem DSGVO 2016 über die zukünftigen Datenverarbeitung durch die American Express, dass die im Rahmen der American Express über die Auftragsbearbeitung werden können. Die erregenen Umfassen Informationen darüber, wie American Express personenbezogene Daten, erstellt, verarbeitet und nutzt, von dem die Daten verarbeitet werden. Wie die Ihre Rechte geltend machen können und welche Maßnahmen im zum Besten Ihrer datenschutzrechtlichen Interessen sind, sind in der links beschriebenen Bedingungen und unserer Online-Datenschutzklärung der American Express hier: <http://www.americanexpress.at/datenschutz>

Zurück Kostenpflichtig beantragen

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# Identification

Card applicants have the following identification options:

- **WebID**  
(webcam required)
- **Identification via first transaction with your bank account**  
Option is only displayed if it is an application with the billing IBIS
- **Identification by "Reliable Third Party"**  
An American Express form that is verified by a “trusted third party” such as a credit or financial institution.

MORE FUNCTIONS  
IN THE PA AREA



# Providing appropriate application link for employees on the intranet or by email

## Important technical note:

Please test the link before publication and **do not use a Word document** to send the application link to the employees.

As a rule, you can paste the application link generated via the BCA into an email or PDF. The applicant can then click the link directly.

**There have been problems with links in MS Word files in the past** as Microsoft changed the links for security reasons. When this happens, the applicants are not forwarded to the application you have personalised, but to the standard application. Here they are asked for a BCA number, which the applicant does not have.

# Password management

## PA SETUP

The screenshot displays the 'PA Setup' interface. At the top, there is a navigation bar with several tabs: 'Pending Card Applications', 'PA Setup' (highlighted with a red box), 'BCA Setup', 'Employee Invitations', 'History', and 'Help'. Below the navigation bar, a message states: 'Please enter your first and last name to be displayed to applicants. The data you enter here will be automatically applied to all allocated BCAs and to all employee invitations you create.' There are two input fields: 'Full Name\*' and 'Personal e-mail address (business)'. The 'Full Name\*' field contains the text 'Full name'. Below this, another message reads: 'Please enter your desired password for this tool. If you want to change your password, you can also do it here.' This section is enclosed in a blue-bordered box. It contains two input fields: 'Password\*' and 'Repeat new password\*'. Both fields are filled with dots. An information icon (i) is next to the 'Password\*' field. A '\*Mandatory' label is located at the bottom left of the blue-bordered box. A 'Save' button is located at the bottom right of the interface, highlighted with a green box.

In the **PA Setup** tab, the PA/authorized signatory can **manage their password for the PA tool**. Changes must be **saved** directly for them to take effect.

# BCA administration

## BCA SETUP

Pending Card Applications PA Setup **BCA Setup** Employee Invitations History Help

In this tab, you can view and configure your corporate customer number(s) (BCA). If you want to change settings for an existing BCA, please click on the edit icon in the corresponding line.

If you want to provide multiple employees with a link to the eApp, please copy the link in the line under the respective corporate number. Any number of employees can complete an application using this link. If you want to invite only specific employees, please click on the "Employee Invitation" tab and select your BCA there.

If you want to delete a single BCA, click on the corresponding icon in the "Delete BCA" column or select the desired BCAs in the first column and then click on the "Delete selected BCAs" button. If you delete a BCA managed together with other program administrators, it will only be deleted from your overview, but not from that of the other program administrators.

<input type="checkbox"/>	Customer Number (BCA)	Company Name	Card Type	Liability	Invoicing	Edit	Delete BCA
<input type="checkbox"/>	016223456779100 <a href="https://e2.online-eapp.com/en-at/business/corporate-credit-cards/apply/?bca=016223456779100">https://e2.online-eapp.com/en-at/business/corporate-credit-cards/apply/?bca=016223456779100</a>	Test Company	Corporate Card	full_corporate_liability	individual		

All **managed BCAs** can be viewed in the **BCA Setup** tab. This tab also contains the **BCA link**, which can be used to call up the request with the selected parameters (card type, liability, invoicing). BCAs can be edited and deleted using the **buttons**. **New BCAs** can also be created on this page.



# Overview of already processed applications

## HISTORY

[Pending Card Applications](#)
[PA Setup](#)
[BCA Setup](#)
[Employee Invitations](#)
[History](#)
[Help](#)

Here you can see all decisions made for applications with the BCAs you are assigned to. You will also see the decisions made by other PAs on jointly managed BCAs in the last 30 days.

Customer number (BCA)	Reference Number	Identified	Company	First Name(s)	Last Name	Decision Date	Status	Action
016095240001001	20230476999008AT	Pending	corfburn Corp	No PA	WebID	2023-02-27 10:16:24	CONFIRMED	history-details

The **History** contains an **overview** of approved and rejected requests. Details of these applications can be **viewed and printed**.

# Weekly reports

## SIMPLE MONITORING FOR THE PA/AUTHORISED SIGNATORY

Hallo,

Below you will find a summary of your actions on the American Express Corporate Card applications that have been submitted for your approval the previous week:

First name(s)	Last name	Status	Date of Action
Max	Mustermann	Approved	2023-01-20
Erika	Mustermann	Approved	2023-01-20

If you have any questions or if you have difficulty in accessing the application(s), kindly call our Corporate Service Team on 0800 900 350 or +49 69 9797-3550 from abroad (Mon-Fri, 8 - 6 pm).

Kind regards

American Express®

Global Commercial Services

Every Monday at 6am CET the PA/authorised signatory receives a report. This report summarizes the applications received in the last week and shows which options were chosen by the PA.

# Email to applicant after identification received

**Thank you, your application will be processed now!**

de en


**Thank you for your application!**

Thank you for your identification documents. You have successfully completed the application for your American Express Corporate Card. Your reference number is 20223476999005AT

**AMERICAN EXPRESS**

Dear Tester Tester,

You have successfully identified yourself for your American Express Corporate Card application. If your application has already been approved by your company, your application is now being processed by American Express.



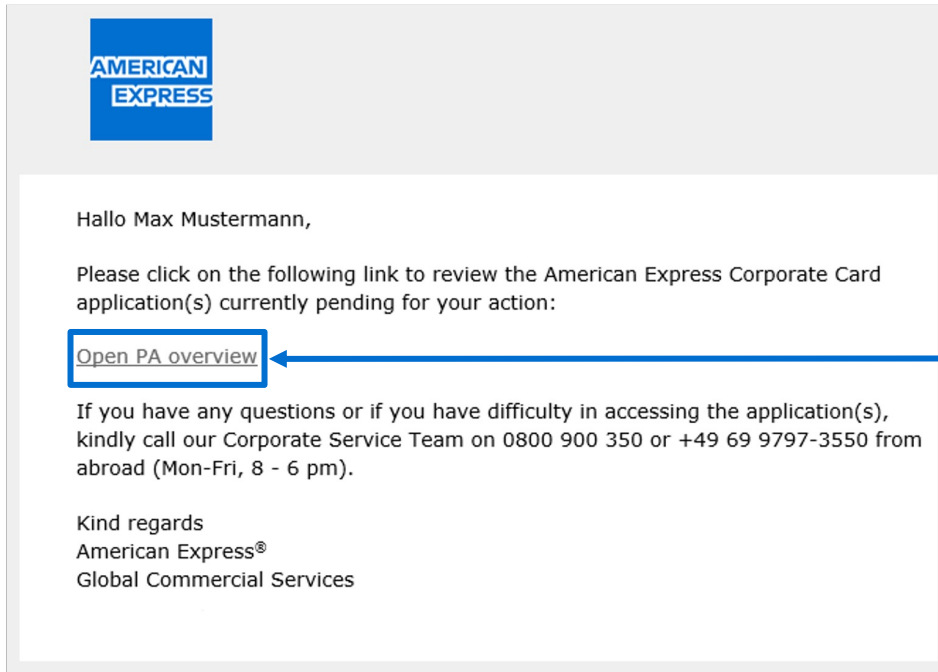
For normal Card delivery the application process can take up to 12 working days.

In case of any questions, please contact the person responsible for corporate credit cards in your company.

Kind regards,  
American Express®  
Global Commercial Services

- After submitting the application and verification of identity, the applicant will receive an email with a processing number and a note that the application is being processed.
- After formal company approval of the card application, it takes approximately 12 days for American Express to review the application and issue/deliver the credit card.

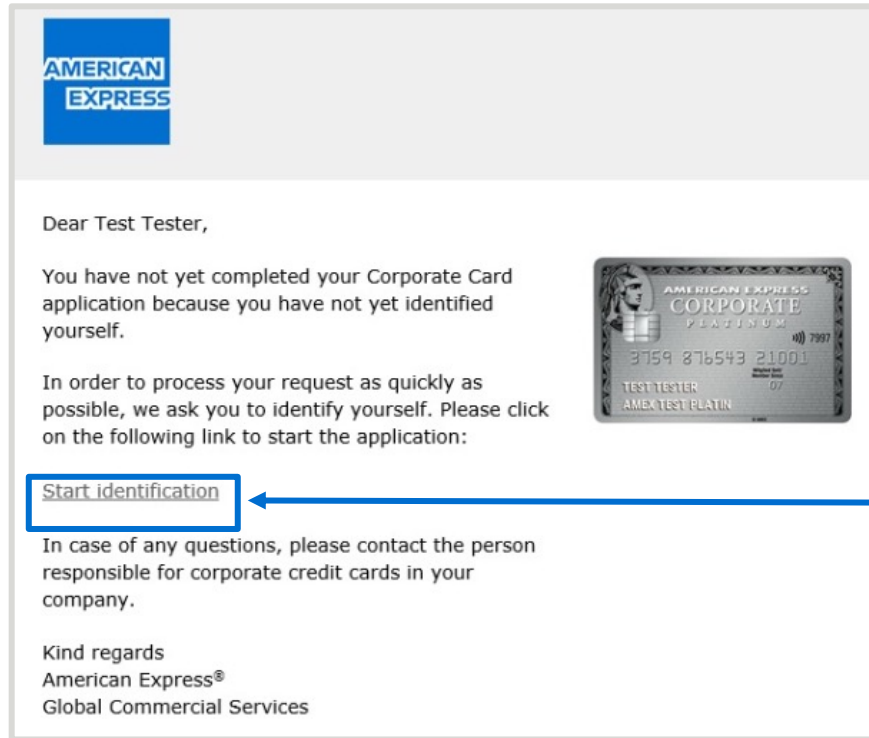
# Email to programme administrator (PA) if there are any applications that have not been approved



Daily reminders are sent to the Programme Administrator on file if there any are missing approvals in the application system

If you click the link to “Open PA overview”, you can view the open applications directly

# Email to applicant with identification pending



The applicant will receive reminders by email if their identity has not yet been verified

A reminder email is sent to the applicant on the following days: 3 / 7 / 14 / 23 / 28

The applicant can click “Start identification” to access the identification options offered by the company

# More benefits for all users

THE NEW ONLINE APPLICATION FOR AMERICAN EXPRESS CORPORATE CARDS SAVES TIME AND DELIVERS MORE ACCURATE DATA

## More transparency

The PA/authorised signatory can get a rapid overview of all open applications and receives reports on all actions in regards to the applications.

## Highest accuracy

Applications can only be sent if all mandatory fields are filled out.

## Secure transmitting

Applications are securely transmitted to American Express. Personal information is not transferred via unsecure email or mail.

## Faster handling

The PA/authorised signatory can directly sign an application and submit it online. Time-consuming printing, signing, scanning and sending of the application is no longer necessary.

## Correct information

Hints for filling out the form are shown in mouseover text.

## More flexibility

Employees can apply for a Corporate Card whenever and wherever they have a network connection.

# More efficient application

COMPARISON: NEW ONLINE APPLICATION VS. APPLICATION VIA PDF FORM

## PDF form



Applicant: fills out the PDF form



Applicant prints and signs the application



Applicant contacts the PA/authorised signatory



PA/authorised signatory verifies and signs the application



Applicant/PA/authorised signatory scans the application



Applicant/PA/authorised signatory sends the application to AMEX via email or mail



Application is received by AMEX and is executed



AMEX sends the card to the applicant

VS



Applicant fills out the online form and transmits the application online



PA/authorised signatory receives an automated email to approve the application



PA/authorised signatory approves the application online



Application is securely transmitted to AMEX



Application is received by AMEX and is executed



AMEX sends the card to the applicant

## NEW Online Application

APPENDIX





# PA overview 1/3

## INTRODUCING INFORMATION



American Express Corporate Card Onlineantrag

Please review the pending Corporate Card Application(s) that have been submitted to be signed off by you. You have received this request because below Card Applicant(s) has named you as the Authorised Signatory/Programme Administrator with signatory rights (PA), or as a person in the Company that should review and approve the information given in the applications before the applications are approved by the Authorised Signatory/PA.

In this overview page you can Approve or Decline multiple Card applications in one go. If you wish to review each of the applications in detail, please click on 'Details'. From the 'Details' link you can, in addition to Approve and Decline, also Send Back the application to the Card Applicant. This will be required in case you are not authorized to sign Card applications on behalf of your company or if there is missing or incorrect information that you would like the Card Applicant to revise and resubmit for approval.

Please note that you always have to enter your name when taking an action. Usually, the field is prefilled. If you are using a team account, then check if your name is displayed. If not, please enter your name in the 'Company approval' field.

# PA overview 2/3

## INTRODUCING INFORMATION (CONTINUED)

### Possible actions to take:

**Approve** – You approve the application on behalf of your company. Application is sent to American Express for processing

**Decline** – You decline the application on behalf of your company because the Card Applicant is not permitted to have a Corporate Card

**Send back** – You want the application to be sent back to the Card Applicant because you are not the correct signatory or there is missing or incorrect information on the application (No Customer Number required)

Applications have been sorted according to urgency, with the most urgent application on top of the list, followed by applications submitted in a chronological order. We will notify the Card Applicant of the decision that you have made for his/her application by email.

# PA overview 3/3

## INTRODUCING INFORMATION (CONTINUED)

Application(s) will be deleted from your list of pending applications, if:

- **You have already taken action on the application:** After clicking on Approve, Decline or Send back, the application will be deleted from your list.
- **You have not taken any action on the application:** If you have not taken any action on the application and the Card Applicant has not named another Authorised Signatory/PA within 28 days, the application will be deleted from your list.

Pending Card Applications


PA Setup

BCA Setup

Employee Invitations

History

Help

 Click here to read detailed explanation of tab „Pending Card Applications“.

Please review the open card requests that have been forwarded to you for approval. You have received this request because you are the signatory/authorized Program Administrator (PA) or individual by the applicant(s) listed below.

<input type="checkbox"/>	Customer Number (BCA)	Reference Number	Identified	Date of Submission	Company Name	First Name(s)	Last Name	Card Type	Liability	Action
<input type="checkbox"/>	016223456779100	20223476999004AT	Pending	2022-12-13 14:24:09	Test Company	Test	Test	green-cc	full_corporate_liability	 Details

1 to 1 from 1 entries

Back **1** Next

Company Approval

Test Test

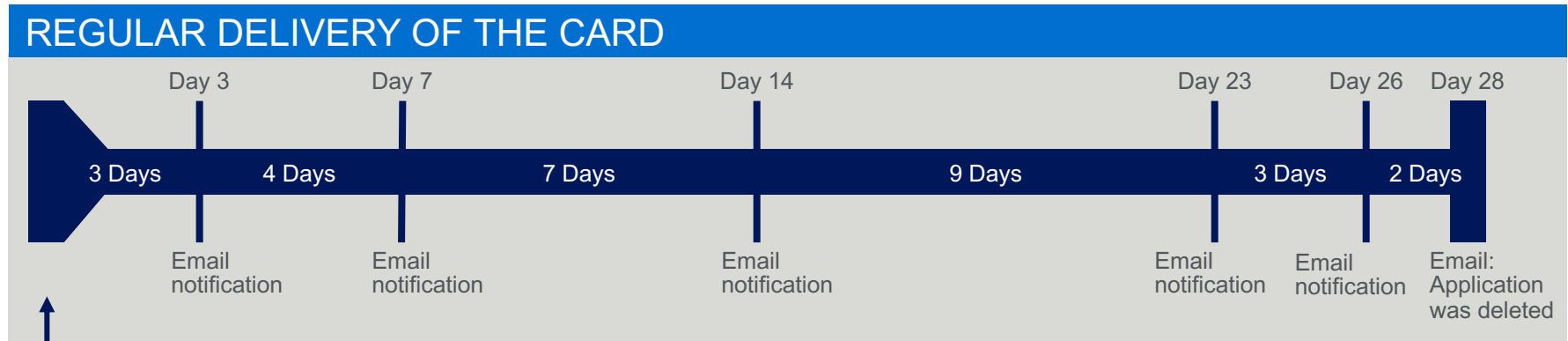
By clicking on "Approve" I declare on behalf of the company that the information is correct and complete. We therefore ask American Express to issue the American Express Corporate Card to the above-mentioned employee(s).

Decline

Approve

# The PA is absent/not available

EMAILS RECEIVED BY THE APPLICANT IF THE PA/AUTHORISED SIGNATORY HAS NOT WORKED ON THE APPLICATION:



Email: Application transmitted

**The email notifications**  
explain that the application has not yet been actioned.

# Frequently Asked Questions (FAQ)



# Frequently Asked Questions

Is the email notification for open requests sent only to the PA entered in the request or to all Programme Administrators who have access to the same BCA?

Email notifications and reminders are sent to all PAs listed for each BCA.

Can different PAs have the same team email address in their profiles or do they have to have different email addresses?

It is not possible to set up two or more PAs with the same email address for a BCA. If a team email address is used by several PAs, the name of the PA that checks the request can be entered in a free text field in the “detailed view” of the requests. This makes it possible to identify the approving PA.

How long will applications remain in the system?

After the applicant has submitted the application, it remains in the system for 30 days. During this time, the applicant must identify themselves and the PA must give their approval, return the application, or reject it. After 30 days, the application will be deleted.

# Frequently Asked Questions

Are BCAs from AFC 1.0 automatically imported into AFC 2.0?

No BCAs are not imported automatically.

How can a PA that does not yet have access to AFC 2.0 receive it?

There are two different cases:

**1. The PA is already registered with American Express:**

Click [here](#) and enter your credentials. Use the “Reset Password”-Function, if you forgot your password.

**2. The PA is not yet registered with American Express:**

Click [here](#) and open the form for setting up PAs. Fill this out and send it to American Express. After this has been checked, you will receive a notification with the access link to the PA tool.

# Questions?

If you are a PA/authorised signatory and have questions about a specific application, please call our Corporate Service Team.

Mon–Fri, 8 am–6 pm

Phone: 0800 900 350

+49 69 9797-3550 (from abroad)

If an applicant has a question, he can refer to his PA/authorised signatory of his company.

If you are unable to receive emails from our online application tool, please contact your company's IT department. They can check whether the spam filter has blocked the emails. Your IT department should be able to view the blocked emails and set the spam filter so that you can receive and read emails from [@americanexpress.at](mailto:@americanexpress.at), [@amex-business.at](mailto:@amex-business.at) and [noreply@eapp.americanexpress.com](mailto:noreply@eapp.americanexpress.com)



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