

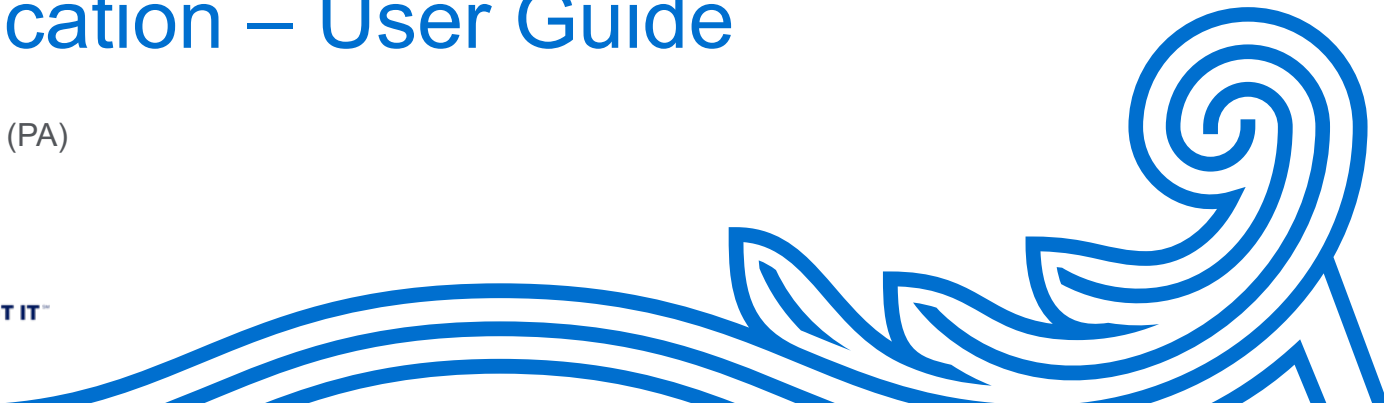


# Online Application – User Guide

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

Go to [www.amex.de/antraege](http://www.amex.de/antraege) and enter your Business Control Account number\*\* (BCA, 15-digits) and your email address. You will then receive a personal link for you to access your PA area.

## Option 2: Access via direct link

Use the direct link that you received from American Express for access to your personal PA area (*See slide 9 onwards for details*).

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

\*\* Important: If your company has multiple Business Control Account numbers (BCA numbers), you should use the appropriate BCA number for the card application.

# Access via standard link

**Do you have a corporate customer number on hand and are you registered with American Express as a program administrator?**

Company customer number (BCA number, 15 digits) \*

Email (of the contact person deposited with American Express) \*

\* Required field

**You don't have your corporate customer number at hand?**

Please request your corporate customer number from American Express:

Email (of the contact person deposited with American Express) \*

\* Required field

**Do you have your corporate customer number on hand, but you are not a program administrator?**

Please fill out the form for setting up a program manager and send it to American Express.

**You don't have a corporate customer number or are you registered with American Express as a program administrator?**

Please contact your company's program administrator or fill out the contact form.

First and last name \*

Position \*

Email address \*

Phone number \*

\* Required field

Go to [www.amex.de/antraege](http://www.amex.de/antraege)

If you enter your Business Control Account number (BCA Number, 15 digits) and your email address here, you will receive an email with an access link to the PA area.

# Access via standard link



Guten Tag,

bitte klicken Sie auf den folgenden Link, um Ihre PA Übersichtsseite zu öffnen:

[Übersichtsseite öffnen](#)

Der Antragslink für die von Ihnen angeforderte Firmenkundennummer ist die Folgende:

<https://antrag.amex-business.de/cc/0231>

Sie haben Fragen oder Probleme mit dem Zugang zu den Anträgen? Bitte wenden sie sich an unser Corporate Service Team unter +49 69 9797-3550 (Mo.-Fr., 8.00 - 18.00 Uhr).

Freundliche Grüße  
American Express®  
Global Commercial Services

Click “Übersichtsseite öffnen/Open overview page” to go to the login page to access your PA area.

# Access via standard link

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

**AMERICAN EXPRESS** American Express Corporate Card Online Application

Your personal login page

If this is your first login, an email has been sent to you with a temporary password.

Enter the password you defined in the PA setup to log in.

E-Mail Login

Password

[request a new password](#)

**Log in**

When you first register, you will receive an email with a temporary password. This will take you to the screen where you can create your password. You will use this password in future to access your personal PA area.

**AMERICAN EXPRESS** American Express Corporate Card Online Application

Select your current market

Your personal login page

Please enter your desired password and then click on "Change password".

New password\*

Repeat new password\*

**Change password**

### 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.

# Access via standard link



Guten Tag,

bitte klicken Sie auf den folgenden Link, um Ihre PA Übersichtsseite zu öffnen:

[Übersichtsseite öffnen](#)

Der Antragslink für die von Ihnen angeforderte Firmenkundennummer ist die Folgende:

<https://antrag.amex-business.de/cc/0231>

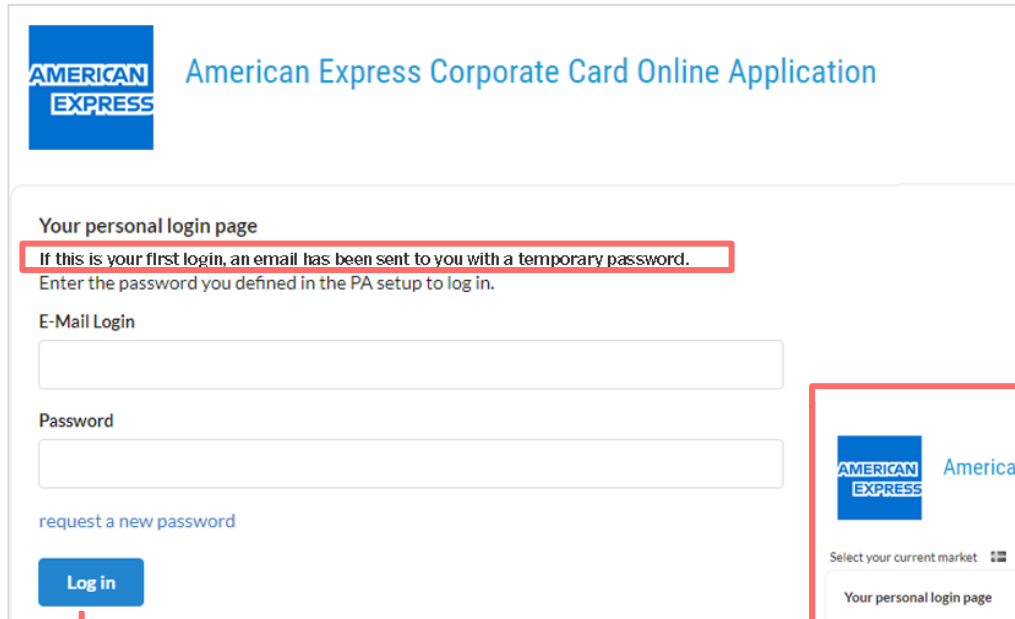
Sie haben Fragen oder Probleme mit dem Zugang zu den Anträgen? Bitte wenden sie sich an unser Corporate Service Team unter +49 69 9797-3550 (Mo.-Fr., 8.00 - 18.00 Uhr).

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American Express®  
Global Commercial Services

This link is for employees in your company who want to apply for a Corporate Card. You can publish it on your intranet or send it by email, for example. You can also find this link in your personal PA area at any time (see slide 10).

# Access via direct link

## LOGGING INTO YOUR PERSONAL PA AREA



**AMERICAN EXPRESS** American Express Corporate Card Online Application

Your personal login page

If this is your first login, an email has been sent to you with a temporary password.

Enter the password you defined in the PA setup to log in.

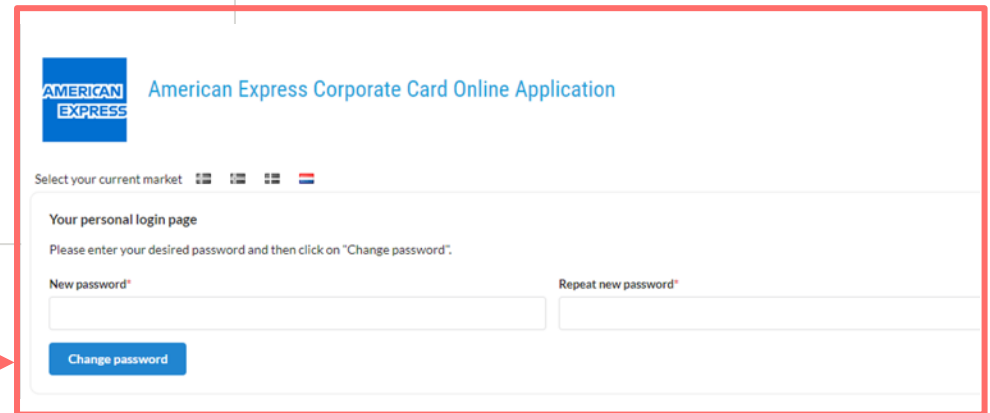
E-Mail Login

Password


[request a new password](#)

**Log in**

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. This will take you to the screen where you can create your password. You will use this password in future to access your personal PA area.



**AMERICAN EXPRESS** American Express Corporate Card Online Application

Select your current market 

Your personal login page

Please enter your desired password and then click on "Change password".

New password\*

Repeat new password\*

**Change password**

### Please note:

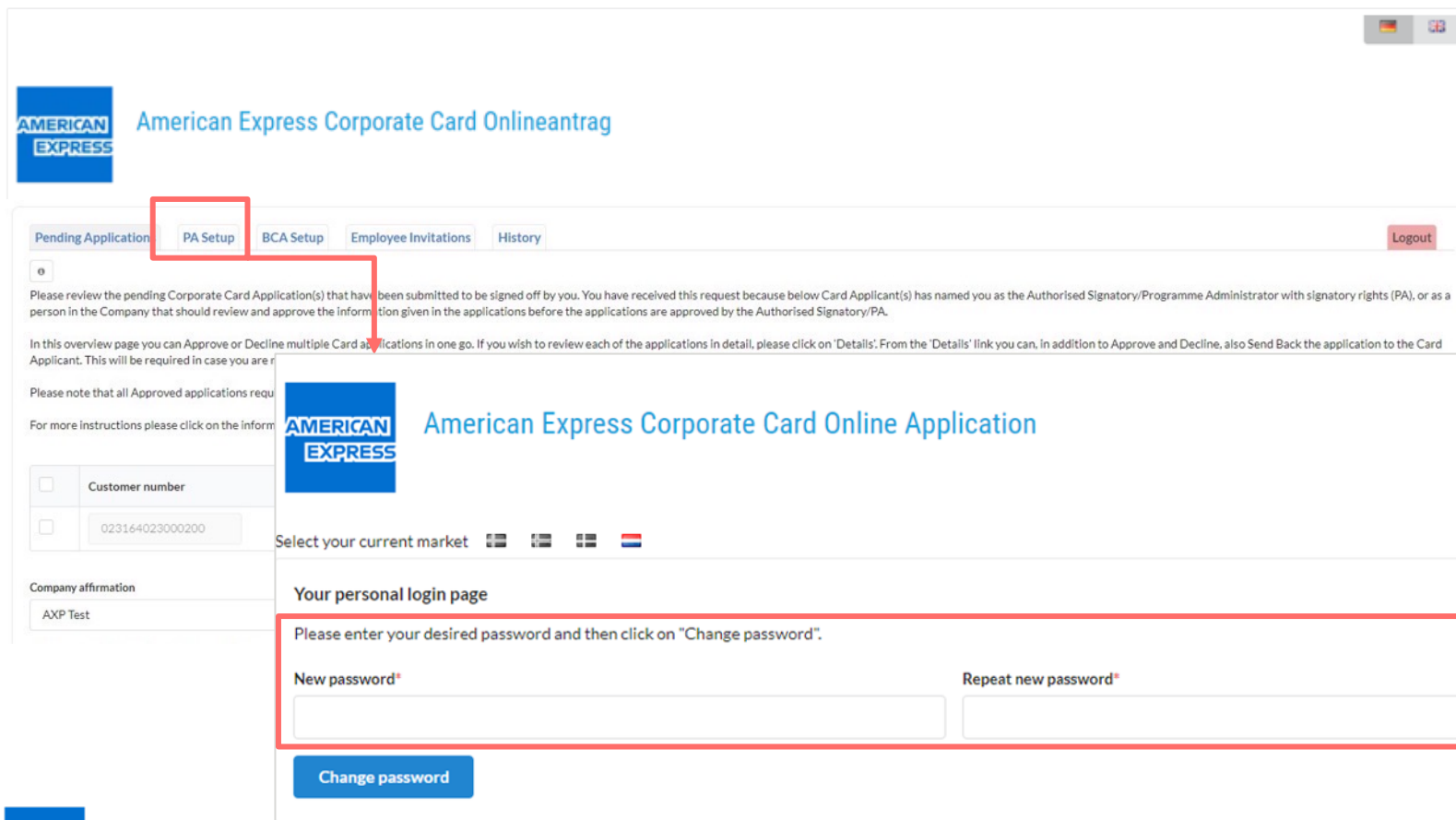
Sometimes our emails are blocked by a firewall.  
Please check your spam folder if you do not have the email in your inbox.



# Set up your personal PA area

## MANAGE YOUR PASSWORD

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



**AMERICAN EXPRESS** American Express Corporate Card Onlineantrag

Pending Application **PA Setup** BCA Setup Employee Invitations History Logout

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 refused.

Please note that all Approved applications require a signature from you.

For more instructions please click on the information link.

**AMERICAN EXPRESS** American Express Corporate Card Online Application

Customer number  
023164023000200

Select your current market 

Company affirmation  
AXP Test

**Your personal login page**

Please enter your desired password and then click on "Change password".

New password\*

Repeat new password\*

**Change password**

# 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.

**AMERICAN EXPRESS** American Express Corporate Card Onlineantrag

Pending Applications PA Setup **BCA Setup** Employee Invitations History Logout

In this tab, you can create and configure your corporate customer number(s) (BCA). Click on "Add BCA" to set the desired settings. 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 in the yellow line 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 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 which is managed together with other program administrators, it is only deleted from your overview, but not from that of the other program administrators.

<input type="checkbox"/>	Customer number	Company	Card type
<input type="checkbox"/>	023164023000200	Test Frankfurt	Corporate Card

<https://antrag.amex-business.de/cc/023164023000200/>

Here you can select the Business Control Account numbers and company names in order to manage 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 configure your PA area, e.g. set up mandatory fields.

Pending Applications
PA Setup
BCA Setup
Employee Invitations
History

Logout

Enter a BCA of your company and choose a product, a liability type and an invoicing that is to be assigned to it.

Customer number\*

Product Selection

Liability

Invoicing

You can use the field and the buttons below to give the applicant the option to provide personal information. If you enter the name of your company in the "Company" field, the applicant can no longer change it. You can use the toggle switch function to control whether the corresponding fields are displayed to the requester and also become mandatory fields.

Company

Position

Cost centre

Employee number

Restrict card delivery options ⓘ

Allow document upload ⓘ

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

WebID

PostIdent

Bank Identification

In-House Identification ⓘ

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

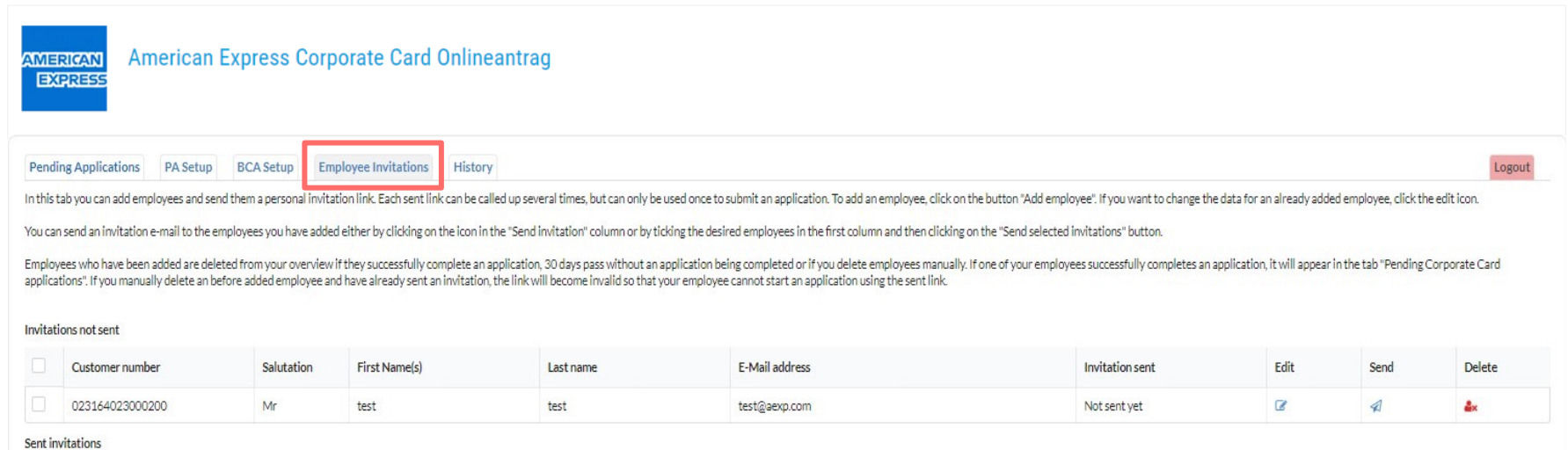
You can define the **variable** details here, e.g., the means of identification preferred by your company.

# 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 8).



**AMERICAN EXPRESS** American Express Corporate Card Onlineantrag

Pending Applications PA Setup BCA Setup **Employee Invitations** History Logout

In this tab you can add employees and send them a personal invitation link. Each sent link can be called up several times, but can only be used once to submit an application. To add an employee, click on the button "Add employee". If you want to change the data for an already added employee, click the edit icon.

You can send an invitation e-mail to the employees you have added either by clicking on the icon in the "Send invitation" column or by ticking the desired employees in the first column and then clicking on the "Send selected invitations" button.

Employees who have been added are deleted from your overview if they successfully complete an application, 30 days pass without an application being completed or if you delete employees manually. If one of your employees successfully completes an application, it will appear in the tab "Pending Corporate Card applications". If you manually delete an before added employee and have already sent an invitation, the link will become invalid so that your employee cannot start an application using the sent link.

Invitations not sent

<input type="checkbox"/>	Customer number	Salutation	First Name(s)	Last name	E-Mail address	Invitation sent	Edit	Send	Delete
<input type="checkbox"/>	023164023000200	Mr	test	test	test@aexp.com	Not sent yet			

Sent invitations

# Application links for employees

## INVITE EMPLOYEES

Pending Applications PA Setup BCA Setup **Employee Invitations** History Logout

In this tab you can add employees and send them a personal invitation link. Each sent link can be called up several times, but can only be used once to submit an application. To add an employee, click on the button "Add employee". If you want to change the data for an already added employee, click the edit icon.

You can send an invitation e-mail to the employees you have added either by clicking on the icon in the "Send invitation" column or by ticking the desired employees in the first column and then clicking on the "Send selected invitations" button.

Employees who have been added are deleted from your overview if they successfully complete an application, 30 days pass without an application being completed or if you delete employees manually. If one of your employees successfully completes an application, it will appear in the tab "Pending Corporate Card applications". If you manually delete an before added employee and have already sent an invitation, the link will become invalid so that your employee cannot start an application using the sent link.

Invitations not sent							Edit	Send	Delete
<input type="checkbox"/>	Customer number	Salutation	First Name(s)	Last name	E-Mail address	Invitation sent			
<input type="checkbox"/>	023164023000200	Mr	test	test	test@aexp.com	Not sent yet			



Sent invitations							Edit	Send	Delete
<input type="checkbox"/>	Customer number	Salutation	First Name(s)	Last name	E-Mail address	Invitation sent			
<input type="checkbox"/>									


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

Employees can be invited to a credit card application. The overview contains all sent and unsent 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.



## American Express Corporate Card Onlineantrag

Pending Applications
PA Setup
BCA Setup
Employee Invitations
History



Logout

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 all Approved applications require an American Express Customer Number, which is 15 digits. If you do not know your company's Customer Number please call our Corporate Service Team on +49 69 9797-3550 (Mon-Fri, 8 - 6 pm).

For more instructions please click on the information button in the headline.

<input type="checkbox"/>	Customer number	PCN	Identified	Urgent ▾	Date submitted	Company	All first names	Last name	Card type	Liability	Print	Details
<input type="checkbox"/>	023164023000200	201811130002DE			13.11.2018	Amex Test	Max	Mustermann	green-cc	Full Corporate Liability		

Company affirmation

AXP Test

# Approve card applications

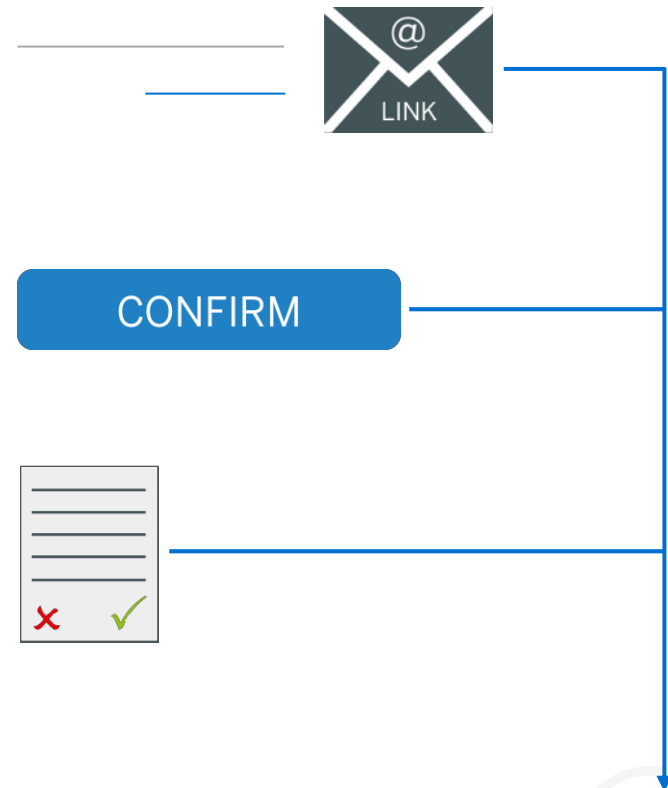
As a PA, the default is that you can approve card applications yourself. However, additional people who can process the applications can also be added.

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](#).

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](#).

Hi,

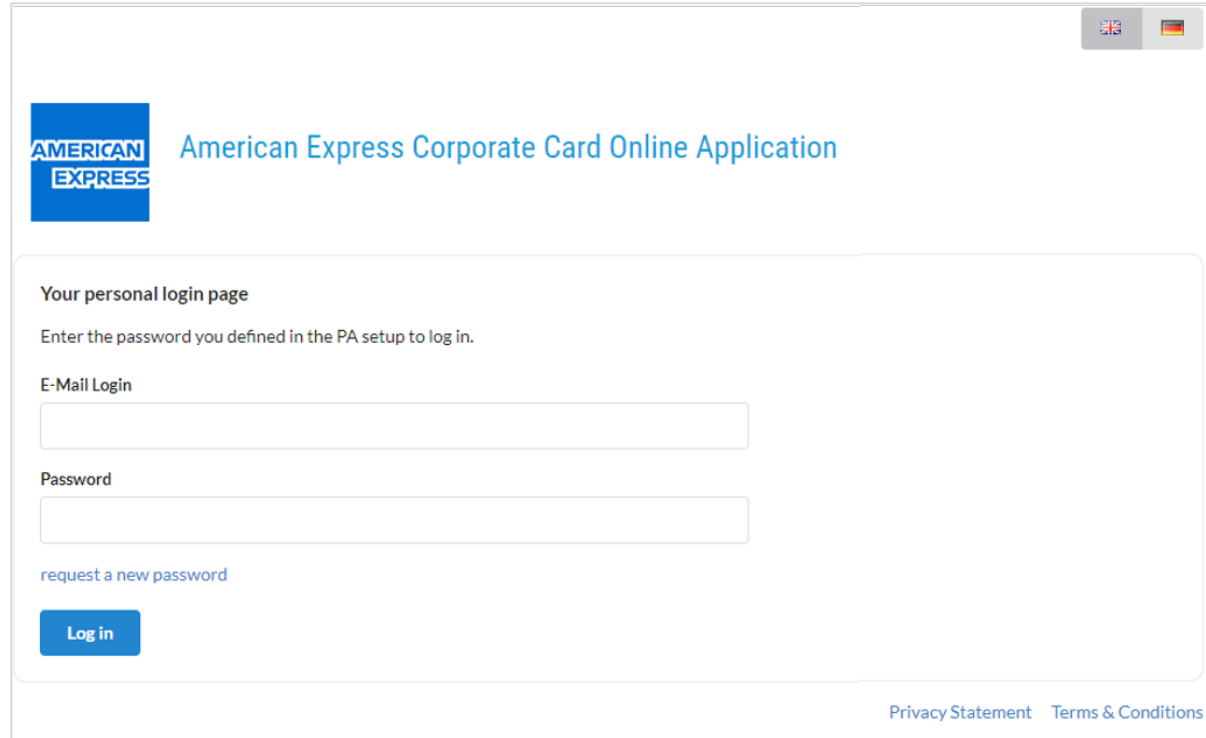
Please click on the following link to review the American Express Corporate Card application(s) currently pending for your action: [Open PA overview](#)

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

Kind regards American  
Express®  
Global Commercial Services

# Step B

## LOG INTO YOUR PERSONAL PA AREA



The screenshot shows the login page for the American Express Corporate Card Online Application. At the top right, there are flags for the United Kingdom and Germany. The American Express logo is on the left, followed by the text "American Express Corporate Card Online Application". Below this, the heading "Your personal login page" is displayed. The instructions state: "Enter the password you defined in the PA setup to log in." There are two input fields: "E-Mail Login" and "Password". Below the "Password" field is a link for "request a new password". A blue "Log in" button is positioned at the bottom left of the form area. At the bottom right of the page, there are links for "Privacy Statement" and "Terms & Conditions".

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

# Step C

## OVERVIEW OF THE OPEN APPLICATIONS

Pending Applications
PA Setup
BCA Setup
Employee Invitations
History

Logout

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 all Approved applications require an American Express Customer Number, which is 15 digits. If you do not know your company's Customer Number please call our Corporate Service Team on +49 69 9797-3550 (Mon-Fri, 8 - 6 pm).

For more instructions please click on the information button in the headline.

<input type="checkbox"/>	Customer number	PCN	Identified	Urgent ▾	Date submitted	Company	All first names	Last name	Card type	Liability	Print	Details
<input type="checkbox"/>	023164023000200	201811130002DE			13.11.2018	Amex Test	Max	Mustermann	green-cc	Full Corporate Liability		

Company affirmation

AXP Test

We declare that the information provided is accurate and complete and that we accept the Membership Terms and Conditions of the American Express Corporate Card. We agree that American Express collects the necessary references and credit information to process the application. American Express reserves the right to refuse the application in accordance with the guidelines that American Express applies for assessment of applications. We therefore ask American Express to issue the American Express Corporate Card to the above employee.

Decline

Approve

[Privacy Statement](#) [Imprint](#)

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

Selection of the application(s).

Business Control Account number

Detailed view and editing of the application.

Decline or accept directly.

# Overview – editing and selecting an option

<input type="checkbox"/>	Customer number	PCN	Identified	Urgent ▾	Date submitted	Company	All first names	Last name	Card type	Liability	Print	Details
<input type="checkbox"/>	023164023000200	201811130002DE			13.11.2018	Amex Test	Max	Mustermann	green-cc	Full Corporate Liability		

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

- (i) select applications,
- (ii) enter the 15 digit Business Control Account number for each application and
- (iii) choose from the following options:

By clicking on "Approve", we declare that the information provided (with exception of the PEP information) is accurate and complete and that we accept the Membership Terms and Conditions of the American Express Corporate Card. We agree that American Express collects the necessary references and credit information to process the application(s). American Express reserves the right to refuse applications in accordance with the guidelines that American Express applies for assessment of applications. We therefore ask American Express to issue the American Express Corporate Card to the above 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	PCN	Identified	Urgent ▾	Date submitted	Company	All first names	Last name	Card type	Liability	Print	Details
<input type="checkbox"/>	023164023000200	201811130002DE			13.11.2018	Amex Test	Max	Mustermann	green-cc	Full Corporate Liability		

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.

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.

### Send back

Here you have the possibility to give feedback to the Card Applicant.

Please choose the alternative that best describes the reason why you want the application to be revised by the Card Applicant\*

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

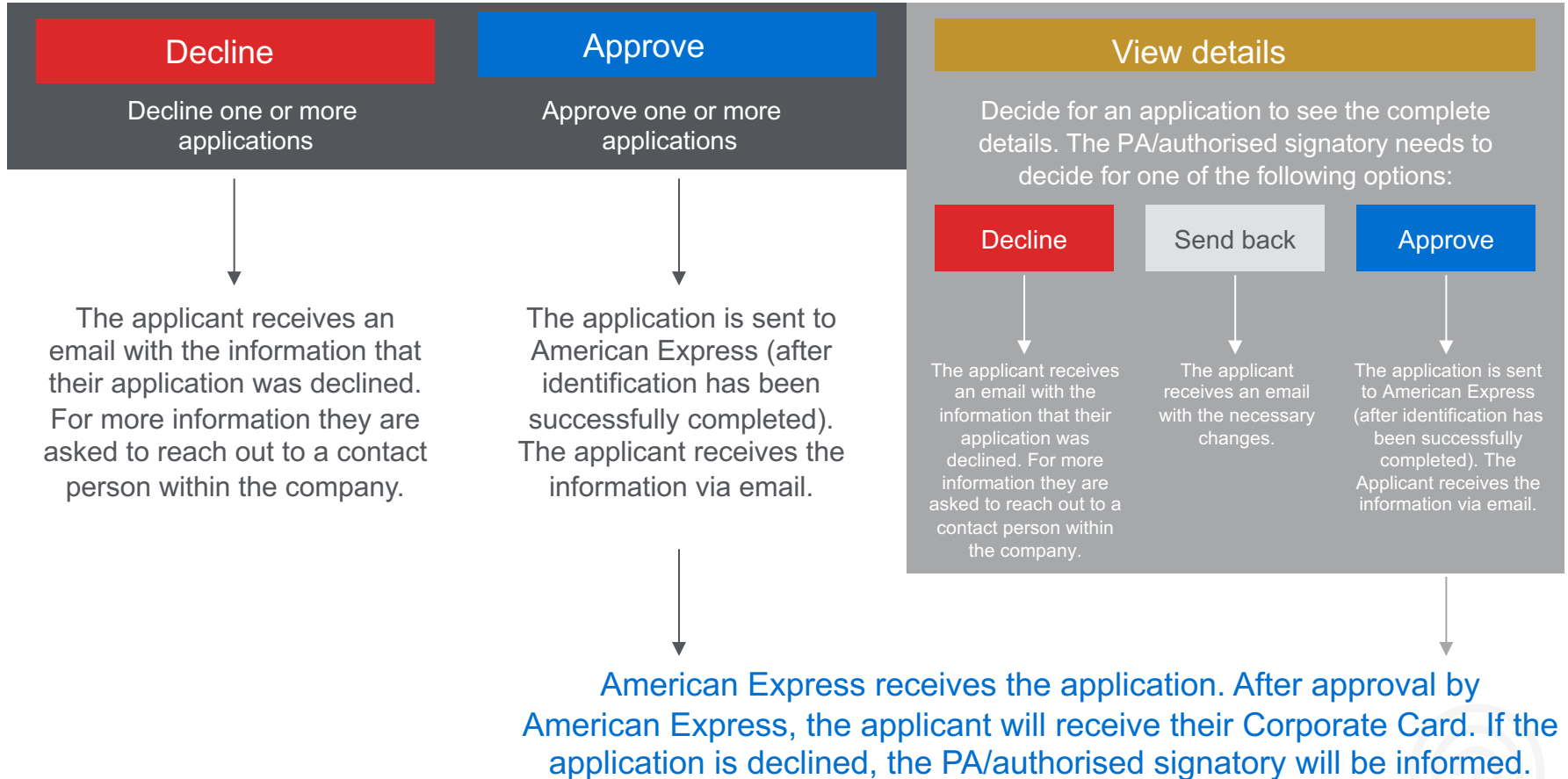
\* Mandatory

Back

Send back

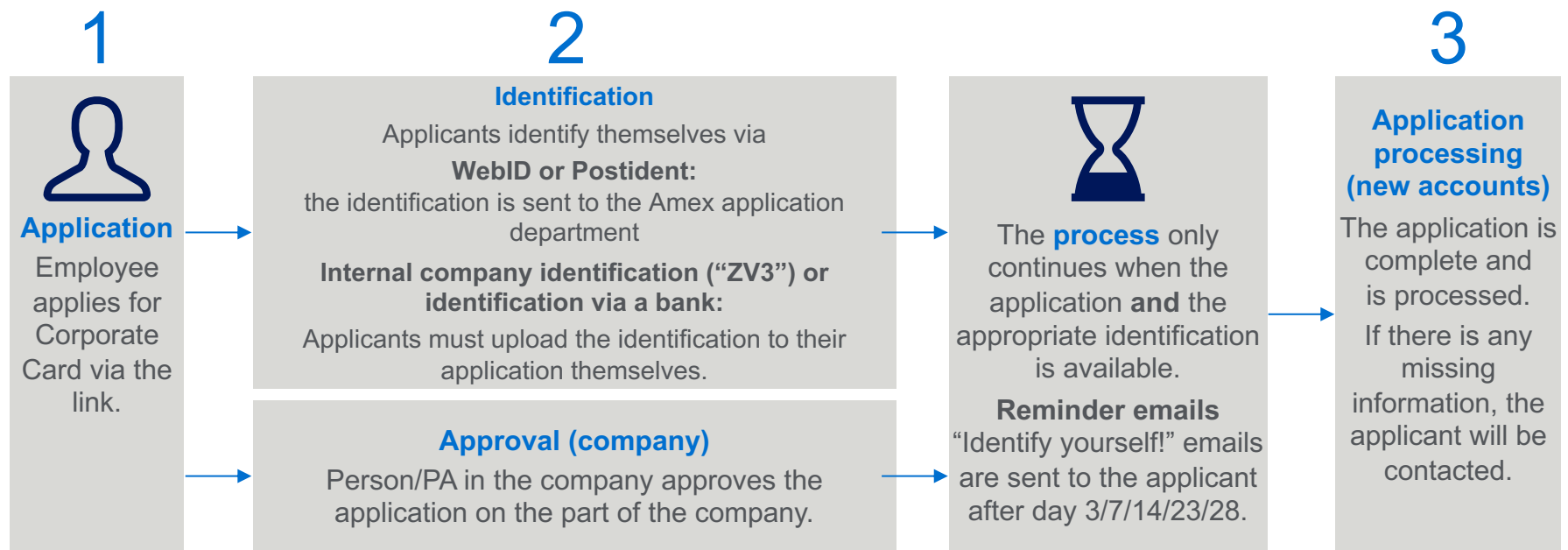
# All functions at a glance

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

**AMERICAN EXPRESS** American Express Corporate Card  
Personal Information

English or German?  
Please choose your preferred language.

The applicant fills in the form with the following information:  
I. Personal information  
II. Company details  
III. Summary  
In the end they send the application to the Program Administrator (PA)

The authorised signatory/PA of your company approves the application and releases the transmission to American Express.

**Personal Information** Company details Summary Submit

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&C's. Once you have completed all mandatory fields and have submitted the form, the form will be sent to the chosen Authorised Signatory for sign off.

Card type\* Corporate Card  
Liability type\* Full Corporate Liability  
Invoicing\* Individually billed and centrally settled (IBCS)

Salutation\* Title All first names\* Last name\*

Place of birth\* Nationality\* Germany

Residential address\* Postcode\* City\* Country Germany

Telephone number (work)\* Cellphone number E-mail address\*

Date of birth\*

# Personal information – mandatory fields

The applicant must provide the following information:

- First name, last name, street and house number (home address), postcode (the city will be added automatically)
- Mobile number, email address (work), date of birth, (depending on invoicing) bank account
- Address for delivery of the card (if not defined by the company beforehand)


Salutation*	Title	All first names*	Last name*
Salutation	Title		
Place of birth*	Nationality*		
	Germany		
Registered residential address*	Postcode*	City*	Country
			Germany
Telephone number (work)	Cellphone number*	E-mail address (work)*	
DE +49	DE +49		
Date of birth*			
IBAN*	Account holder		
<input type="checkbox"/> SEPA-Direct Debit Mandate I hereby grant American Express Europe S.A. (Germany branch) ("American Express"), to withdraw all payments due 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. <a href="#">Information</a> ; 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 <a href="http://www.americanexpress.de/Impressum">www.americanexpress.de/Impressum</a> . Please only use your card number as reference for the transfer.			
Password for the telephone customer service*		Card number, if already American Express Card member*	

## 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.

### Supporting documents

If desired by your company, you can add additional documents to your application.

 Upload file

*Allowed format: PDF, JPG*

# Company details

## IMPORTANT INFORMATION

- Company (pre-populated)
- **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.

Personal Information
Company details
Summary
Submit

Company\*

Position\*

Cost centre\*

Employee number\*

---

**Programme Administrator / Authorised Signatory**

If not already preset, please provide details of the Company Authorised Signatory or your Programme Administrator that has the right to sign Card application forms on behalf of the company. The person you name here will be asked to sign your application form.

Full name\*

Personal work email address ⓘ\*

---

\* Mandatory

Back
Next

# Checking and sending

- Review the information provided
- Option for **express delivery** of the card (optional)
- **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

**American Express Corporate Card**  
Personal Information

Personal Information | Company details | Summary | Submit

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 have submitted the form, the form will be sent to the chosen Authorised Signatory for sign-off.

Card type\* Corporate Card | Liability type\* Individual Liability | Invoicing\* Individually billed and individually settled (B2C)

Solution\* | Title | All first names\* | Last name\*  
 Substitution | Title

Place of birth\* | Nationality\*  
 Germany

Registered residential address\* | Postcode\* | City\* | Country\*  
 Germany

Telephone number (work) | Cellphone number\* | E-mail address (work)\*  
 DE +49 | DE +49

Date of birth\* |

IBAN# | Account holder

Personal Information | Company details | Summary | Submit

Company\* | Position\* | Cost centre\*

Employee number\*

Programme Administrator / Authorised Signatory  
 If not already preset, please provide details of the Company Authorised Signatory or your Programme Administrator that has the right to sign Card application forms on behalf of the company. The person your name here will be asked to sign your application form.

Full name\* | Personal work email address\*  
 AXP Test | ahi20@axp.com

\* Mandatory

Back | Next

**Urgent Delivery**  
 The Card will normally be delivered within 12 working days after receipt of the completed card application and successful identification. If you require the Card within 5 working days of receipt of the identification documents (plus delivery time), please tick the box below.  
 For the urgent Card delivery I accept a fee of EUR 50 that will be charged on my Card and which will appear on my first statement. Please note that your program administrator may revoke your acceptance to pay the costs. This will result in the card not being delivered urgently.

**Important Information**  
**Confirm and submit**  
 By ticking the boxes provided below, you agree to the declarations and by clicking once on the "Submit - charges apply" button, you send your binding application for the issuance of an American Express Corporate Card.  
**Identification**  
 You subsequently carry out the identification required by law. You will receive information on this by e-mail in the confirmation of receipt after sending the application.  
**Conclusion of the contracts**  
 After we have verified your details in the application form, the application to issue an American Express Corporate Card will come into effect by declaring acceptance of the contract by sending you the American Express Card.  
**Compensation of value in the event of revocation**  
 American Express informs you that in the event of revocation of your contractual declarations, you are obliged to pay compensation for the value of the services provided on the card up to the revocation. This may mean that you still have to fulfil the contractual payment obligations in the amount of the debts authorized by you within the framework of the contract for the period until revocation.  
**Online invoicing**  
 In the case of individual invoicing under the American Express Corporate Card, we make your invoices available to you online. For the e-bill service, an access-secured website is available to you. Please register once on our website at [www.americanexpress.de/konto-online](http://www.americanexpress.de/konto-online) to access the online invoices and enter your user name and password ("security information"). You can access the online invoices after they have been made available by logging in and entering your security information. We will not send you a paper invoice unless we have received express instructions from you by telephone. If you have any questions regarding the registration, please contact our Online Service Team at +49 69797 3550.

**Corporate Card Terms and Conditions**  
 I am aware of the Terms and Conditions of Membership Cardmember Agreement provided here as well as the Schedule of Fees and Services, and conditions of Insurance including the important notes on distance contracts, provided here, which I have printed or saved, and am in agreement with their application. Furthermore, I have been informed about the right to cancel the contract.

**Attentions**  
 By clicking on "Submit - charges apply"  
 I confirm the accuracy of the above information and request the issuance of an American Express Corporate Card;  
 I accept that the American Express Corporate Card is subject to an annual fee in accordance with the schedule of prices and services unless more favourable conditions have been agreed with my company;  
 I agree that for the American Express Corporate Card I am charged for foreign currency conversion in accordance with the schedule of prices and services;  
 I undertake to destroy the Corporate Card without delay in the event of termination of the Corporate Card and in the event of withdrawal from the company;  
 I hereby certify that I am acting in accordance with the Money Laundering Act for personal expenses on my own account and for company expenses on behalf of the specified company;  
 I give the following data protection consent: American Express is entitled to obtain the general information required for issuing and using the Corporate Card from credit institutions, credit bureaus and my employer and  
 I have taken note of the notice in the section "Important Information" regarding the payment of compensation in the event of revocation of your contractual declarations and agree that American Express shall commence performance of the service with respect to both cards before the end of the revocation period.

\* Mandatory

Back | Submit - charges apply

# Identification

Card applicants have the following identification options:

- **webID** (webcam required)
- **Postident:**  
Identification with a valid ID on the Deutsche Post AG website or in one of the branches
- **Identification via a bank**  
Identification with a valid ID in a bank branch (applicant's bank)
- **In-company identification (ZV3) –**  
if this has been contractually agreed with your company

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

Pending Applications **PA Setup** BCA Setup Employee Invitations History Logout

Please enter your first and last name which you wish to be displayed to the applicants. The data you enter here is automatically copied for all BCAs you add and employee invitations you create.

Full name\*  Personal work email address

---

Please enter your desired password. If you want to change your password, you can do so here.

**Password ⓘ**  **Repeat new password**

\* Mandatory

**Save**

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 Applications PA Setup **BCA Setup** Employee Invitations History Logout

In this tab, you can create and configure your corporate customer number(s) (BCA). Click on "Add BCA" to set the desired settings. 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 in the yellow line 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 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 which is managed together with other program administrators, it is only deleted from your overview, but not from that of the other program administrators.

<input type="checkbox"/>	Customer number	Company	Card type	Liability type	Invoicing	Edit	Delete BCA
<input type="checkbox"/>	023164023000200	Test Frankfurt	Corporate Card	Combined Liability	IBIS		
<a href="https://antrag.amex-business.de/cc/023164023000200/">https://antrag.amex-business.de/cc/023164023000200/</a>							

Delete selected BCAs Add BCA

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.

# Setup and import of BCAs

## BCA SETUP AND BCA IMPORT

Pending Applications PA Setup **BCA Setup** Employee Invitations History Logout

Enter a BCA of your company and choose a product, a liability type and an invoicing that is to be assigned to it.

Customer number\*

Product Selection: Corporate Card | Liability: Full Corporate Liability | Invoicing: Individually billed and individually settled

You can use the field and the buttons below to give the applicant the option to provide personal information. If you enter the name of your company in the "Company" field, the applicant can no longer change it. You can use the toggle switch function to control whether the corresponding fields are displayed to the requester and also become mandatory fields.

Company:  | Position:  | Cost centre:  | Employee number:

Restrict card delivery options ⓘ |  Allow document upload ⓘ

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

WebID |  Postident |  Bank Identification |  In-House Identification ⓘ

\* Mandatory


To setup BCAs or import BCAs first enter the **customer number (BCA)**. The **product, liability and invoicing** are then selected. Then enter the **company name** and determine which **additional information** is required. Finally, the **identification procedures** can be selected.

# Overview of already processed applications

## HISTORY

Pending Applications PA Setup BCA Setup Employee Invitations **History** Logout

Here you can see all decisions made for applications with the BCAs that you have added in the BCA Setup. The decisions made by other PAs for jointly managed BCAs are also displayed here.

Customer number	Referenznummer	Identified	Date submitted	Company	First Name(s)	Last name	Response date ▾	Status	Print
023164023000200	201909100085DE		10.09.2019	Testname	Test	Tester	20.09.2019	Approved	

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

Guten Tag,

unten beigefügt finden Sie eine Übersicht der American Express Corporate Card Anträge, die Ihnen in der letzten Woche zur Genehmigung übermittelt wurden.

Sämtliche Vornamen	Nachname	Status der Bearbeitung	Datum der Bearbeitung
Test	Antrag	Abgelehnt	2018-10-11
Max	Test	Abgelehnt	2018-10-11

Bei Fragen wenden sie sich bitte an unser Corporate Service Team unter +49 69 9797-3550 (Mo.-Fr., 8.00 - 18.00 Uhr).

Freundliche Grüße  
American Express®

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 for your identification documents. You have successfully completed the application for your American Express Corporate Card. The reference number for your application is: 201912180064DE

If you uploaded an incorrect document, please return to the previous page and upload the documents again. In case of any other questions, please contact the person responsible for corporate credit cards in your company.

[Privacy Statement](#) [Imprint](#)



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.



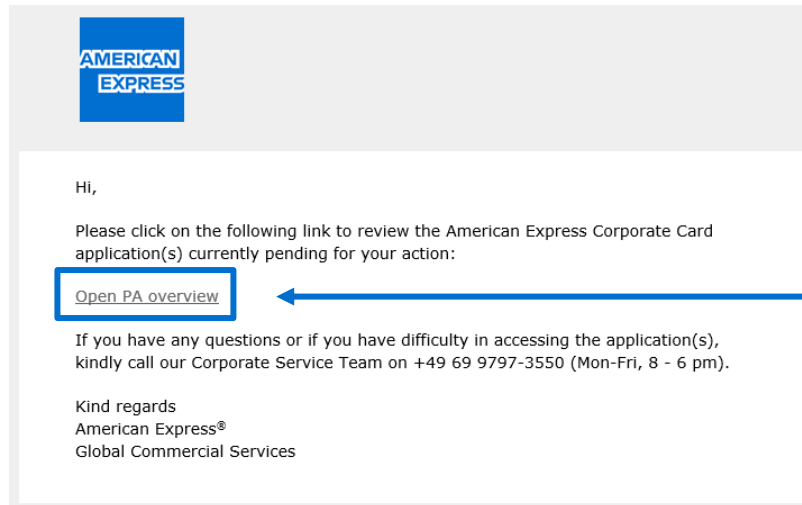
For normal Card delivery the application process can take up to 12 working days. If you have chosen urgent Card delivery, the process takes up to 5 working days.

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 5–12 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

**AMERICAN EXPRESS**

Dear Test Tester,


You have not yet completed your Corporate Card application because you have not yet identified yourself.

In order to process your request as quickly as possible, we ask you to identify yourself. Please click on the following link to start the application:

[Start identification](#)

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

Kind regards  
American Express®  
Global Commercial Services



- 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 you for your signoff. You have received this request because the Card Applicant(s) below has/have 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 'Details'. From the 'Details' link you can Approve, Decline or Send Back the application to the Card Applicant. Sending it back will be required if you are not authorised 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 all Approved applications require an American Express Customer Number, which is 15 digits. If you do not know your company's Customer Number please call our Corporate Service Team on +49 69 9797-3550 (Mon–Fri, 8–6 pm).



# 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 send back the application 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 are sorted based on 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 by email of the decision that you have made regarding their application.

# 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.
- **The application has been sent to another person for signoff:** If you have not taken any action on the application within 3 days (2 days for Rush Card applications), we will ask the Card Applicant to confirm or change the details of the Authorised Signatory/PA. If they replace your details with someone else's, 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.

<input type="checkbox"/>	Customer number	Urgent ▾	Date submitted	Company Name	First Name(s)	Last Name	Department	Card Type	Liability	Details
<input type="checkbox"/>	<input type="text"/>									

By clicking on "Approve", we declare that the information provided (with exception of the PEP information) is accurate and complete and that we accept the Membership Terms and Conditions of the American Express Corporate Card. We agree that American Express collects the necessary references and credit information to process the application(s). American Express reserves the right to refuse applications in accordance with the guidelines that American Express applies for assessment of applications. We therefore ask American Express to issue the American Express Corporate Card to the above employee(s).

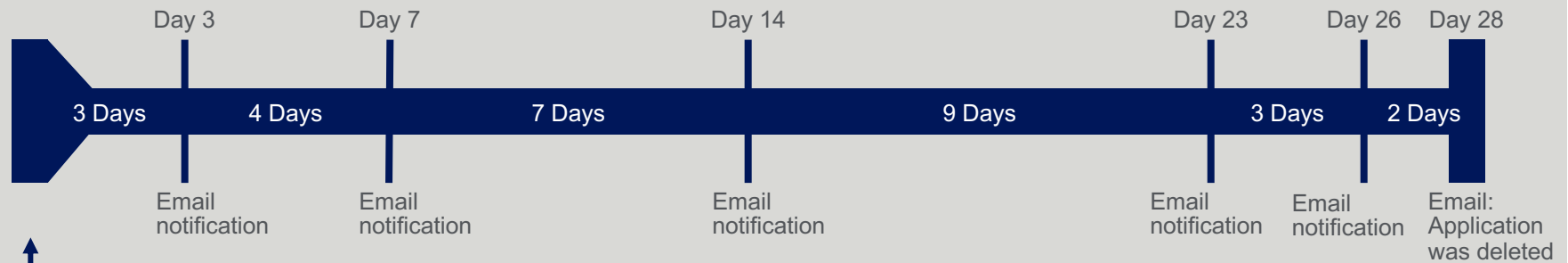
Decline

Approve

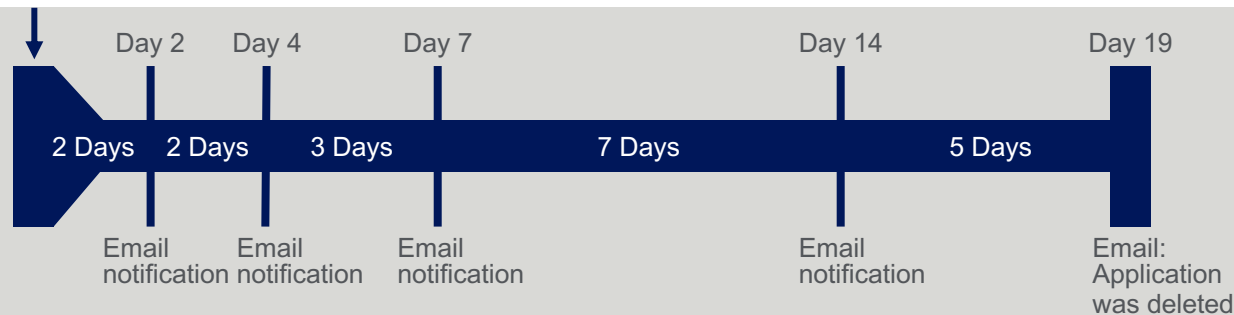
# The PA is absent/not available

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

## REGULAR DELIVERY OF THE CARD



Email: Application transmitted



## "URGENT DELIVERY"

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?

There are two different cases:

- 1. The applicant used the general link to open the application:** Email notifications and reminders are sent only to the PA entered.
- 2. The applicant uses a BCA link or invitation to open the application:** 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.

# Frequently Asked Questions

When an applicant opens the application via the general link, the card type, liability and invoicing can be selected. However, many applicants do not know the correct parameters. What happens if the wrong parameters are selected?

To avoid this, only BCA links and invitations should be used to apply for corporate cards. If this option is still used, the parameters selected must be checked by the PA. The “Send back” function can then be used to return the application to the applicant if incorrect parameters have been selected. Applications with incorrect card parameters will not be processed by American Express.

[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.

[Are BCAs from AFC 1.0 automatically imported into AFC 2.0?](#)

No BCAs are not imported automatically. However, PAs can manually transfer the BCAs from AFC 1.0 to AFC 2.0 and set them up in the PA tool under “BCA Setup”.

# Frequently Asked Questions

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:** Open [www.amex.de/antraege](http://www.amex.de/antraege). Enter your BCA and email address there. Then click “Request link to BCA administration”. You will now receive a link with which you can access the PA tool.
- 2. The PA is not yet registered with American Express:** Open [www.amex.de/antraege](http://www.amex.de/antraege). You can download the form for setting up PAs here. 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 on +49 69 9797 3550 (Mon–Fri 8am–6pm).

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.de](mailto:americanexpress.de) and [@amex-business.de](mailto:amex-business.de)



DON'T *do business* WITHOUT IT™

