

American Express @ Work®

Manage Reporting

@ Work Reporting has been transformed into a modern and User-friendly console that helps you manage your programme seamlessly and effectively.

> The uplifted Reporting pages give you easy access to a range of reports using an intuitive and streamlined process to get the information you need for effective programme management and data-based decisions.

To Manage Reports, start at the <u>Work Homepage</u>, select "**My Programme**" and navigate to @ Work Reporting.



If you can't find a solution for your query, please **<u>contact your PA Servicing Team</u>** to obtain help from an expert.