

How to complete applications on behalf of employees on American Express @ Work® Global Apply for Card

To get started

Log in to @ Work and select Global Apply for Card on the @ Work homepage.

There are two ways for Program Administrator to complete applications for employees in Global Apply for Card (GAFC).

- **Without an access key.** Select “[Send Applications](#)” in the Quick Send widget on the GAFC dashboard. Then select a Basic Control Account followed by “Continue” to open the Quick Send Details page.
- **With an access key.** Select an access key in the Access Key Overview on the GAFC dashboard, and then select “[Send to Applicant](#)” to open the ‘Send to Applicant’ Details” page.

Using either option, you’ll be prompted to choose whether you want to complete applications on behalf of employees. Select “Yes” to confirm your choice and continue to enter the applicant details.

Important information

To submit to the application, you’ll need to check a box under Terms & Conditions to certify that the Company has obtained all the legally required consents and approvals and made all required disclosures to the Card applicant. (Image on next page)

Only Program Administrators authorized by their Company to approve applications can access Global Apply for Card.

Completing U.S. applications on behalf of employees is available for the following products:

- The American Express® Corporate Platinum Card
- American Express® Corporate Gold Card
- American Express® Corporate Green Card
- American Express® Corporate Purchasing Card
- American Express® Corporate Meeting Card
- American Express® Corporate Defined Expense Program Card
- American Express® Corporate Defined Expense Program – Corporate Purchasing Card
- American Express® Corporate Defined Expense Program – Relocation Card

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Program Administrator attestation Full Corporate Liability, Corporate Card

Terms & Conditions

- ☐ By checking the "Submit" button below, you confirm that you are an authorized Program Administrator of Company with corporate authority to act on Company's behalf and hereby certify that Company, through you:
- requests that American Express or its Affiliate, issue a Corporate Card to the individual employee named above Card Applicant provided they pass American Express' standard credit and compliance criteria,
 - authorizes the issuance of such Card to the Card Applicant to be used for business purposes of Company, in accordance with the terms of Company's existing Commercial Services Agreement with American Express pursuant to which Company has obtained all the legally required consents and approvals and made all required disclosures to the Card Applicant,
 - confirms that the information in the application is accurate and that you have read, understood and agree with the [Corporate Card Terms and Conditions](#).

Program Administrator attestation Combined Liability, Corporate Card

Terms & Conditions

- ☐ By checking the "Submit" button below, you confirm that you are an authorized Program Administrator of Company with corporate authority to act on Company's behalf and hereby certify that Company, through you:
- requests that American Express or its Affiliate, issue a Corporate Card to the individual employee named above Card Applicant provided they pass American Express' standard credit and compliance criteria,
 - authorizes the issuance of such Card to the Card Applicant to be used for business purposes of Company, in accordance with the terms of Company's existing Commercial Services Agreement with American Express pursuant to which Company has obtained all the legally required consents and approvals and made all required disclosures to the Card Applicant, including without limitation:
 - Company confirms it has obtained Card Applicant's explicit request for such Card and disclosed to such Card Applicant that i) they are jointly and severally liable for charges on the Card and ii) that American Express or its Affiliate may make credit inquiries and obtain a credit report(s) on Card Applicant's individual credit history from one or more credit reporting agencies.
 - confirms that the information in the application is accurate and that you have read, understood and agree with the [Corporate Card Terms and Conditions](#).