

New Card added to GAFC

Global Dollar Card - American Express®:

- Corporate Purchasing Card (CPC)

Existing Corporate Cards

Global Dollar Card - American Express®:

- Corporate Green Card
- Executive Gold Card
- Corporate Platinum Card

What’s changed

Program Administrators can:

- **Initiate CPC** applications along with the other Corporate Cards in **one digital location**.
- **Monitor and approve** Corporate Cards in a single view with filtering options.

Impact on PAs

- **Reduced processing time** for CPC Card applications.
- Promote **resource optimization**.

Hover over the images below for a helpful closeup screen

Step 1

Log in to @ Work



Step 2

Click on Apply for Card



Step 3

When initiating Card applications with either an Access Key or Quick Send, CPC will be a visible selection in the “Card type” drop-down menu. Program Administrators (PAs) now have the ability to:

1

Add and set limits for Card applicants:

- Set limits and select if limits are permissible, and choose whether the limits should be selected by the PA or the Card applicant.
- For applications initiated with an Access Key, PAs can adjust previous limit settings before sending an application.

2

Review and edit limits before approving Card applications:

- Monitor status in GDC Application Tracking.
- Review and edit limits before approving applications.
- If a PA selects the option for Card applicants to select their limits, PA final approval will be automatically required. PAs can edit the Card applicant selections before approving the application.

Card Applicant Experience:

The “Limits” section will appear on the digital Card application when the PA has opted to allow the Card applicant to set and edit limits.