

### Instructions for completing the @ Work Global Enrollment Form

- This @ Work Global Enrollment form may be completed by the U.S. Program Administrator OR by the American Express Account Representative on behalf of the PA.
- This form is for U.S. Program Administrator setups only.
- The eligible markets for global enrollment for U.S. Program Administrators include: U.S., GDC, Canada, Mexico, Argentina, Australia, New Zealand and Japan.
- All fields on the form are required, unless otherwise noted. Please complete all fields to avoid any potential delays with the setup process.
- You can enter information directly into the form and save it. If not, you may print & use pen.
- This form is intended for U.S. PAs with multinational @ Work needs. Regional @ Work enrollment forms and submission tools should be used for all U.S.-only setups.

### Client Authorizations

Authorization is required from the U.S. Program Owner or Master PA for the U.S. portion of the setup request. In addition, authorization is also required from each local market(s) Authorized Signatory where @ Work access is needed.

- Step 1: Determine @ Work global enrollment needs and capture required information (products, regions, control account #s, CIDs, etc.). This will help you when completing the form.
- Step 2: Confirm you have a signed copy of the @ Work Global License agreement. If this is a new client @ Work setup you will need to obtain a signed @ Work Global License agreement and include with your submission.
- Step 3: Complete the @ Work Global Enrollment form.
- Step 4: Send the *"Authorization Page: U.S. Program Administrator Setup"* page to the U.S. Program Owner or Master PA for approval. Once signed, this page should be printed, signed and e-mailed or faxed to your Account Representative with the completed form.
- Step 5: Send the *"Regional Authorization Page: U.S. Program Administrator Setup"* page (along with the signed U.S. Authorization page which includes setup detail summary and U.S. approval) to the local market(s) Authorized Signatory for approval. This page should be printed, signed and e-mailed or faxed to your Account Representative as well.
- Step 6: E-mail the completed @ Work Global Enrollment form, including the signed signature pages, @ Work Global License Agreement (new users) and BTACConnect Terms & Conditions (JAPA only) to your American Express Account Representative for submission and setup.

### Quick Tips:

- Instructions for each section can be found at the top of each page.
- The Online Program Management section defaults automatically to the regional settings. Special permissions (Apply for Card, Approve Card Applications) should be selected only in cases where these permissions are required or authorized. Contact your Account Representative or local World Service Help Desk after setup is complete to make any changes as needed.
- For Data File setups: Only use this form if you have all required information available. If not, contact your Account Representative or the Electronic Transmissions team at 1-800-337-7283 for assistance.
- For JAPA BTA Online Statement (BTACConnect) setups: The local JAPA signatory must also initial the BTACConnect Terms and Conditions for approval.
- If you have previously signed the @ Work Global License Agreement and you have it available you may include it with your submission for reference.

## American Express @ Work® Global Enrollment Form

Please complete and e-mail this form and authorization pages to your Account Representative for enrollment into:

- Online Program Management
- Online Statements (including BTAConnect)
- Data Files
- Reporting

### @ WORK USER DETAILS – U.S. PROGRAM ADMINISTRATORS

#### New User

First Name:	<input type="text"/>	Last Name:	<input type="text"/>		
Business Title:	<input type="text"/>	Company Name:	<input type="text"/>		
Business Address Line 1:	<input type="text"/>				
Business Address Line 2:	<input type="text"/>				
City:	<input type="text"/>	State:	<input type="text"/>	ZIP:	<input type="text"/>
Country:	<input type="text"/>	Business E-mail:	<input type="text"/>		
Business Phone:	<input type="text"/>	Ext:	<input type="text"/>		

#### Existing User

First and Last Name:	<input type="text"/>	@ Work User ID:	<input type="text"/>
Company Name:	<input type="text"/>		
Account Manager Name:	<input type="text"/>	Account Manager E-mail:	<input type="text"/>
Account Manager Phone:	<input type="text"/>		

#### Verification Word and PIN (new users only)

##### Verification Word and PIN

Must be 4-20 alpha/numeric characters (lowercase only). The **Verification Word** is case sensitive.

No spaces or special characters:

##### Verification PIN

Must be 4 numeric characters:

# American Express @ Work® Global Enrollment Form

## @ WORK REGIONS

Please check the regions and fill in the corresponding Corporate IDs to gain access. The text field will expand to hold multiple CIDs; add a comma between each.

### U.S. Region and Canada:

U.S.  
CID(s):

Canada  
CID(s):

Global Dollar Card  
CID(s):

### LAC Region:

Argentina  
CID(s):

Mexico  
CID(s):

### JAPA Region:

Australia  
CID(s):

Japan  
CID(s):

New Zealand  
CID(s):



ONLINE PROGRAM MANAGEMENT

**Argentina**

**Mexico**

Default Permissions

Default Permissions

**Control Account #**

**Control Account #**


List additional accounts below (comma-separated)

List additional accounts below (comma-separated)

--	--

**CID (optional)**

**CID (optional)**


List additional accounts below (comma-separated)

List additional accounts below (comma-separated)

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# JAPA REGION

# American Express @ Work® Global Enrollment Form

## ONLINE PROGRAM MANAGEMENT

### Australia

Default Permissions

Apply for Card

Approve Card Applications  
(authorized users only)

Control Account #


List additional accounts  
(comma-separated)

--

CID (optional)


List additional accounts  
(comma-separated)

--

### New Zealand

Default Permissions

Control Account #


List additional accounts  
(comma-separated)

--

CID (optional)


List additional accounts  
(comma-separated)

--









# American Express @ Work® Global Enrollment Form

## REPORTING

**Please check here if completing Reporting section**

**Information @ Work Self-Servicing Permissions:** @ Work Permission that allows PA's to set up Information @ Work reports – our PDF- and XLS-formatted suite of cycle-based reports. Designed for companies with basic, turnkey Management Information reporting needs

**Control Account # or CID**

		List additional accounts below (comma-separated)

**E-Account Review:** Annual/semi-annual or quarterly client spend summary delivered in PPT or PDF format

**U.S.                  Canada                  GDC                  Mexico                  Australia**

**Control Account #**

		List additional accounts below (comma-separated)

**Customized Reporting - Market Level:** Customizable report templates that provide the PA with flexibility to manipulate spend data at the market level. Designed for companies with sophisticated reporting needs.

**Control Account #**

		List additional accounts below (comma-separated)

CM # Masking (Select 1 only):      Partial      Full      No Masking

**Customized Reporting - Global Level:** Customizable report templates that provide the PA with flexibility to manipulate spend data at the global level. Designed for companies with sophisticated reporting needs.

**Global BU ID (separate each with a comma)**





DATA FILES (CONTINUED)

Please check here if completing Data Files section

Regional Data Files – U.S. and Canada

- |   |  |
|---|--|
| KR-1001 Recon C CM Activity Summary   | KP-1205 (CPS) CM Listing Report (select 1 below, fill in day of month) |
| KR-1002 Recon D CM Activity Detail Data   | Weekly Monthly Quarterly Day of Month                                  |
| KR-1022 (Corp Card, CPS & IDC) Monthly (Cyclical-Billed Reconciliation Data       | KI-1205 (IDC) CM Listing Report  |
| KR-1025 (Corp Card, CPS & IDC) Daily Unbilled Reconciliation Data                 | KR-1300 (Corporate Card) Monthly (Cyclical) Aging Analysis             |
| KR-1072 (CPS only) Line Item Monthly (Cyclical) Detail                            | KP-1300 (CPS) Monthly (Cyclical) Aging Analysis                        |
| KR-1075 (CPS only) Line Item Daily Detail   | KI-1300 (IDC) Monthly (Cyclical) Aging Analysis                        |
| KR-1100 (Corporate Card) Industry Summary (select 1 below)                        | KR-1301 (Corporate Card) Interim Aging Analysis                        |
| Weekly Monthly Quarterly Semi-Annually Annually                                   | Day of Month   |
| KP-1100 (CPS) Industry Summary (select 1 below)                                   | KP-1301 (CPS) Interim Aging Analysis                                   |
| Weekly Monthly Quarterly Semi-Annually Annually                                   | Day of Month   |
| KR-1205 (Corporate Card) CM Listing Report (select 1 below, fill in day of month) |  |
| Weekly Monthly Quarterly Day of Month   |  |

Remittance Data File – U.S., Canada, GDC

- |   |                                     |  |
|---|-------------------------------------|--|
| Remit U.S. (Corp Card, CPS) Electronic Payment Detail | Remit IDC Electronic Payment Detail | Remit Canada Electronic Payment Detail |
|---|-------------------------------------|--|

Global Data Files

- |   |  |
|---|--|
| GL1025 Global Daily Unbilled Transaction Detail   | GM1022 Global Market Monthly Unbilled Transaction Detail |
| GL1026 Global Daily Unbilled Transaction Detail Lite                                      | GM1025 Global Market Daily Unbilled Transaction Detail   |
| GL1205 Global Cardmember Listing  | GL1022 Global Market Monthly Billed Reconciliation Data  |
| GL1080 Global Hotel Folio File (Schedule H required)<br>(not available for Canada market) | GL1076 Global Daily Line Item Details Transaction        |
| GL1301 Global Interim Aging   |  |

Data File Exchange Information

For clients picking up data file from American Express or sending a file to American Express

American Express Information to Client

Details	Test	Production
SFTP User Name		
Password	amex123	
URL	https://fsgatewaytest.aexp.com	https://fsgateway.aexp.com
Port	22	22
File Name		

For files pushed out to Client by American Express

American Express Information to Client

Delivery Information

Details	Test	Production
SFTP User Name		
URL	https://fsgatewaytest.aexp.com	https://fsgateway.aexp.com
Port	22	22

Client Information to American Express

Remote Access

Details	Test	Production
Remote User Name*		
Remote Password*		
URL*		
Directory		
Delivery File Name		

\*Required

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# American Express @ Work® Global Enrollment Form

## AUTHORIZATION PAGE: U.S. PROGRAM ADMINISTRATOR SETUP

Please verify accuracy of all information below.

I approve that American Express complete the @ Work setup for the following user:

New User:

Existing User:

Name:

Name:

Company Name:

Company Name:

### Access by Country

U.S. Region  
& Canada:

U.S.

Canada

Global Dollar Card

LAC Region:

Argentina

Mexico

JAPA Region:

Australia

Japan

New Zealand

### Products

Online Program Management

Online Statements

Reporting

Data Files

### Company Authorized Signatory or Master PA Information — U.S.

Full Name:

E-mail Address:

Company Name:

Parent Company (if different than Company Name):

Signature:

Date:

### Terms & Conditions

Please reference your @ Work agreement for terms and conditions governing your use of the services provided through @ Work. If you have selected BTACConnect, the applicable Terms & Conditions for the relevant regions are on the following page(s). If you or your affiliates have established American Express accounts in countries outside the U.S., you must provide regional authorizations from each of your local affiliates that has established American Express accounts in such country, with respect to each of the services that will relate to your programs in those countries.

# American Express @ Work® Global Enrollment Form

## REGIONAL AUTHORIZATION PAGE: U.S. PROGRAM ADMINISTRATOR SETUP

For each country listed below, your affiliate in whose name the American Express corporate payment accounts in that country (the “Local Accounts”) were established must consent to and authorize the services to be provided in connection with the Local Accounts. The American Express services that each of your affiliates consents to and authorizes through this enrollment form will be governed by and subject to the applicable commercial services agreement or @ Work agreement, as applicable, between your affiliate and the American Express affiliate that provides the Local Accounts to your affiliate in the relevant country.

Please verify accuracy of all information below. By signing below, each affiliate hereby (1) consents to and authorizes the services requested in this enrollment form, and (2) represents and warrants that it has the necessary authority to provide such consents and authorizations with respect to the Local Accounts of such affiliate for which the services are being requested.

Country:		Country:	
Local American Express Affiliate:		Local American Express Affiliate:	
Local Authorized Signatory Name:		Local Authorized Signatory Name:	
Signature:		Signature:	
Date:		Date:	

Country:		Country:	
Local American Express Affiliate:		Local American Express Affiliate:	
Local Authorized Signatory Name:		Local Authorized Signatory Name:	
Signature:		Signature:	
Date:		Date:	

Country:		Country:	
Local American Express Affiliate:		Local American Express Affiliate:	
Local Authorized Signatory Name:		Local Authorized Signatory Name:	
Signature:		Signature:	
Date:		Date:	



TERMS & CONDITIONS: BTACONNECT

**Terms & Conditions**

Please review and initial the Terms & Conditions for the region(s) checked below.

**JAPA**

Use of a selected Online Service is subject to (a) the BTA Product Terms and Conditions (as amended from time to time), including, without limitation, American Express' confidentiality and data protection policies, (b) the BTA Online Services and Statement Terms and Conditions outlined below and (c) the Rules, Regulations and Disclaimers for American Express Internet World Wide Web Sites, available at the following American Express web sites: **Australia** [americanexpress.com.au](http://americanexpress.com.au), New Zealand [americanexpress.co.nz](http://americanexpress.co.nz), Hong Kong [americanexpress.com.hk](http://americanexpress.com.hk), Singapore [americanexpress.com.sg](http://americanexpress.com.sg), India [americanexpress.co.in](http://americanexpress.co.in)

In these terms and conditions:

**"Nominated Users"** means those individuals such as Program Administrators, Account Users and Company Managers who have authority to access the accounts via the call centre as outlined in clause 11.

**"Online Service (the Service)"** means any online service that we make available to the Company in order to review Account User spending and to receive Statements and other data relevant to Accounts.

**"Program Administrator"** means a person whom the Company notifies to us in writing as its administrator for products the Company holds with American Express.

**"Statement"** means a periodic listing of Account Charges due for payment, including online statements, paper statements, electronic data files and other electronic data. A Statement may consist of more than one document. **"Security Information"** means the Identification (user ID) details and passwords provided to Account Users and Company managers by us. **"We", "our", "us"** and **"American Express"** mean American Express, its successors and assignees, and **"you"** means the Company with whom we have an agreement for the provision of the Business Travel Account(s).

1. Upon successful enrollment to the Online Statement Service, your statement information for the eligible Business Travel Account(s) you have registered for will be available to you through online access only. You will not receive a paper statement for your Business Travel Account(s) unless we have reason to send you one.
2. The Company must ensure that access to the Service is restricted only to Program Administrators and those Account Users and Company managers ("Nominated Users") whom the Company sees fit to have access, and that such persons access the Service only via our web site as notified to the Company from time to time, using the assigned Security Information.
3. The Company must implement and exercise reasonable measures and controls to ensure that only authorized persons access the Service.
4. The Company is responsible for obtaining and maintaining its own compatible computer system, software, and communications lines required by it to properly access the Service. We have no responsibility or liability in respect of the Company's software or equipment or in respect to any telecommunication charges incurred by it for access to the Service or in relation to any other issue in respect to information accuracy or availability for reasons out of our control.
5. We are not responsible for any misuse of the Service by you or anyone else, nor for any disclosure of confidential information where you have failed to take reasonable precautions to maintain your Security Information.
6. The Security Information is confidential to the respective Program Administrator, Account Users and/or the Company manager. The Company must ensure that the Security Information is not shared with any other person or recorded in an insecure location accessible to anyone else.
7. We may, from time to time, communicate with you at the email address(es) you provided to us. This may include notifications that new Business Travel Account Statements have been posted to the Service.
  - 7.1 Whilst we will make commercially reasonable efforts to notify you each time a statement is posted, you are responsible for regularly retrieving your statement for each billing period.
  - 7.2 If you do not receive your notification e-mail you must obtain your account balance either by logging on to the Service, or calling Customer Service.
  - 7.3 You are responsible for telling us if your statement recipients' name or contact details (including email address) change.
  - 7.4 We will not be responsible in the event the email alert is not received by you for any reason, including due to your email address having changed or being invalid or due to systems failure, interruptions in the communications systems or any other reason outside our control.
  - 7.5 The fact that you have not received an email notification or you have not been able to access your statement online does not constitute an exception to your obligation to pay your Business Travel Account balance on time.

## American Express @ Work® Global Enrollment Form

### TERMS & CONDITIONS

8. We may alter the facilities available under the Service at any time. Where possible, we will inform you of these changes and any corresponding changes to these terms and conditions.
9. We may terminate, withdraw or suspend the use of the Service at any time and we reserve the right to charge fees and establish additional terms and conditions for use of and access to the Online Service. Except for a limited number of circumstances, we will provide you with notice of those changes.
10. You agree that where you have provided us with information about individuals for the purpose of setting them up on the Service, you will make sure that those individuals are aware of you supplying their information to use.
11. You consent to a Nominated User having access rights to the account via the call centre so that they have identical access rights over the phone as they do online so they can discuss transactions, request account balances and raise disputes on the account. This consent does not extend however to account maintenance functions like changing details or cancellation.

I agree to these terms  Initials