

AMERICAN EXPRESS @ WORK®

The must-have solution from American Express®
for managing your professional expenses.



Register for American Express @ Work

To access the statements of the company's American Express products, you must be registered with @ Work.

3 steps to access American Express @ Work:

1. Complete the 'Programme administrator Form' and send it to belgiumcommercialservicing.nl@aexp.com where American Express will register and process your request.
2. After processing, you will receive an email. The e-mail contains a unique code. You will need that code, along with the information you entered on the "Program Administrator Form" (PIN and memorable date), to complete the registration.

AMERICAN EXPRESS

AMERICAN EXPRESS CORPORATE PAYMENTS

Programme Administrator Update Form - BELUX

2. PA Details (Continued)

Work Telephone Number (inc. country and area codes):

Individual Work Email Address (at least parts of your name and company name need to appear in the email address):

PA's Primary Country:

Date of Birth (DDMMYY):

Place of Birth:

PIN (must be 4 digit numeric): Please do not choose sequential or repetitive numbers, such as 1234 or 5555, replicate your Date of Birth or your Memorable Date.

Memorable Date (DDMM): Please do not use your own birthday or replicate your PIN.

Clue to Memorable Date:

The email containing the unique code will be sent by AmericanExpress@welcome.americanexpress.com. To ensure that this email is not mistaken for SPAM, we recommend that you add the above email address to your address book.



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3. For the actual registration, follow the instructions of the email and the @ Work platform and at the end of the registration you will have created your own Login ID and password.

Frequently asked questions

▶ **What should I do if someone else in my company needs access to the Statements?**

There is no limit to the number of people who can have access within your company. Only a Program Administrator can request access for himself or for someone else.

▶ **What should I do if I can't find my email and complete the registration?**

If you have lost the email or are having trouble registering, please contact American Express Corporate Customer Service at +32 (0)2 676 29 26 of belgiumcommercialservicing.nl@aexp.com.

▶ **What should I do if I forgot my password for American Express @Work?**

There is a link on the American Express @ Work website, www.americanexpress.be/atwork, that you can use to reset your password.

Please contact your American Express Account Manager to find out more or visit our website [www.americanexpress.be\(lu\)](http://www.americanexpress.be(lu))

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