

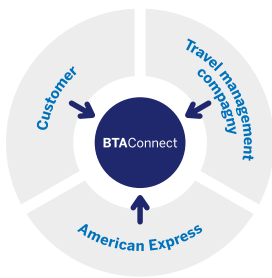
BTA ONLINE STATEMENT & BTACONNECT

The must-have solution from American Express® for managing your Business Travel Account



Access BTACONNECT and your online statements via American Express @ Work®.

BTACONNECT is a unique online reconciliation and communication tool. You can find all the details of your statement transactions here and communicate securely with American Express customer service and your travel agent.



BTACONNECT can be easily aligned with your organization's existing processes. This flexible solution makes managing your Business Travel Account even easier and faster. With BTACONNECT you have one central system that has various capabilities from receiving and sorting transaction data to integration with your own systems.

Perform the steps below to download your BTA Online Statements:

1. Go to American American Express @ Work at www.americanexpress.be/atwork and log in with your login details.

Home | Personal | Merchant/Small Business | Corporations/Card Issuance | Travel Office | Cash Locations | Customer Service | Site Map

American Express

Do you already have a User ID and Password?

Yes I have a User ID and Password

Enter User ID & Password

User ID

Remember Me

Password

[Forgot Your Password? Change It Now](#)

[NEED HELP?](#)

[I'm registering for a new service and want a separate ID and Password](#)

No I need to create a User ID and Password

I am a new user

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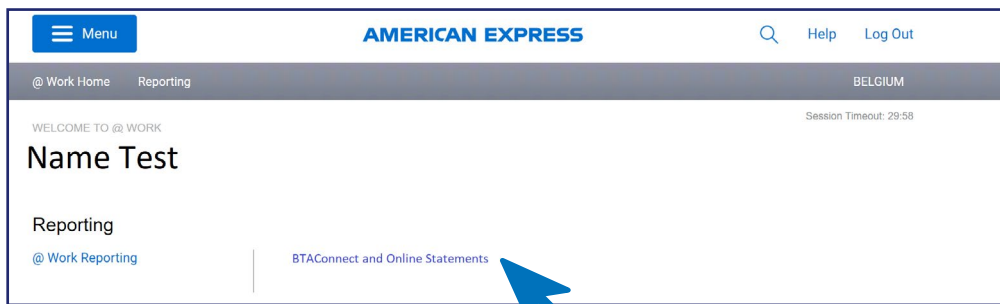


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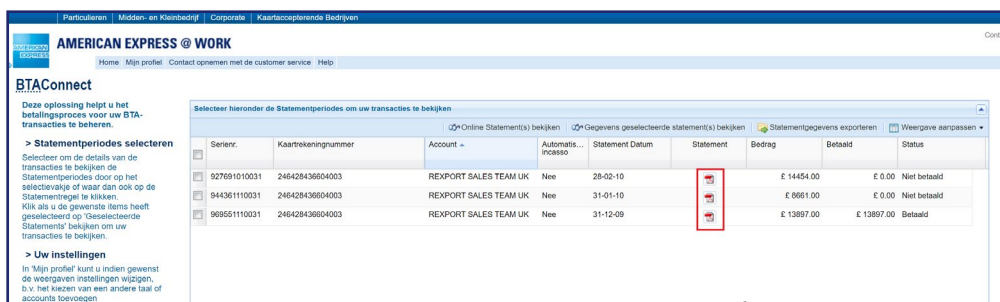
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2. If you are signed up, you can access BTAConnect and your BTA Statements directly through the link **BTAConnect and Online Statements**.



3. Once in BTAConnect, on the first page, you will find a pdf icon for each statement, that will take you to the appropriate e-statement.



3. Monthly email
Each month you will receive an email once the new BTA Statement is available online. This e-mail is sent by AmericanExpress@email.americanexpress.com. To ensure that these emails are not treated as SPAM, we recommend that you add the above email address to your address book.

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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