



# VIEWING YOUR BUSINESS TRAVEL ACCOUNT DETAILS

Please follow the steps below to view your BTA details on @ Work®.

## STEP 1:

### LOGGING IN TO AMERICAN EXPRESS @ WORK

#### Verification code

For security purposes, after selecting “American Express® vPayment” you will be asked to enter a verification code to prove your identity. This code will be emailed to the email address that you have provided for your Account, it is unique and valid for 10 minutes.

vPayment  
menu



Verification code

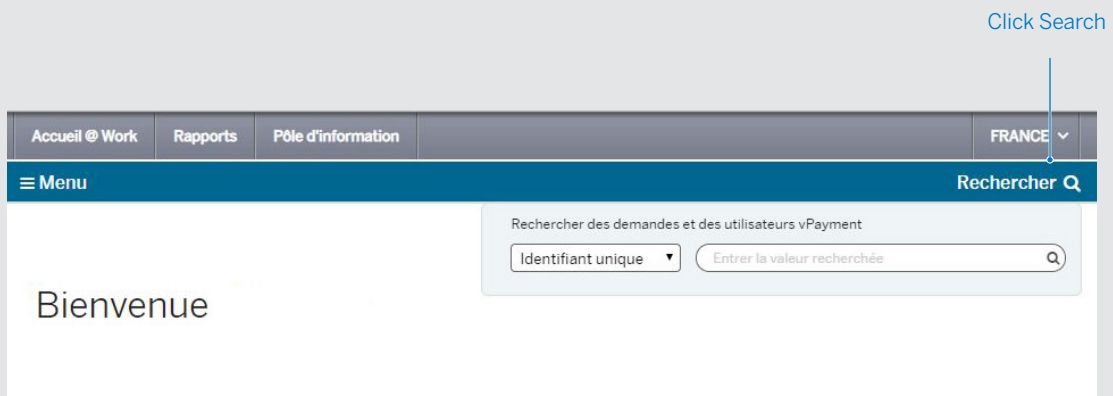


**DON'T** *do business* **WITHOUT IT™**

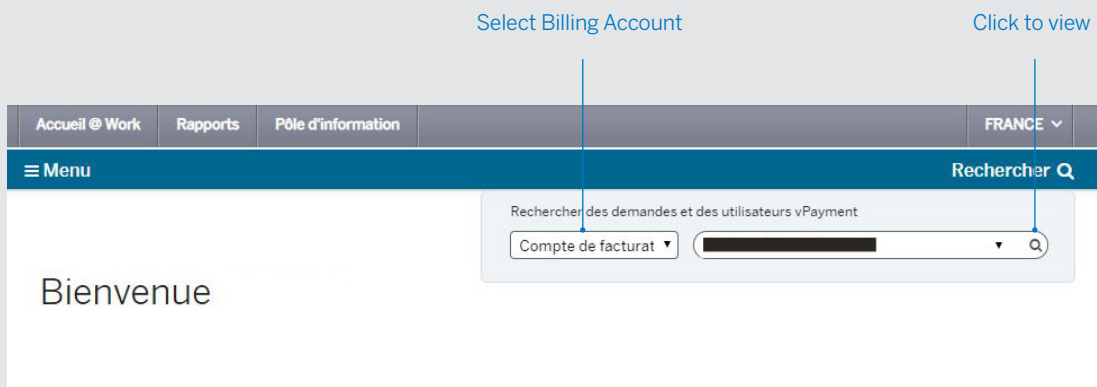
## STEP 2:

### LOCATING YOUR ACCOUNT DETAILS

After selecting “American Express vPayment”, click “Search”.



Use the dropdown menu under “Search vPayment Requests and Users”. Select “Billing Account” and the Business Travel Account (BTA) that you wish to view. Then click the search icon to the right of the dropdown menu.



### STEP 3:

## YOUR BUSINESS TRAVEL ACCOUNT DETAILS

The following details will display:

4-digit security code

Expiration Date

Payment Number

Billing Account

This line does not relate to the BTA, please ignore it

Your Account details will appear in the section above and will contain the following information:

<b>Account Number</b>	Your payment number used to pay for all travel bookings (starting with 349955)
<b>Billing Account</b>	Your company name
<b>CSC (Card Security Code)</b>	Your BTA 4-digit security code (CVC, 4CSC). This may be requested for bookings. If you already have a 4-digit security code for your BTA, you can continue to use it
<b>Expiration Date</b>	Date when the payment number expires
<b>Current Status</b>	If your status is "OPEN", your payment number is active and ready to be used

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