

American Express @ Work[®] Global Apply for Card (GAFC) France

USER GUIDE FOR AUTHORISED PROGRAMME ADMINISTRATORS





DON'T *do business* WITHOUT IT™



What is Global Apply for Card?

Welcome to a smarter way to manage your American Express Corporate Card Programme.

Global Apply for Card (GAFC) creates consistency in Card application processes across multiple countries.

Centralized monitoring, flexible approval workflows, pre-filled information and intelligent sharing options save time and let you manage applications more effectively. Whether you manage applications in a single country or globally, GAFC lets you increase the accuracy and speed of getting Cards into employees' hands.



CONTENTS

THIS DOCUMENT IS FULLY INTERACTIVE. CLICK ON LINKS WITHIN EACH PAGE TO NAVIGATE BETWEEN SECTIONS.

Before you begin

- DECIDE WHO SHOULD HAVE ACCESS TO GAFC
- DEFINE YOUR PROCESS AND HOW EMPLOYEES WILL ACCESS APPLICATIONS
- WHAT IS AN ACCESS KEY AND HOW DO YOU USE ONE?
- SELECTING THE RIGHT PROCESS JOURNEY

Global Apply for Card Experience

- NAVIGATING CRITICAL FUNCTIONS
- CREATING AN ACCESS KEY
- INITIATING A CARD APPLICATION
 - > SEND TO APPLICANT WITH AN ACCESS KEY
 - > QUICK SEND (NO ACCESS KEY)
 - > BULK APPLY
 - > CARD APPLICANT SELF-INITITATED
- CARD APPLICANT EXPERIENCE
- APPROVING A CARD APPLICATION
- TRACK A CARD APPLICATION





Checklist

- > **Decide who should have access to GAFC**
- > Define your application process and how employees will access applications
- > What is an Access Key and how do you use one?
- > Selecting the right process journey

DECIDE WHO SHOULD HAVE ACCESS TO GAFC



For Card applications in France, only Authorised* Programme Administrators are allowed to access GAFC. Individuals with access to Global Apply for Card (GAFC) will be responsible for ensuring the correct journey is created within @ Work to suit their individual business needs in relation to Card applications.



All Card applications in France require final approval by the Programme Administrator. Pre-approval is optional and can be chosen using an Access Key. Pre-approvers do not need access to @ Work to be able to approve or decline application requests.



It is possible to customise the journey by choosing how the applications are initiated. See [Selecting the right process journey](#) for further details.



We recommend you have more than one individual with access to GAFC and the same Control Accounts. This makes managing Access Keys and tracking Card applications easier.



Having multiple people with the same access also allows for the process to continue smoothly when a Programme Administrator is out of the office or no longer available for any reason.
To access GAFC you need to be enrolled as an Authorised PA.



TO ENROL

You can enrol by clicking [here](#).

Or contact **France PA Servicing Team** to register:



+33 (0) 1 47 77 77 47

Monday to Friday – 09:00am to 17:30pm



corporateservicesfrance@aexp.com

*A Programme Administrator (non-Authorized) cannot process Corporate Card requests. Therefore, he does not have access to programme management tools like GAFC.



Checklist

- > Decide who should have access to GAFC
- > Define your application process and how employees will access applications
- > What is an Access Key and how do you use one?
- > Selecting the right process journey

DEFINE YOUR PROCESS AND HOW EMPLOYEES WILL ACCESS APPLICATIONS

The Global Apply for Card (GAFC) experience can be customised to mirror your company's practices. When tailoring Global Apply for Card to best meet your company's needs, consider the volume of applications, the level of control and the level of Programme Administrator involvement in initiating applications. With Global Apply for Card, you have a choice of methods to initiate applications and the flexibility to customise fields.

There are three options for you to initiate applications for named employees, and you can enable employees to initiate their own applications that you approve.

✓ CONSIDER WHICH METHODS SUIT YOUR BUSINESS NEEDS

1. **Send to Applicant** lets you initiate up to 10 applications at a time with an **Access Key**.
2. **Quick Send** lets you initiate up to 10 applications at a time without an Access Key.
3. **Bulk Apply** lets you initiate up to 3,000 applications at a time with an **Access Key**.
4. **Self-initiated** lets employees initiate their own applications when you make an **Access Key** and a link to the application site accessible.

> HERE ARE SOME CONSIDERATIONS FOR DEFINING YOUR PROCESS AND CHOOSING OPTIONS

> HOW WILL CARD APPLICANTS ACCESS THE APPLICATION FORM? It depends on how the application is **initiated**



Checklist

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DEFINE YOUR PROCESS AND HOW EMPLOYEES WILL ACCESS APPLICATIONS

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> CONSIDER WHICH METHODS SUIT YOUR BUSINESS NEEDS

✓ HERE ARE SOME CONSIDERATIONS FOR DEFINING YOUR PROCESS AND CHOOSING OPTIONS

1. Do you want Card Applicants to initiate their own applications (**self-initiated**) with pre-determined parameters and you simply approve them once complete? Just share an **Access Key** and a link to the application site. You will want to consider how to communicate this information.
2. While all Card applications require final approval ("post-approval") by the Programme Administrator, do you also require approval for an employee to apply for a Card before starting the application ("pre-approval")?
 - If you require pre-approvers, do you want to specify how many pre-approvers are required?
 - Do you want to select the pre-approvers or allow the applicant to nominate pre-approvers during the form process?
 - See **What is an Access Key** for details on pre-approver options.
3. Do you want to display optional fields on your Card application? Other options are available that allow you tailor your Card application for your business needs:
 - Choose whether Department Code and Employee ID appear on the application and set parameters for character length.
 - Choose whether Rush Card is an option on the application.
4. How many individuals needs to be involved in the end-to-end application process? Can you streamline the number of touchpoints? See the sections on **Access Keys flows** that can help you set up a process with low touch-points but still meet your minimum company approval regulations.
5. Do you want to initiate applications each time without the need to use an Access Key? When you do not need pre-approvers, **Quick Send** might suit you.
 - With Quick Send, you need only select a Basic Control Account (BCA) and enter an employee name and email address to send an application.
 - Employee ID and Department Code are options on Quick Send, and you can select whether to allow Rush Card.
6. Do you want to initiate a high volume of applications at once with the same parameters? **Bulk Apply** lets you initiate up to 3,000 applications at once with the same **Access Key**.
7. How many Programme Administrators need to be involved in the process? Ensure you have at least two individuals with access to Global Apply for Card (GAFC) in case of unplanned absences etc.

> HOW WILL CARD APPLICANTS ACCESS THE APPLICATION FORM? It depends on how the application is **initiated**



Checklist

- > Decide who should have access to GAFC
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The Global Apply for Card (GAFC) experience can be customised to mirror your company's practices. When tailoring Global Apply for Card to best meet your company's needs, consider the volume of applications, the level of control and the level of Programme Administrator involvement in initiating applications. With Global Apply for Card, you have a choice of methods to initiate applications and the flexibility to customise fields.

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✓ HOW WILL CARD APPLICANTS ACCESS THE APPLICATION FORM? It depends on how the application is **initiated**

1. Access Key and a URL Link (for **self-initiated** only)

- You can directly provide applicants or their managers with a link to the application site and an Access Key via email or messaging.
- Your Access Key(s) may be posted on your company's intranet site or internal documents.
- Once on the Card application site, applicants will be instructed to enter their corporate email address and Access Key to begin their Card application. The application system will follow the approval process you have established in your Access Key(s).

2. Email invitation (for **Send to Applicant**, **Quick Send** and **Bulk Apply**)

- Applicants receive two emails from American Express, initiated by their Programme Administrator, inviting them to apply for their Card.
- One email will contain a link to the application site, the other will contain the Application ID that they need to log on and complete their application.
- Once on the Card application site, applicants will be instructed to enter their corporate email address and Application ID to begin their Card application.



Checklist

- > Decide who should have access to GAFC
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WHAT IS AN ACCESS KEY AND HOW DO YOU USE ONE?

The Access Key defines both the fields, and the approval process your Card applications for a specific BCA will follow. There is no limit to the number of variations these Access Keys may have. You can modify Access Keys anytime, and they have no expiration.

When you want to initiate applications without pre-approvers, you might want to consider using Quick Send instead of sending an application with an Access Key. With Quick Send, you still have options: Employee ID and Department Code are optional fields, and you can select whether to allow Rush Card. Both methods let you send up to ten applications at a time.



THE ACCESS KEY CAN BE CREATED TO DETERMINE THE FOLLOWING:

- What pre-approvals are required - and who will name the pre-approvers, the Programme Administrator or the Card Applicant?
- Whether pre-approval is required by up to three specific individuals before the application can proceed further in the journey.
- Whether certain information on the application form, such as Employee ID or Department Code, is mandatory and how many characters must be captured.
- Whether the Card Applicant can choose the priority of their Card application: either normal or urgent.



BENEFITS OF AN ACCESS KEY:

- Multiple Access Keys can be created for the same BCA allowing different options such as application fields and process preferences.
- You can quickly initiate multiple applications with the same Access Key.
- You can publish the Access Key and application Site URL for your organization on your company's Intranet.
- Tighter controls to manage Card applications with reduced manual administration.
- You can easily view all applications and their status under specific Access Keys for tracking.



CONSIDERATIONS FOR CREATING ACCESS KEYS:

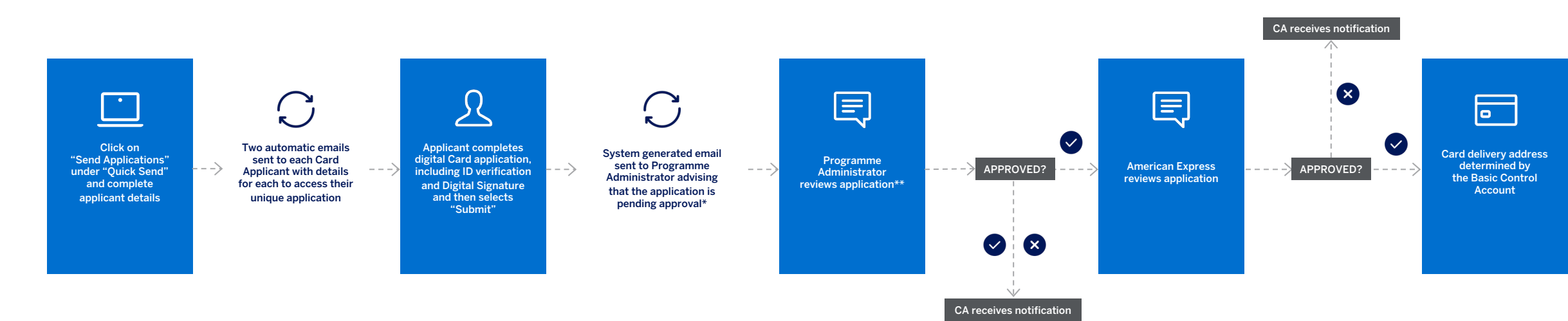
- Do you need an Access Key for a whole department or for each team leader? For example: One Access Key for Sales and another for Procurement, as they have different approvers.
- Be sure to name the Access Key so the department or team leader they are linked to is easily identifiable.
- All Programme Administrators with access to a Business Control Account (BCA) will be able to view and edit Access Keys created by other Programme Administrators for that same BCA.
- See the steps for Creating an Access Key.



Global Apply for Card Journeys

Quick Send appears in the middle of the GAFC “PA dashboard” landing page. When you do not need an Access Key, this option lets you quickly initiate up to 10 applications at one time. If your process requires pre-approvers, you will need to use an Access Key.

QUICK SEND



PA = Programme Administrator
CA = Card Applicant

* One Programme Administrator will receive an email notification that there is a completed application to review. However, all Programme Administrators who share access to the same Basic Control Account (BCA) will see the application in the GAFC 'To Do List' and can approve it.

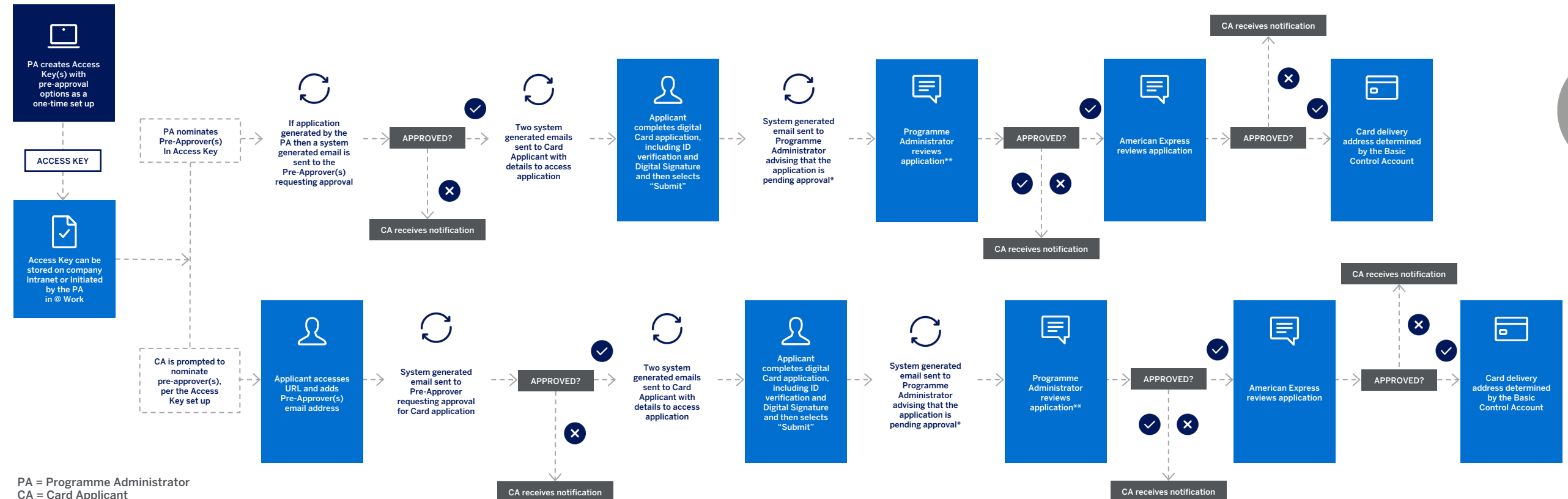
** PA has the option to route the application back to the Applicant for corrections.



Global Apply for Card Journeys

Access Keys can be set up with the ability to pre-approve applications before employees complete them in addition to final approval. Card Applicants can also nominate up to three individuals who needs to pre-approve their application.

PRE-APPROVAL ACCESS KEY



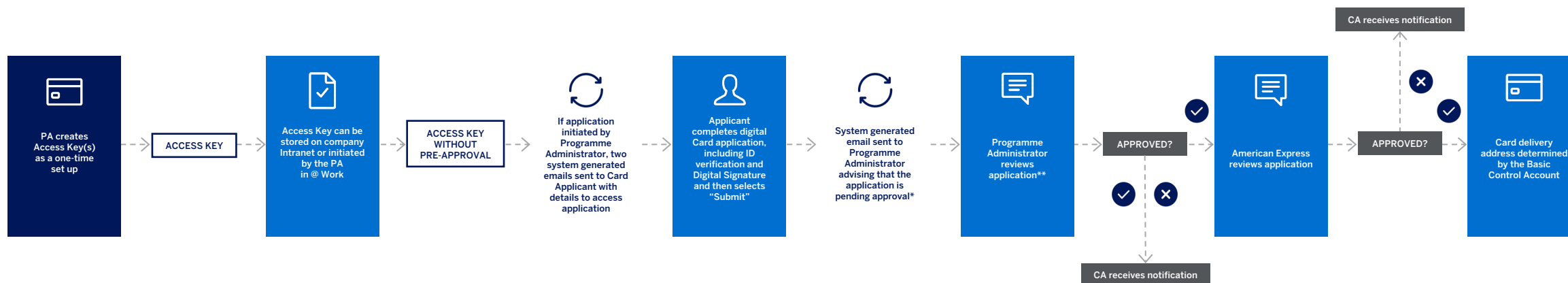
* One Programme Administrator will receive an email notification that there is a completed application to review. However, all Programme Administrators who share access to the same Basic Control Account (BCA) will see the application in the GAFC 'To Do List' and can approve it.

** PA has the option to route the application back to the Applicant for corrections.

Global Apply for Card Journeys

Programme Administrators have the option to create Access Keys to save customised settings for future use even when pre-approval is not needed. The PA can reuse or modify Access Keys anytime and can share them with employees.

ACCESS KEY WITHOUT PRE-APPROVAL



PA = Programme Administrator
CA = Card Applicant

* One Programme Administrator will receive an email notification that there is a completed application to review. However, all Programme Administrators who share access to the same Basic Control Account (BCA) will see the application in the GAFC 'To Do List' and can approve it.

** PA has the option to route the application back to the Applicant for corrections.

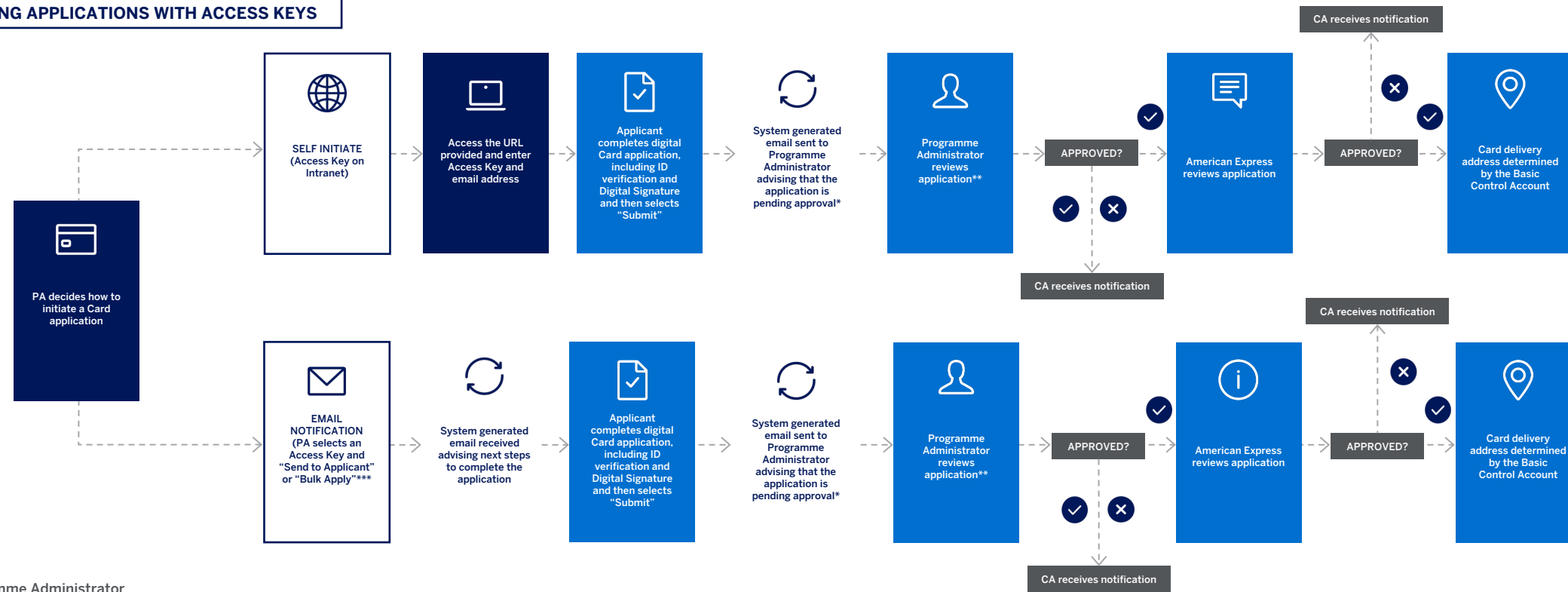


Which experience suits your business needs?

Programme Administrators can choose to initiate Card applications with an Access Key each time, or they may publish the Access Key and Card application URL on their company intranet. With either method, the Programme Administrator must provide final approval.

Card Applicants can self-initiate Card applications by using the URL and Access Key provided by the Programme Administrator.

INITIATING APPLICATIONS WITH ACCESS KEYS



PA = Programme Administrator
CA = Card Applicant

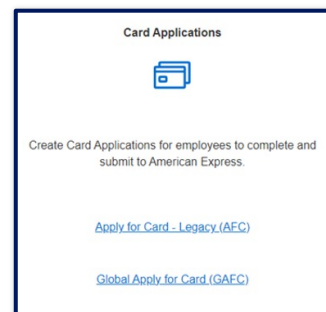
* One Programme Administrator will receive an email notification that there is a completed application to review. However, all Programme Administrators who share access to the same Basic Control Account (BCA) will see the application in the GAFC 'To Do List' and can approve it.

** PA has the option to route the application back to the Applicant for corrections.

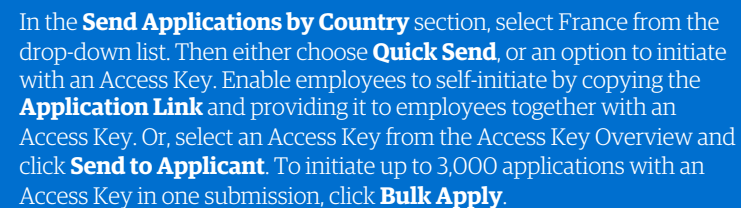
*** To initiate up to 3,000 applications in one submission with Email Notification, the PA selects an Access Key and then clicks the Bulk Apply button to download the bulk apply template and instructions.

Perform the most critical tasks quickly and easily from the GAFC dashboard.

Click on Global Apply for Card (GAFC) on the @ **Work Homepage** to go to the GAFC dashboard.



Within the **Access Key Overview** section, select **Create New Access Key** to initiate the process.



An Access Key will enable you to mandate fields, select field length, customise application approval workflows to your needs and set other constraints on all Card applications initiated using this Access Key. There is no limit to how many Access Keys can be created for each Basic Control Account (BCA) or by each Programme Administrator, and Access Keys do not expire.

Within the **Create New Access Key** screen, start typing for suggested results or select the desired Basic Control Account (BCA) from the drop down.


For France, Card Type cannot be selected or changed in the Access Key. It will be determined by the Basic Control Account (BCA) and pre-filled.

Ensure all details are correct and select **Continue** then **Submit**. Your Access Key is now ready to use.



What options are available when creating an Access Key?

Several options will help you customise the content and process of the Card application when you initiate an application with the Access Key. You can modify your selections at any time either by modifying Access Key set up or when initiating an application with the Access Key.

**ACCESS KEY OPTIONS**

In France final approval is always required. As an authorized Programme Administrator, you will need to review and approve all Card applications before they can be submitted to American Express.

1

EMPLOYEE ID AND DEPARTMENT CODE

Check the radio buttons to display these customised fields on applications, mandate these fields, and define the length of the fields.

Employee ID ⓘ

Department Code ⓘ

☒ Yes ☐ No

☒ Yes ☐ No

Employee ID Length

Department Code Length

Any (1-10) ▾

Any (1-10) ▾

2

ALLOW RUSH CARD

Selecting **Yes** will allow applicants to select the **Rush** option, while selecting **No** will hide this field from the application.

Allow Rush Card ⓘ

Normal- The Card will be issued within 8 working days following the date your application submission was approved by your company (this excludes post delivery time).*

Urgent- You will receive your Corporate Card within 5 working days following the date your application was approved by your company (includes courier delivery).*

Please note that an urgent Card issuance generates a processing fee of €30 that will be charged on your first statement.

* for information purposes only and provided that your application was approved by American Express.

☐ Yes ☒ No

3

CUSTOMISE APPROVALS

Adapt the approval flow for your company's application process. If pre-approvals are required, the assigned pre-approvers (up to three) will need to approve the application request before the employee can access the application to complete. Three options are available:

1. Programme Administrator assigns pre-approvers for the Card applications.

2. Card Applicant selects pre-approvers by inputting the names and email addresses of the pre-approver(s) for their application.

3. No assigned pre-approver, where no pre-approval is needed.



Initiating a Card Application

Global Apply for Card gives you flexibility when deciding how to initiate a Card application. You can initiate using an Access Key or without one.

ACCESS KEY INITIATED

This includes Send to applicant, Bulk Apply, and Card Applicant Self-Initiated and requires an Access Key.

Apply for Card

Back to @ Work Homepage

Tour GAFC

English | Français

Send Applications By Country

Select the country where you would like to issue the Card Application

France

Application Link

Share a Link and Access Key for employees to fill out an application.

Copy Link

Quick Send

Assign a BCA number and send up to 10 applications.

Send Applications

Bulk Apply Template

Initiate up to 3000 applications

Learn More

Download

France Application Tracking

0

Ready for Approval

5

Sent to Employee

MARKETS

Australia, France, Global Dollar Card (GDC), India, International Euro Card (IEC), Italy, Japan, Mexico, Singapore, USA, United Kingdom

View All

Access Key Overview

Select an Access Key to send applications to employees, bulk apply, or copy an Access Key.

Create New Access Key

Available Access Keys

Copy Access Key

Bulk Apply

Sent to Applicant

ACCESS KEY NAME	ACCESS KEY NUMBER	BCA NUMBER	CARD TYPE	COUNTRY
	>		Corporate Green Card	France

QUICK SEND

Quick Send does not use an Access Key to initiate applications.

Apply for Card

Back to @ Work Homepage

Tour GAFC

English | Français

Send Applications By Country

Select the country where you would like to issue the Card Application

France

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MARKETS

Australia, France, Global Dollar Card (GDC), India, International Euro Card (IEC), Italy, Japan, Mexico, Singapore, USA, United Kingdom

View All

Access Key Overview

Select an Access Key to send applications to employees, bulk apply, or copy an Access Key.

Create New Access Key

Available Access Keys

When sending an Access Key to a Card Applicant, you can initiate 10 applications at once.

To send an Access Key to a Card Applicant, select an Access Key and then select "Send to Applicant".

1 ENTER EMPLOYEE DETAILS

Enter relevant employee contact details including email address, and if needed, modify Access Key **options**. For more information see **FAQs**.

2 REVIEW & SUBMIT

Ensure all details are correct before clicking Submit.
Click Edit to make changes if needed.

③ CONFIRMATION

The system will confirm the Application ID and automatically send an email invitation to the applicant. The Application ID is required to log into the digital form and is automatically sent in a second email.

17



Bulk Apply

When using Bulk Apply to initiate applications, you can initiate up to 3,000 applications at once that all use the same access key.

BULK APPLY

To use Bulk Apply, you will complete the Bulk Apply template, then select an Access Key and click the Bulk Apply button to initiate your bulk request.

Click **Learn More** to review Bulk Apply instructions, or download the template directly from the dashboard by selecting a country and then clicking the Bulk Apply Template **Download** button.

Apply for Card

Send Applications By Country

Select the country where you would like to issue the Card Application

France

Application Link

Share a Link and Access Key for employees to fill out an application.

Copy Link

Quick Send

Assign a BCA number and send up to 10 applications.

Send Applications

Bulk Apply Template

Initiate up to 3000 applications

Learn More

Download

France Application Tracking

0

Ready for Approval

5

Sent to Employee

MARKETS

Australia, France, Global Dollar Card (GDC), India, International Euro Card (IEC), Italy, Japan, Mexico, Singapore, USA, United Kingdom

View All

Access Key Overview

Select an Access Key to send applications to employees, bulk apply, or copy an Access Key

Create New Access Key

Available Access Keys

Copy Access Key

ACCESS KEY NAME	ACCESS KEY NUMBER	BCA NUMBER	CARD TYPE	COUNTRY
			Corporate Green Card	France

Bulk Apply

Send to Applicant

1 BULK APPLY TEMPLATE

Review the Bulk Apply instructions in the Bulk Apply Template tile by selecting "Learn More". Download and fill out the template.

Bulk Apply

You can initiate up to 3000 applications using Bulk Apply. Download the template to begin.

Select Country

France

[Download the template for the selected country](#)

Completing the template

You will need the following information: Card Applicant's First and Last Name and Email Address. You can provide optional information such as Employee ID and Department Code to be prefilled into the Card Application.

Select an Access Key and start Bulk Apply

On the Access Key Overview select an Access Key and then Bulk Apply. Instructions will be provided and you can preview before submission. American Express will process your request and send Card Applications to each employee for completion.

Programme Administrator approval is required for all Card Applications associated with this Bulk Apply.

Close

2 UPLOAD TEMPLATE, REVIEW & SUBMIT

- Select an Access Key, then click the Bulk Apply button.
1. Review Access Key settings, then follow instructions to upload the completed template.
 2. Preview to ensure your template entries are correct.
 3. Then click Submit and view the confirmation.

1. Review Access Key and Upload

2. Preview and Submit

3. Confirmation

3 of 3

✓

Your Bulk Apply with 2 applications has been submitted.

Bulk Tracking ID: BI-FR-0000000340

We will start process your request. Once processed, Card Applicants will receive two emails, one containing a **secure link** to the application and the other with a unique **Application ID**.

You can track applications individually, or all applications part of your submission using your bulk Tracking ID.

Track Applications

@ Work Home



Card Applicant Self-Initiated

You can send an application link and Access Key directly to a Card Applicant or host them on your company intranet site for employees to use.

SELF-INITIATED

Send an application link and an Access Key to your employees for Card Applicant self-initiated applications. This method will always require Programme Administrator review and approval regardless of Access Key settings for security purposes.

Apply for Card

Send Applications By Country

France

Application Link

Quick Send

Bulk Apply Template

France Application Tracking

0 Ready for Approval

5 Sent to Employee

Access Key Overview

Available Access Keys

Copy Access Key

Table with 5 columns: ACCESS KEY NAME, ACCESS KEY NUMBER, BCA NUMBER, CARD TYPE, COUNTRY

1 SEND OR HOST ACCESS KEY AND APPLICATION LINK

Click **Copy Link** to open the application link list and **Copy** the link for any market you manage to share with employees. If you selected a market before this step, then clicking **Copy Link** will automatically copy the link for your selected market without opening the list.

Application Link

Copy Link

Application Link for Employees

Mexico, Japan, India, Global Dollar Card (GDC), USA, Australia, Singapore, France, United Kingdom, International Euro Card (IEC)

2 REVIEW AND APPROVE APPLICATIONS

Always review your employee's applications when they are self-initiated.

Global Application Tracking

61 Ready for Approval

26 Sent to Employee

MARKETS

View All

GLOBAL APPLY FOR CARD / 2025

19

Quick Send

Quick Send does not require an Access Key to initiate applications. When using Quick Send, you can initiate up to 10 applications at a time. If your process requires pre-approvers, you will need to use an Access Key.

QUICK SEND

In France, applications initiated with Quick Send will always require post approval by the Programme Administrator.

1 ENTER EMPLOYEE DETAILS AND SELECT OPTIONS

On the GAFC Dashboard, click Send Applications in the Quick Send tile, then select a Basic Control Account (BCA) from the list and enter relevant employee contact details including **email address**. Select custom options:

- If Employee ID and Department Code fields are required to display on the Card application, you will need to enter them on the Quick Send form. The Card Applicant will be able to modify them unless you choose to make them non-editable by un-checking the boxes.
- Allow employees to request and be notified about **urgent processing**.

2 REVIEW & SEND

Ensure all details are correct before clicking Send. Click Edit to make changes if needed.

3 CONFIRMATION

The system will confirm the Application ID and automatically send an email invitation to the applicant. The Application ID is required to log into the digital form and is automatically sent in a second email.



Card Application Initiation Method Comparison

Method	SEND TO APPLICANT	QUICK SEND	BULK APPLY	SELF INITIATE
PA Initiated	✓	✓	✓	
Employee Initiated				✓
Select an Access Key	✓		✓	✓
Pre-Approver Options	✓		✓	✓
Optional Fields	✓	✓	✓	✓
Initiate Multiple Applications at Once	Up to 10	Up to 10	Up to 3000	NA
Share Access Keys Directly with Applicants				✓
Applicant Receives Email Invitation to Apply	✓	✓	✓	



Card Applicant Experience

Upon receipt of two emails from American Express, Card Applicants simply log in using the link to the application form and the unique Application ID provided. Applicants may also use the URL and Access Key posted on their company’s intranet, if available, and go straight to Step 2.

1

APPLICANT EMAILS

Once the Programme Administrator initiates the application, two emails are generated by American Express to separately send an **Application ID** and an application **link** to the applicant.

Identifiant de votre demande de Carte Corporate American Express

Let's get to work together

Bonjour

Votre entreprise vous a autorisé(e) à effectuer une demande de Carte Corporate American Express.

Vous allez recevoir séparément un e-mail contenant un lien pour accéder à votre demande de Carte. Voici l'identifiant qui vous permettra de compléter puis de soumettre votre demande en ligne :

Identifiant de la demande de Carte : FR-000000000001

Si vous ne souhaitez plus effectuer de demande de Carte Corporate, contactez le Gestionnaire de Programme de votre entreprise pour annuler votre demande.

Bien cordialement,

American Express Carte-France

AMERICAN EXPRESS DON'T do business WITHOUT IT™

Complétez votre demande de Carte Corporate American Express

Let's get to work together

Bonjour

Votre entreprise vous a autorisé(e) à demander une Carte Corporate American Express et, à ce titre, vous trouverez ci-après le lien d'accès à votre demande en ligne et le lien d'accès à votre demande en ligne :

Accéder à votre demande sécurisée

Pour pouvoir accéder à votre demande, munissez-vous de l'identifiant que nous vous avons envoyé dans un e-mail séparé. Notez que votre lien expirera dans 7 jours si vous n'y accédez pas.

Si vous ne souhaitez plus effectuer de demande de Carte Corporate, contactez le Gestionnaire de Programme de votre entreprise pour annuler votre demande.

Bien cordialement,

American Express Carte-France

AMERICAN EXPRESS DON'T do business WITHOUT IT™

2

LOG IN TO APPLY

Applicants that receive the two system generated emails enter their email address and Application ID to access their application. Applicants that are provided with an Access Key enter their email address and the Access Key to access their application.

France

FrenchEnglish

Enter your information below to access your Card information

Email Address

We'll send your Application ID to this email address.

Application ID

Submit

France

FrenchEnglish

Enter your information below to access your Card information

Email Address

We'll send your Application ID to this email address.

Access Key

Please contact your Corporate Card Program Administrators if you do not have an Access Key.

Submit

3

NOMINATING APPROVERS MAY BE REQUIRED

This screen will appear when the Card application process requires pre-approval. If the Programme Administrator has opted for applicants to nominate pre-approvers, then Card Applicants will enter the name(s) and email address(es) of those individuals.

When Card Applicants are self-initiating the application, this screen will appear first even if the access key already contains pre-approver details. Those details will auto-fill and Card Applicants will enter only their own name. The Card Applicant email address will always auto-fill on this page with the email address entered by the applicant to log in.

Pre-Approval Form

Confirmation

Welcome to Your Card Application

Enter Your Information

We are excited to start your Corporate Card Application process. To begin, we'll need a few details. Please submit the following information so we may obtain authorization as required by your Company prior to completing your Card application.

First Name

Last Name

COMPANY EMAIL ADDRESS

Approver's Information

FIRST NAME

LAST NAME

APPROVER'S EMAIL ADDRESS

Submit

AMERICAN EXPRESS CORPORATE

C.F. FROST REPORT INC.

Important Information

We need supporting documents from you.

For legal reasons, it is essential to attach a certified copy of your valid official document for identity and proof of address for current address verification.

Privacy Statement

It is important that you understand how we will use your personal information in connection with your application. Please click Privacy Statement for a full explanation.

Pre-Approval Form

Confirmation

Confirmation

Application ID: FR-1HBFZ586QL4

An email has been sent to your approvers requesting authorization. Once approved, you will receive an email containing details on how to proceed with your Corporate Card application.

Close

AMERICAN EXPRESS CORPORATE

C.F. FROST REPORT INC.

Important Information

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Privacy Statement

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Company & Card Holder Details

COMPANY DATA

On the Company data page, the company address and Corporate Card options such as payment, statement and liability type will already be pre-filled and non-editable based on the BCA address displayed in the Access Key details.

Company Data

Cardholder Data

Review

Supporting Documents

ID Verification

Agreements

E-Signature

Company : TESTSEN MEDIA FRANCE STEST

Company Name

TESTSEN MEDIA FRANCE STEST

Street Number

Company Address (Line 1)

Company Address (Line 2)

Postal Code

City

Country

Company Telephone Number

+33

Settlements

The choice of options is defined by your company. For further information, please contact your company's Corporate Program Manager.

Payment Type

COMPANY

Billing Statement Type

COMPANY

Liability Type

CORPORATE

Please refer to the Card Terms & Conditions for a full explanation of terms.

Your BCA Number

Basic Control Account Number (BCA)

822424373000200

Save for Later

Continue

AMERICAN EXPRESS CORPORATE

C.F. FROST REPORT INC.

7997

Important Information

We need supporting documents from you. For legal reasons, it is essential to attach a certified copy of your valid official document for identity and proof of address for current address verification.

Learn More about the accepted documents.

Privacy Statement

It is important that you understand how we will use your personal information in connection with your application. Please click Privacy Statement for a full explanation.

CARDHOLDER DATA

The fields required in this section will vary depending on the settlement type and Card type.

It is important for applicants to enter a valid cell phone number as this will be used later in the application process to receive several one-time passwords (OTPs).

Cardholder Data

Title

Select

First Name

Last Name

Middle Name

Birth Name

Name shown on Card

Date of Birth

DD-MM-YYYY

Country of Birth

Select

Place of Birth

Country of Citizenship

Select

Mother's Birth Name

This will be used to confirm your identity for security purposes and to protect against fraud

REVIEW

Applicants should review their application details carefully as they will no longer be able to make any changes after this step without beginning a new application.

Company Data

Cardholder Data

Review

Supporting Documents

ID Verification

Agreements

E-Signature

Company Information

Edit Company Information

Company Name

TESTSEN MEDIA FRANCE STEST

Street Number

Company Address (Line 1)

Company Address (Line 2)

Postal Code

City

Country

Company Telephone Number

Settlements

The choice of options is defined by your company. For further information, please contact your company's Corporate Program Manager.

Payment Type

COMPANY

Billing Statement Type

COMPANY

Liability Type

CORPORATE

Please refer to the Card Terms & Conditions for a full explanation of terms.

Your BCA Number

Basic Control Account Number (BCA)

AMERICAN EXPRESS CORPORATE

C.F. FROST REPORT INC.

7997

Important Information

We need supporting documents from you. For legal reasons, it is essential to attach a certified copy of your valid official document for identity and proof of address for current address verification.

Learn More about the accepted documents.

Privacy Statement

It is important that you understand how we will use your personal information in connection with your application. Please click Privacy Statement for a full explanation.



Supporting Documents

The Card Applicant should prepare these supporting documents prior to beginning the application.



ID PHOTOGRAPH

The **photograph** of one of the following documents in colour, clearly legible and valid:

- Passport (photo page)
- European Economic Area or Monaco National Identity Card (both sides)
- French/Monaco Residence card or permit for a minimum period of 1 year (both sides)

IMPORTANT: uploaded file must be a photograph of the original identity document, not a scanned copy. PDF file will not be accepted for ID documents.



PROOF OF ADDRESS

One of the following documents, not older than 1 year:

- Energy, gas or water bill
- Energy, gas or water contract holder certificate
- Telephone (including cell phone)/Internet bill
- Last annual income/property Tax statement/Housing tax notice
- Home insurance certificate
- Residency rental receipt or contract
- Attestation / Certificate of residence issued by an Embassy/Police/Town Hall/Tax Administration
- If Accommodated: Accommodation certificate, signed by host; host proof of address; host ID




BANK STATEMENT

For individual payment, a bank statement that is linked to the Card Applicant's personal bank account



ID Verification

Every Card Applicant in France will be required to complete ID Verification. If this step is skipped, the Card application will not be considered completed.

**ACCESS ID VERIFICATION LINK**

To complete ID verification, applicants will need to access the link that will take them to a new page in their browser. Once applicants arrive at the linked page, they will be given the choice between Face Match (recommended) or an alternative that does not use biometrics. Applicants can complete Face Match on mobile (recommended) or desktop. For details on the alternative method, please refer to GAFC Frequently Asked Questions on the American Express @ Work PA Resource Center.

✓ ID Verification

Please use the below link to complete your identity verification. You may need your mobile device with the mobile number that you entered on the Cardholder Data page.

[Click here to complete your identity verification](#)

Please do NOT close this page.
You will then need to return to this screen to finalize your Card application.

[Save for Later](#)[Continue](#)

We need to verify your identity

To meet our regulatory obligations, we must verify your identity.

For the most efficient verification process, we suggest that you identify yourself using our facial recognition solution via video selfie.

[See more](#)

[Continue with facial recognition \(recommended\)](#)


If you do not consent to the facial recognition method, you can identify yourself by making a bank transfer to American Express. To use this method, [click here](#).

Verify your identity: Continue on your mobile

To meet regulatory requirements for customer identification, we need to identify you via a video selfie. For a better user experience, we advise you to continue your journey on mobile.

Continue on mobile - recommended

Scan the QR code below



Continue on your computer

Click on the button below if you wish to remain on your computer.

[Continue](#)

GLOBAL APPLY FOR CARD / 2025

25



ID Verification (continued)

Every Card Applicant in France will be required to complete ID Verification. If this step is skipped, the Card application will not be considered completed.

ID VERIFICATION STEPS

1

Scan your identity document

2

Film your face

3

Enter a validation code received by SMS

08:58

Appareil photo

Face Match

Scan your identity document

Please make sure to use the same ID document that you previously uploaded.

Place yourself in a bright environment. Avoid reflections and shadows.

Place your identity document in the frame.

Continue

AA qa.quicksign.com

-->

08:58

Appareil photo

5 of 7 ID Verification

Film your face

We will use this video to confirm that you are indeed the holder of the identity document presented.

Place yourself in a bright environment. Avoid reflections and shadows.

Place your face in the frame and follow the instructions.

Do not wear accessories that cover your face (glasses, hat, mask, etc.)

Start the video

AA qa.quicksign.com

-->

08:59

Appareil photo

Selfie successfully taken!

AA qa.quicksign.com

-->

08:59

Appareil photo

Face Match

Analysing...

Analysing data

This operation can take a few seconds.

You pass the video controls with success

AA qa.quicksign.com

-->

08:59

Appareil photo

Face Match

5 of 7 ID Verification

Please enter your validation code

To complete the verification of your identity, we need your consent.

I certify that the scanned photo corresponds to my official ID document, that it is valid and that my selfie was taken without artifice.

By entering the code I have received below, I formally consent to the remote verification of my identity by QuickSign in accordance with the terms of service.

Please enter the 6-digit code received on

AA qa.quicksign.com

-->

08:59

Appareil photo

Face Match

5 of 7 ID Verification

Please enter your validation code

To complete the verification of your identity, we need your consent.

I certify that the scanned photo corresponds to my official ID document, that it is valid and that my selfie was taken without artifice.

By entering the code I have received below, I formally consent to the remote verification of my identity by QuickSign in accordance with the terms of service.

Please enter the 6-digit code received on your mobile at (or email if you have a US phone number).

This code is valid for 20 minutes.

Get a new code

Confirm

AA qa.quicksign.com

-->

08:59

Appareil photo

Face Match

5 of 7 ID Verification

Please enter your validation code

To complete the verification of your identity, we need your consent.

I certify that the scanned photo corresponds to my official ID document, that it is valid and that my selfie was taken without artifice.

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This code is valid for 20 minutes.

Get a new code

Confirm

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-->

08:59

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This code is valid for 20 minutes.

Get a new code

Confirm

AA qa.quicksign.com

-->

08:59

Appareil photo

Face Match

5 of 7 ID Verification

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Please enter the 6-digit code received on your mobile at (or email if you have a US phone number).

This code is valid for 20 minutes.

Get a new code

Confirm

AA qa.quicksign.com

-->

09:00

Appareil photo

Face Match

5 of 7 ID Verification

Congratulations

Thank you! Your identity is being verified.

To complete your Card application, please return to the screen you left open on your computer.

Your code has been successfully submitted.

AA qa.quicksign.com

GLOBAL APPLY FOR CARD / 2025 26



Agreements

Card Applicants must guarantee that their information is valid and accept and download Terms & Conditions prior to proceeding to signing their application. The language in these agreements varies depending on the liability type.

✓

✓

✓

✓

✓

Company DataCardholder DataReviewSupporting DocumentsID VerificationAgreementsE-Signature

Agreements

Terms & Conditions


☒ I guarantee the accuracy of the information provided when completing this application form. I accept that American Express will at its discretion, provide a reason should my Application be declined. By signing electronically this application form, I acknowledge that I have read the Cardmember Terms & Conditions provided below and which govern the use of the American Express Corporate Card and I undertake to comply with them.

Download Terms & Conditions

To validate and e-sign your Corporate Card application, click on « continue ». You will then be able to e-sign your contract. A secret code will be texted to you to allow you to digitally sign your Card application.

Save for Later

Continue



Important Information

We need supporting documents from you.

For legal reasons, it is essential to attach a certified copy of your valid official document for identity and proof of address for current address verification.

[Learn More](#) about the accepted documents.

Privacy Statement

It is important that you understand how we will use your personal information in connection with your application. Please click [Privacy Statement](#) for a full explanation.

The diagram illustrates the seven steps of an American Express Card application process, presented as a sequence of screenshots from a web browser.

- Company Data:** The first screenshot shows the initial application form with fields for company information. A progress bar at the top indicates the current step.
- Cardholder Data:** The second screenshot shows the form for cardholder information, including name and address.
- Review:** The third screenshot shows a summary of the entered information for review.
- Supporting Documents:** The fourth screenshot shows a section for uploading supporting documents, such as a certified copy of a valid official document for identity and proof of address.
- ID Verification:** The fifth screenshot shows a verification code being sent to the user's mobile device. The user is prompted to type the code to sign their Card application.
- Agreements:** The sixth screenshot shows a section for reviewing and accepting the terms and conditions, including the Privacy Statement.
- E-Signature:** The seventh screenshot shows the final step where the user's signature is captured, and the application is submitted.

The progress bar at the top of each screenshot indicates the current step in the process, with steps 1 through 6 marked as completed and step 7 (E-Signature) as the current step.



Submission

Once the Card Applicant submits their application, they will see a **confirmation screen** that reminds them of their Application ID.

Confirmation

Thank you! Your Card application has been submitted to your Programme Administrator for review. Once they have approved, your application will be sent to American Express for processing and you will receive an email with a signed copy of your application. Your Application ID is: FR-VF3PMMERN1BA

Close

They will also receive an email with their signed contract, attached, however, this will only be triggered once their application has been reviewed and approved by their Programme Administrator.

Votre demande de Carte Corporate American Express

Let's get to work together

Bonjour [redacted],

Nous vous remercions pour votre demande de Carte Corporate American Express.

Cette dernière a été transmise à American Express pour revue et émission de votre Carte, sous réserve d'acceptation.

Veuillez trouver votre demande de Carte signée en pièce jointe.

Pour toute question complémentaire, contactez votre Gestionnaire de Programme.

Merci de ne pas répondre à cet e-mail automatique.

Bien cordialement,

American Express Carte-France

Approve a Card Application

When you review a summary of the application on the To Do List, you can choose to approve, edit, route it back to the Card Applicant for further details or cancel (decline to proceed with) the application. For France, you can only approve the application once the Card applicant's identification has been verified. Application status will not update to 'Pending PA Approval' until the verification is complete.

You can quickly get to the To Do list from the GAFC dashboard by clicking on the numbers under “Application Tracking” on the right side of the page.

1 REVIEW APPLICATION

Select the **arrow** on left of the application to see summary.
The number of **Applications Ready for Review** will appear at the top.

To Do List

Applications Ready for Review

20

Select Search

For Card Applications in Australia, France, India, Italy, Japan, Mexico and Singapore only Authorised Signatory / Legal Representative can approve.

For applications past 90 days use the Date Range filter to view more results.

Country

1 Selected

Date Range (Start Date - End Date)

2025-02-22 - 2025-04-23

Filter X Clear All

Approve Cancel

DATE INITIATED	APPLICANT NAME	APPLICANT EMAIL	CARD TYPE	DELIVERY SPEED
2025-02-13			Corporate Platinum Card	Rush
2025-04-22			Air France Co-Brand Green Card	Standard

APPLICANT ID

FR-11EYUQSSCT

ACCESS KEY NAME

TEST GREEN

EMPLOYEE ID

853

NAME ON CARD

RCA NUMBER

DEPARTMENT CODE

853

MOBILE PHONE

COMPANY ADDRESS

EMAIL

Approve

Cancel

Edit

Route To Applicant

Track Applications

Rush Card Applications

1

2 CHOOSE YOUR ACTION

Select from one of the actions to the right of the application summary.

Approve

Cancel

Edit

Route To Applicant

3 REVIEW & CONFIRM

A pop up will ask you to confirm your selection. This change to the application will be reflected in the Tracking Status screens.

Approve Applications

Would you like to approve the following Card Application?

APPLICANT NAME

EMAIL

APPLICATION ID

FR-11EYUQSSCT

I confirm that the information given in this application is to the best of the company's knowledge true and correct.

Only the Authorised Signatory/Legal Representative can approve Card Applications in Australia, France, India, Italy, Japan, Mexico, Singapore.

Go Back

Confirm

Approve Applications

APPLICATION ID

FR-11EYUQSSCT

EMAIL

STATUS

Success

OK

GLOBAL APPLY FOR CARD / 2025

30

Track a Card Application

The Track Applications tab displays all Card applications so you can view application statuses and approve applications that are pending review.

You can quickly get to Track Applications from the GAFC dashboard by clicking on the numbers under “Application Tracking” on the right side of the page. For more details on the available statuses, review the GAFC Frequently Asked Questions on the [France @ Work Resource Center](#).

1 VIEW APPLICATION LIST

In Track Applications tab you can view all applications at a glance and their Current Status. By selecting the relevant check box(es) you can also resend the notification email to the applicants.

Application Activity

Back to Overview

To Do List

Track Applications

Select

Search

For Card Applications in Australia, France, India, Italy, Japan, Mexico and Singapore only Authorised Signatory / Legal Representative can approve.

For applications past 90 days use the Date Range filter to view more results.

Application Status

Country

1 Selected

Date Range (Start Date - End Date)

2025-02-22 - 2025-04-23

Download ⓘ

France X

Clear All

Approve

Resend

Cancel

	DATE INITIATED	APPLICATION ID	APPLICANT NAME	APPLICANT EMAIL	CURRENT STATUS
<input type="checkbox"/>	> 2025-04-23	FR-QHQLVXVDOCVL			Sent to Employee
<input type="checkbox"/>	> 2025-04-23	FR-RHDBWD4IVVHV			ID Check Pending
<input type="checkbox"/>	> 2025-04-23	FR-VB93Q2N9PJXX			ID Check Pending

2 VIEW STATUS OF APPLICATION

Multiple statuses for applications are available to help you identify where there might be delays occurring and who you could follow up with to move along the process. Not all statuses are currently available for all markets.

For more information, visit GAFC Frequently Asked Questions on the [France PA Resource Center](#).

Application Status

☐ Application Expired
 ☐ Approved by Amex
 ☐ Cancelled by Amex

Track a Card Application (continued)

For applications initiated with an Access Key that requires Pre-Approvers, you can track their approval status.

3

VIEW APPLICATION LIST

All Pre-Approvers must complete their approvals before the applicant will be able to complete the form. You can resend emails to these Pre-Approvers as required.

Application Activity

Back to Overview

To Do List

Track Applications

Select

Search

For Card Applications in Australia, France, India, Italy, Japan, Mexico and Singapore only Authorised Signatory / Legal Representative can approve.

For applications past 90 days use the Date Range filter to view more results.

Application Status

Country

Date Range (Start Date - End Date)

1 Selected

1 Selected

2025-02-22 - 2025-04-23

Download

Pending Pre-Approver X

France X

Clear All

Approve

Resend

Cancel

	DATE INITIATED	APPLICATION ID	APPLICANT NAME	APPLICANT EMAIL	CURRENT STATUS
<input checked="" type="checkbox"/>	> 2025-04-16	FR-QEEVMQ1UM4HL			Pending Pre-Approver
<input type="checkbox"/>	> 2025-03-12	FR-R17SGF2VWZE8			Pending Pre-Approver
<input type="checkbox"/>	> 2025-03-12	FR-T4L4UI6QD7AP			Pending Pre-Approver

[BACK TO COVER](#)

