

How to Apply for American Express @ Work®

If you do not have @ Work account

- [If you want to create a new @ Work account for yourself](#)
- [If you want to create a new @ Work account for the Person in Charge](#)

If you have @ Work account

- [If you want to add access to Business Travel Account Statement for yourself](#)
- [If you want to add access to Business Travel Account Statement for the Person in Charge](#)

その他

- [Setting access tights](#)
- [When multiple management group numbers are associated with a single Person in Charge](#)
- [When adding multiple Person in Charge](#)
- [Entering the Access Approver information](#)

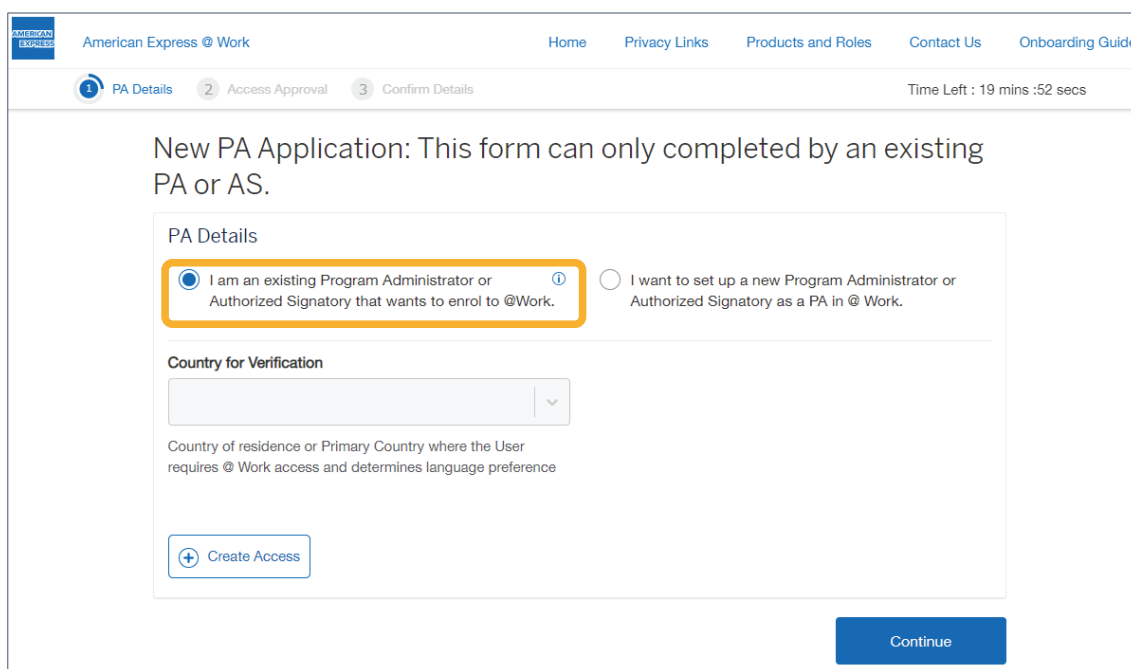
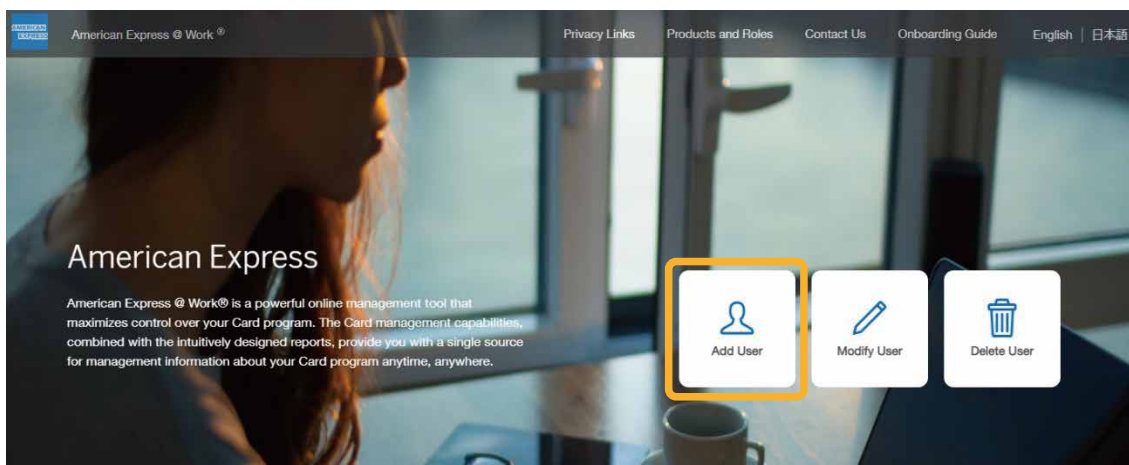


そう、ビジネスには、これがある。

XXXXXXXXXX

If you want to create a new @ Work account for yourself

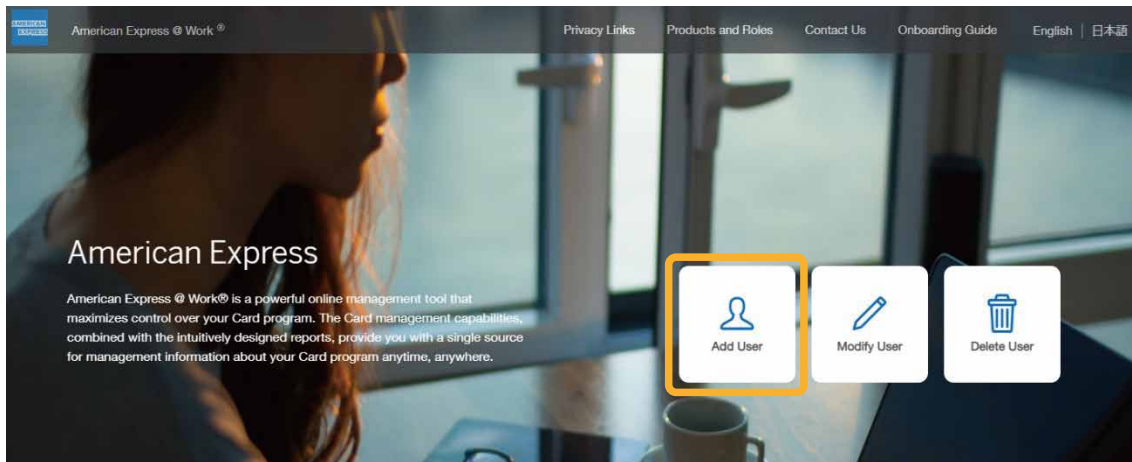
Select "Add User" on the top page, then "I am an existing Program Administrator or Authorized Signatory that wants to enrol to @ Work" and then "Create Access " to create new @ Work account.

A screenshot of the 'New PA Application' form. The form is titled 'New PA Application: This form can only completed by an existing PA or AS.' and includes a progress indicator with three steps: 1. PA Details (active), 2. Access Approval, and 3. Confirm Details. A timer shows 'Time Left : 19 mins :52 secs'. The 'PA Details' section has two radio button options: 'I am an existing Program Administrator or Authorized Signatory that wants to enrol to @Work.' (selected and highlighted with a yellow box) and 'I want to set up a new Program Administrator or Authorized Signatory as a PA in @ Work.' Below this is a 'Country for Verification' dropdown menu with a description: 'Country of residence or Primary Country where the User requires @ Work access and determines language preference'. At the bottom of the form, there is a '+ Create Access' button and a 'Continue' button.

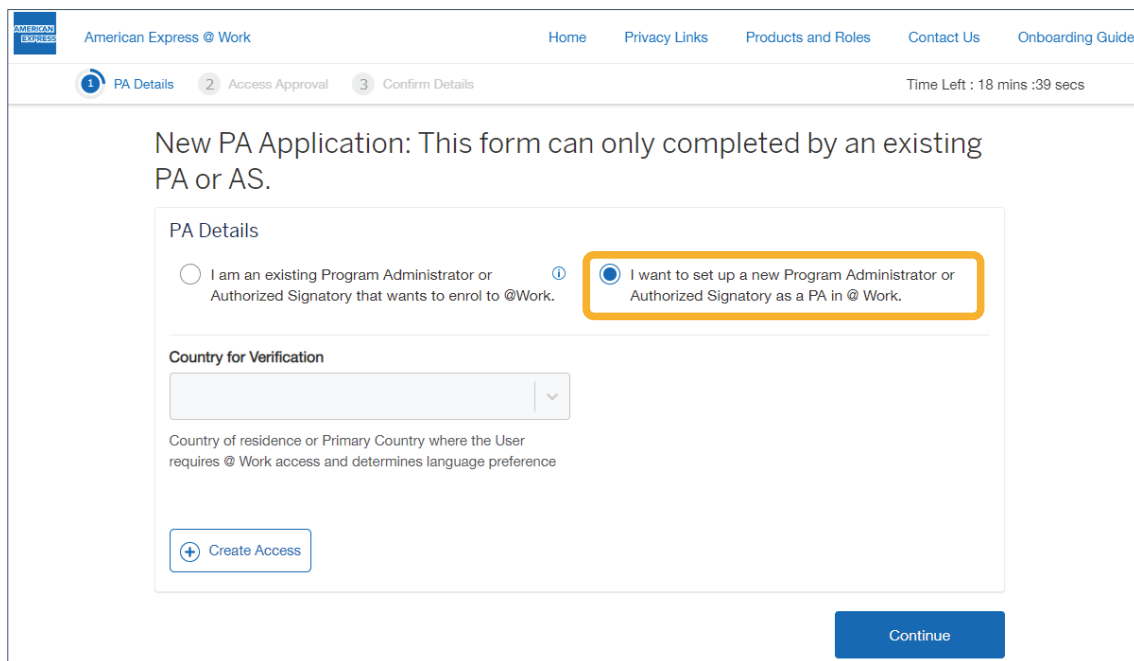
そう、ビジネスには、これがある。

If you want to create a new @ Work account for the Person in Charge

Apply to add an @ Work user from "Add User."



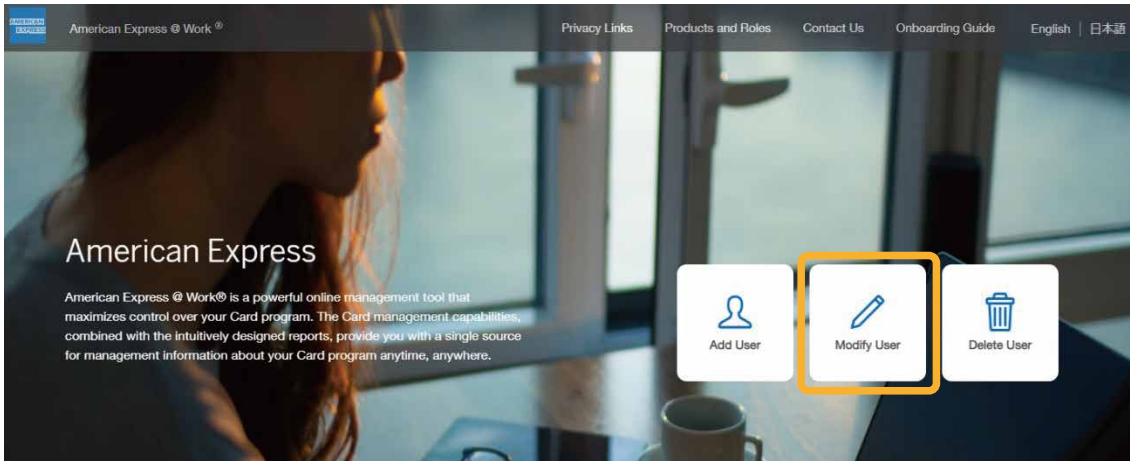
Select "I want to set up a new Program Administrator or Authorized Signatory as a PA in @ Work" and fill in the required information.

A screenshot of the 'New PA Application' form in the American Express @ Work system. The form is titled 'New PA Application: This form can only be completed by an existing PA or AS.' It has a progress indicator at the top showing '1 PA Details', '2 Access Approval', and '3 Confirm Details', with a 'Time Left : 18 mins :39 secs' timer. The 'PA Details' section contains two radio button options: 'I am an existing Program Administrator or Authorized Signatory that wants to enrol to @Work.' and 'I want to set up a new Program Administrator or Authorized Signatory as a PA in @ Work.' The second option is selected and highlighted with a yellow box. Below this is a 'Country for Verification' dropdown menu with a placeholder text: 'Country of residence or Primary Country where the User requires @ Work access and determines language preference'. At the bottom of the form, there is a '+ Create Access' button and a 'Continue' button.

そう、ビジネスには、これがある。

If you want to add access to Business Travel Account Statement for yourself

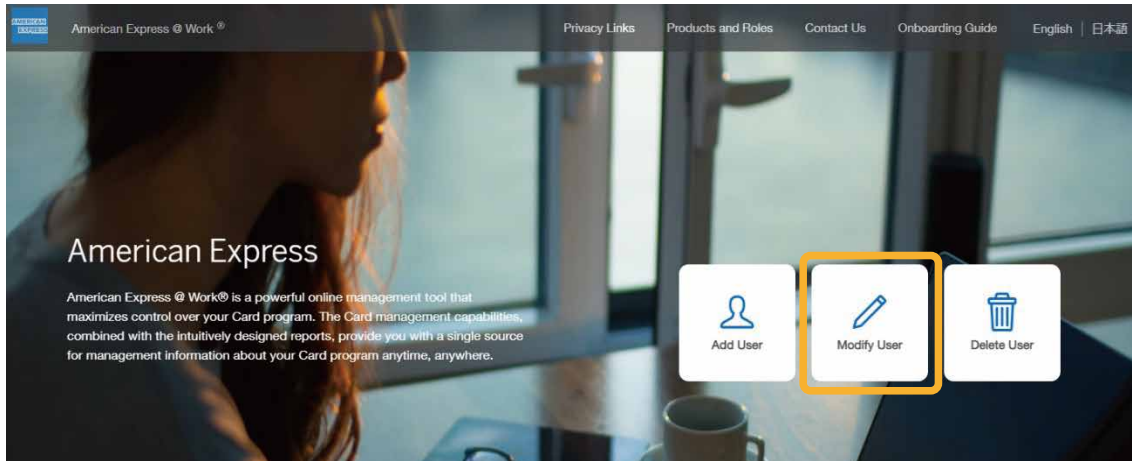
Select "Modify User" on the top page, then "I am modifying my access as an existing PA to @ Work" and then "Modify Access " to add access rights for Business Travel Account Statement.

The image shows the "Modify PA Details" form. At the top, there are three steps: 1. PA Details (active), 2. Access Approval, and 3. Confirm Details. A "Time Left : 17 mins :10 secs" timer is visible. The form has two radio buttons: "I am modifying my access as an existing PA to @ Work." (selected and highlighted with a yellow box) and "I am modifying another PA's access to @ Work." Below the radio buttons are two input fields: "Country for Verification" (set to JAPAN) and "PA ID". A note below the country field states: "Country of residence or Primary Country where the User requires @ Work access and determines language preference". There are three input fields for "First Name", "Last Name", and "Business Email Address". A note below the email field states: "This email address will be used to send you messages about your @ Work Account, including the Welcome Email which will enable you to finalise the registration process for @ Work. You may also receive marketing messages from American Express. To opt out of marketing messages see your local Privacy Statement page." There is a "Phone Number" input field with a note: "Include Country Code and Area Code". At the bottom left is a "+ Modify Access" button, and at the bottom right is a "Continue" button.

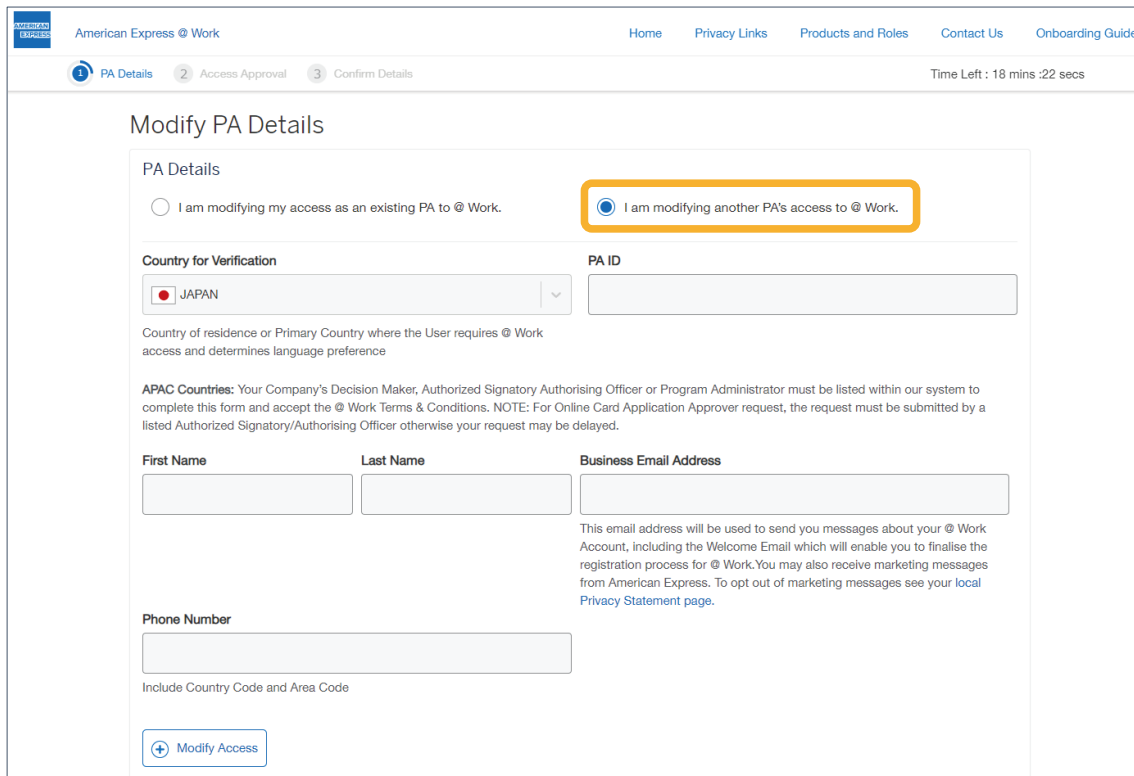
そう、ビジネスには、これがある。

If you want to add access to Business Travel Account Statement for the Person in Charge

Go to "Modify User" and apply for additional access rights by changing the access rights. You will need an @ Work user ID to change the user.



Select "I am modifying another PA's access to @ Work" and fill in the required information.

A screenshot of the 'Modify PA Details' form in the American Express @ Work system. The form is titled 'Modify PA Details' and has a progress indicator at the top showing '1 PA Details', '2 Access Approval', and '3 Confirm Details'. A timer indicates 'Time Left: 18 mins :22 secs'. The form contains several sections: 'PA Details' with two radio button options, 'Country for Verification' with a dropdown menu showing 'JAPAN', 'PA ID' with a text input field, 'First Name', 'Last Name', and 'Business Email Address' with text input fields, and 'Phone Number' with a text input field. The second radio button option, 'I am modifying another PA's access to @ Work.', is selected and highlighted with a yellow border. A 'Modify Access' button is located at the bottom left of the form.

そう、ビジネスには、これがある。

Setting access rights

When using Business Travel Account Statement in @ Work, check the "Business Travel Account Statement" box and set the access rights on the access rights setting screen below.

Enter the management group number on this screen as it appears on the address sheet of this letter. The first 3 digits of the management group number, 010, will be entered automatically. Enter the subsequent 12 digits manually.

Access

Please tell us what access this PA requires. Access may be requested for more than one Corporate ID and Country. Access can only be requested for CIDs which you are authorized.

Country for Access

JAPAN

Corporate ID

Corporate ID

Please ensure you only enter the last 12 digits of your Corporate ID.

Functions

- Consolidated Statement
- Business Travel Account Statement

Save Access

When multiple management group numbers are associated with a single Person in Charge

Multiple access rights can be set for one Person in Charge. Perform the "Add Another Access" procedure multiple times.

American Express @ Work

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1 PA Details 2 Access Approval 3 Confirm Details Time Left : 12 mins :16 secs

New PA Application: This form can only completed by an existing PA or AS.

PA Details

I am an existing Program Administrator or Authorized Signatory that wants to enrol to @Work. I want to set up a new Program Administrator or Authorized Signatory as a PA in @ Work.

Country for Verification

Country of residence or Primary Country where the User requires @ Work access and determines language preference

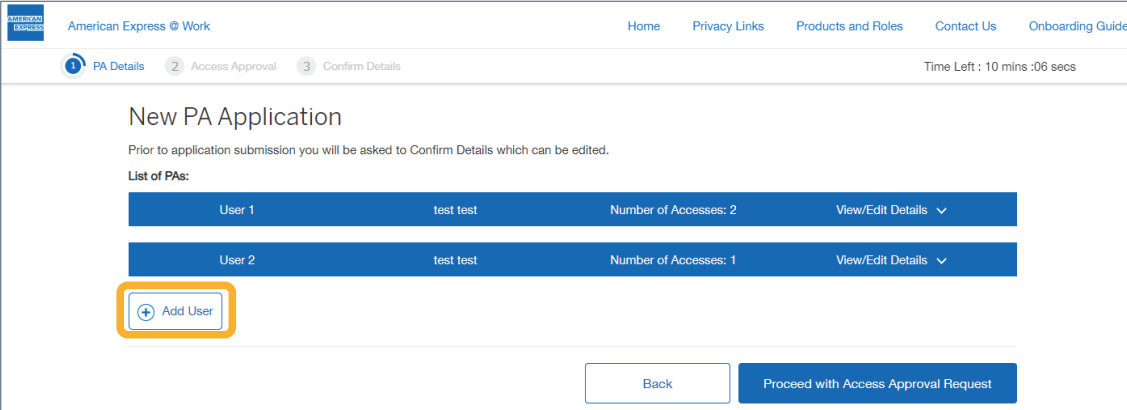
Access Saved		
<input checked="" type="checkbox"/> JAPAN	Corporate ID- 010123456789012	View/Edit Access Delete Access
<input checked="" type="checkbox"/> JAPAN	Corporate ID- 010123456789124	View/Edit Access Delete Access

[+ Add Another Access](#)

[Continue](#)

When adding multiple Persons in Charge

If you want to change the access rights of two or more users, select “Add User” on the following screen. You will be redirected to the User Information Registration screen. Enter information about each user.



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1 PA Details 2 Access Approval 3 Confirm Details Time Left : 10 mins :06 secs

New PA Application

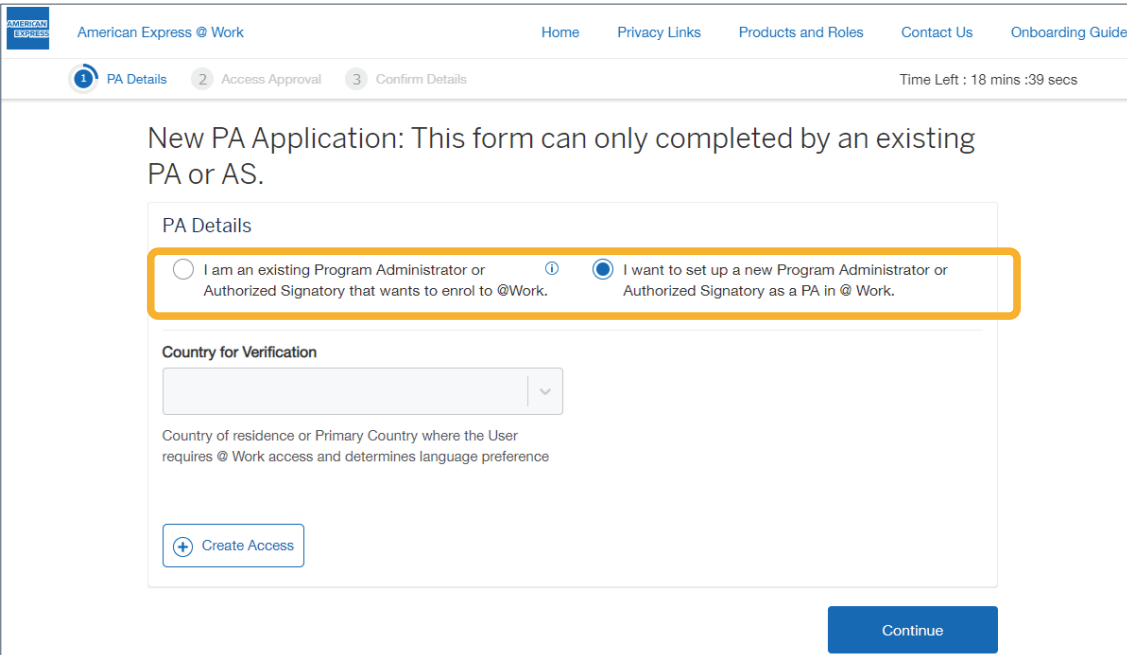
Prior to application submission you will be asked to Confirm Details which can be edited.

List of PAs:

User 1	test test	Number of Accesses: 2	View/Edit Details
User 2	test test	Number of Accesses: 1	View/Edit Details

[+ Add User](#)

[Back](#) [Proceed with Access Approval Request](#)



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1 PA Details 2 Access Approval 3 Confirm Details Time Left : 18 mins :39 secs

New PA Application: This form can only completed by an existing PA or AS.

PA Details

I am an existing Program Administrator or Authorized Signatory that wants to enrol to @Work. I want to set up a new Program Administrator or Authorized Signatory as a PA in @ Work.

Country for Verification

Country of residence or Primary Country where the User requires @ Work access and determines language preference

[+ Create Access](#)

[Continue](#)

Entering the Access Approver information

To add or change @ Work users, you must enter the Authorized Signatory information. Enter your own information as the Authorized Signatory. Select "Authorized Signatory" in the position field.

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1 PA Details 2 Access Approval 3 Confirm Details Time Left : 18 mins :49 secs

New PA Application

Access approval for User 1 - XXXX XXXX [View/Edit Details](#)

Access approval for User 1 - XXXX XXXX (New Set up)

Choose the number of Access Approvers for User-1

I am a Registered PA or AS for access requested

First Name	Last Name	Position
<input type="text"/>	<input type="text"/>	Authorized Signatory
Business Email Address		Phone Number
<input type="text"/>		<input type="text"/>

Include Country Code and Area Code

[Back](#) [Continue](#)