

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](#)
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Others

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

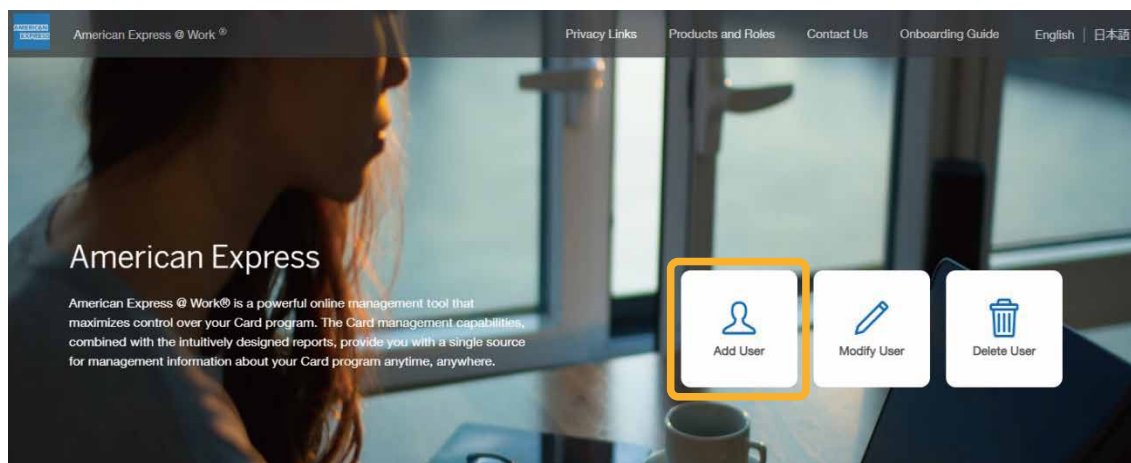


そう、ビジネスには、これがある。

XXXXXXXXXX

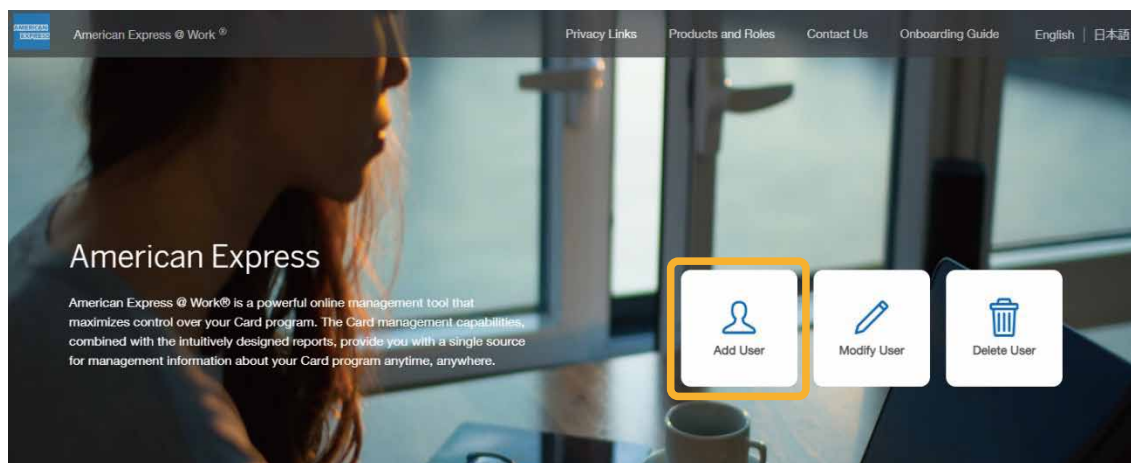
If you want to create a new @ Work account for yourself

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.

The screenshot displays the 'New PA Application' form. The form is divided into three steps: 1. PA Details, 2. Access Approval, and 3. Confirm Details. The first step, 'PA Details', is currently active. It contains two radio button options. The first option, 'I am an existing Program Administrator or Authorized Signatory that wants to enrol to @Work.', is selected and highlighted with an orange box. The second option is 'I want to set up a new Program Administrator or Authorized Signatory as a PA in @ Work.' Below the radio buttons is a 'Country for Verification' dropdown menu. Underneath the dropdown, there is a note: '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.

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

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

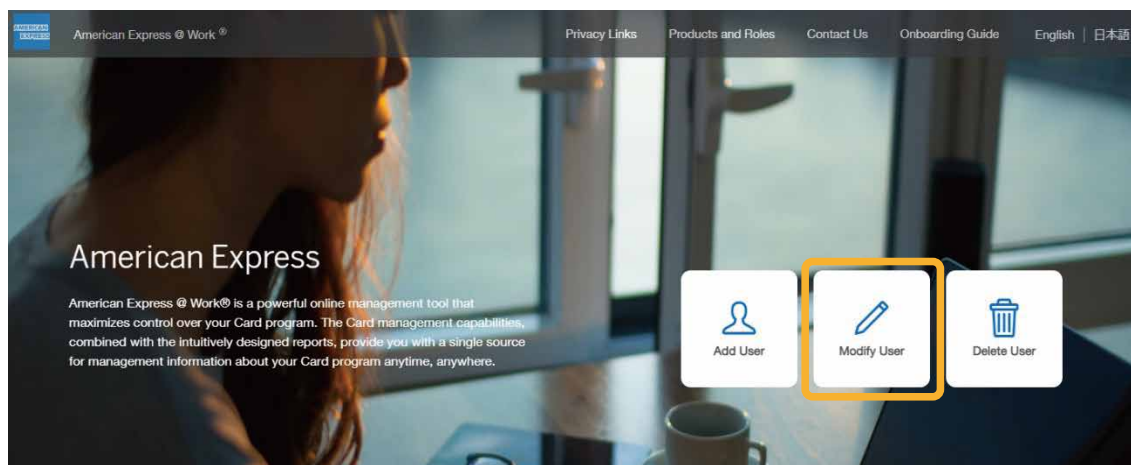


Select "I want to set up a new Program Administrator or Authorized Signatory as a PA in @ Work" and fill in the required information.

A screenshot of the "New PA Application" form in the American Express @ Work system. The header includes the American Express logo, the text "American Express @ Work", and navigation links: "Home", "Privacy Links", "Products and Roles", "Contact Us", and "Onboarding Guide". Below the header, there are three steps: "1 PA Details", "2 Access Approval", and "3 Confirm Details". A "Time Left : 18 mins :39 secs" timer is displayed. The main content area is titled "New PA Application: This form can only be completed by an existing PA or AS." Below this, there is a section for "PA Details" with two radio button options. The first option is "I am an existing Program Administrator or Authorized Signatory that wants to enrol to @Work." The second option, "I want to set up a new Program Administrator or Authorized Signatory as a PA in @ Work.", is selected and highlighted with an orange border. Below the radio buttons, there is a "Country for Verification" dropdown menu. Below the dropdown, there is a text field for "Country of residence or Primary Country where the User requires @ Work access and determines language preference". At the bottom left of the form, there is a "+ Create Access" button. At the bottom right, there is a "Continue" button.

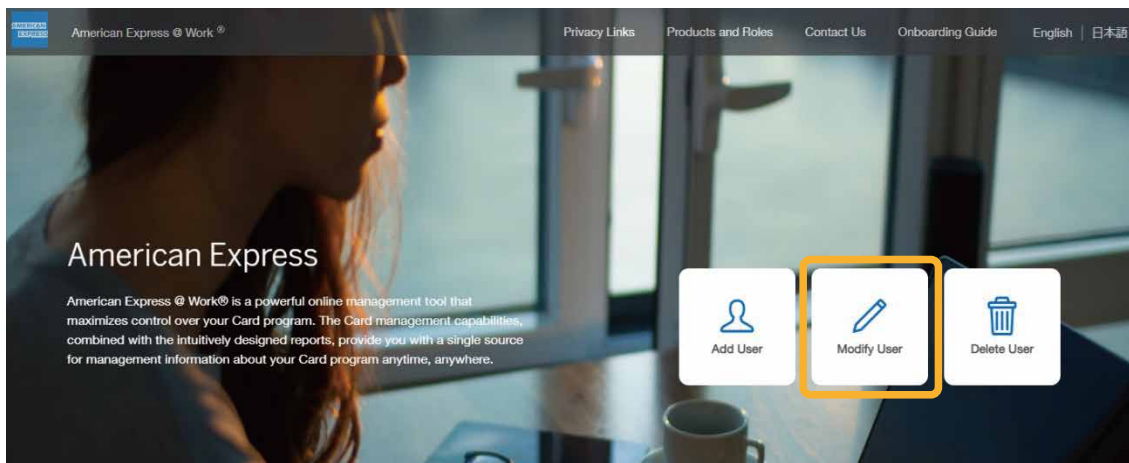
If you want to add access to Business Travel Account Statement for yourself

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 screenshot displays the 'Modify PA Details' form. At the top, there's a progress bar with three steps: 1. PA Details (active), 2. Access Approval, and 3. Confirm Details. A timer indicates 'Time Left : 17 mins :10 secs'. The form has two radio button options: 'I am modifying my access as an existing PA to @ Work.' (selected and highlighted with an orange box) and 'I am modifying another PA's access to @ Work.'. Below these are fields for 'Country for Verification' (set to JAPAN), 'PA ID', 'First Name', 'Last Name', 'Business Email Address', and 'Phone Number'. A note explains that the email address will be used for account-related messages. At the bottom left, there's a '+ Modify Access' button (highlighted with an orange box), and at the bottom right, there's a 'Continue' button.

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.

The screenshot shows the 'Modify PA Details' form. At the top, there's a progress bar with three steps: 1. PA Details (active), 2. Access Approval, and 3. Confirm Details. A timer indicates 'Time Left : 18 mins :22 secs'. The form has two radio buttons: 'I am modifying my access as an existing PA to @ Work.' and 'I am modifying another PA's access to @ Work.' (which is selected and highlighted with an orange box). Below the radio buttons, there are fields for 'Country for Verification' (set to JAPAN) and 'PA ID'. A note explains that the country determines language preference. Further down, there are fields for 'First Name', 'Last Name', and 'Business Email Address'. A note states that the email address will be used for @ Work account messages and marketing. At the bottom, there's a 'Phone Number' field and a 'Modify Access' button.

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 be completed by an existing PA or AS.

PA Details

☐ I am an existing Program Administrator or Authorized Signatory ⓘ ☐ 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 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