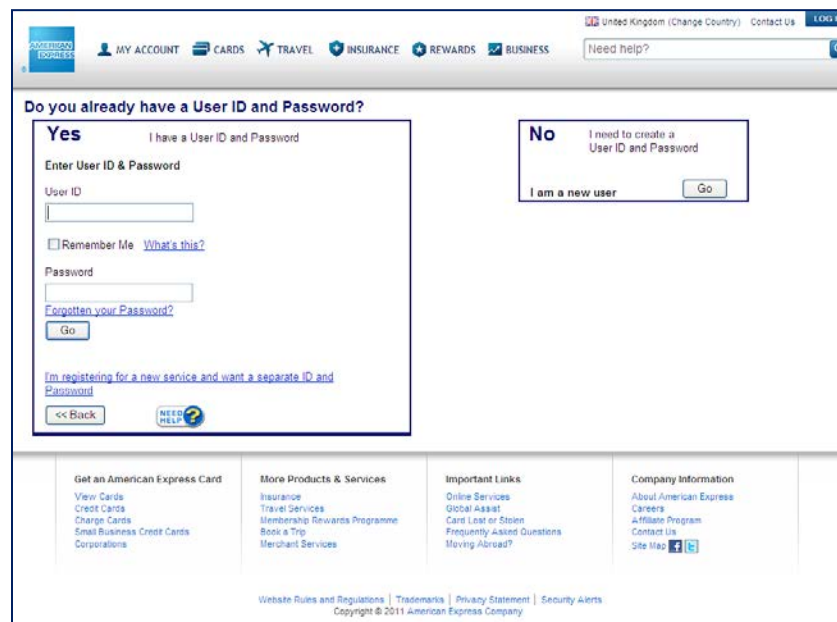# Download your BTA Online Statements from American Express @ Work®
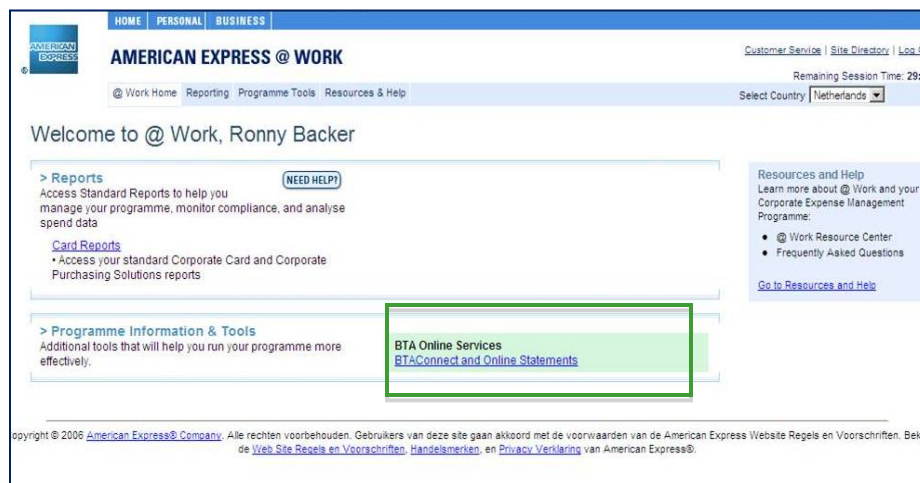
Follow the steps below to download your BTA Online Statements:

1. Go to American Express @ Work via http://www.americanexpress.nl/atwork and log in with your user ID and password.

2. Once you are logged in American Express @ Work, you have direct access to BTAConnect and your BTA Statements via the link below **BTA Online Services**.

3. Once in BTAConnect you can select the BTA(s) of which you would like to view or download the statement and click on the link **View Online Statement(s)**.
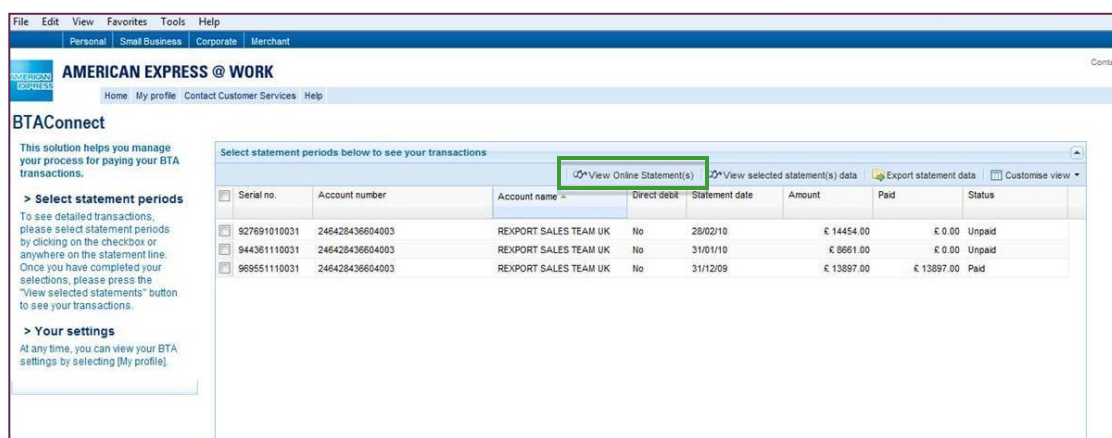
4. On the next screen you will see an overview of your BTA(s) and you can directly download your most recent statement in PDF or CSV format. The Statements of the previous 13 months are stored and these are available under **History** from the moment you registered for @ Work.
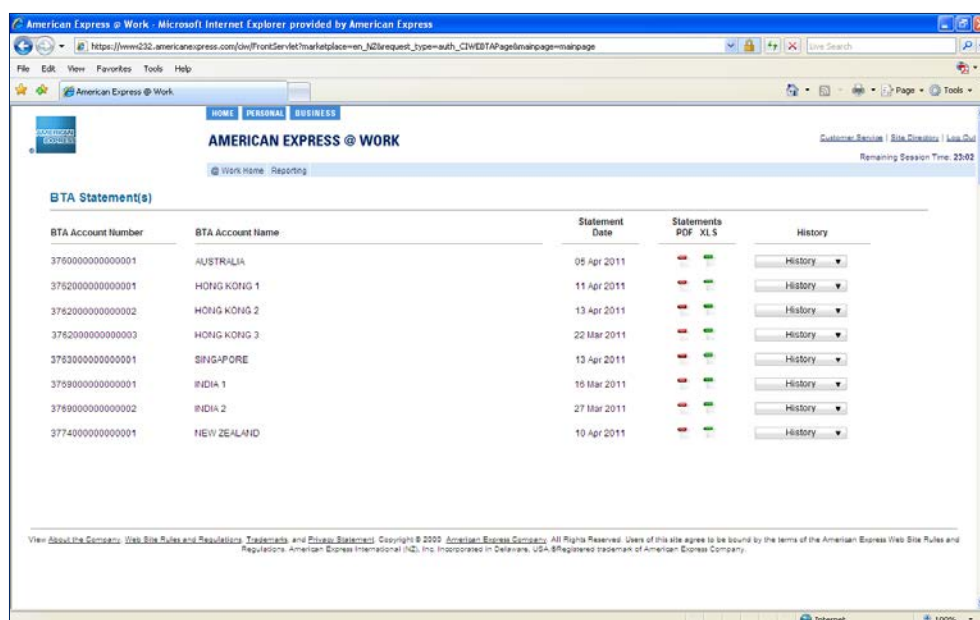
Monthly email
Every month you will receive an email alert as soon as your new BTA Statement is available online. This email is sent by AmericanExpress@email.americanexpress.com. To make sure these emails are not being treated as SPAM, we recommend you to add the above email address to your address book.

BTAConnect for more details on your transactions

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BTAConnect is a unique online reconciliation and communication tool. You can find all details on your statement transactions here and this tool allows you to communicate securely with American Express® Customer Services and your Travel Agent.

BTAConnect quickly and seamlessly matches your organisation's existing processes. It provides you with a robust, flexible solution that makes managing your BTA easier than ever before to save you time. BTAConnect provides your organisation with the flexibility to customise how you view and analyse data from your statement.

Follow the steps below to go to BTAConnect:

1. Go to American American Express @ Work via http://www.americanexpress.nl/atwork and login with your login details.
2. Enter your USER ID and password.
3. Once you are logged in American Express @ Work, you can go to BTAConnect via the link **below BTA Online Services** as shown below.

4. In BTAConnect you have access to all your BTA transactions of the previous 13 months and you can sort and filter your data as you wish.

Click here for a demo of BTAConnect http://www.americanexpress.co.uk/btaconnectdemo