

BTA ONLINE STATEMENT & BTACONNECT

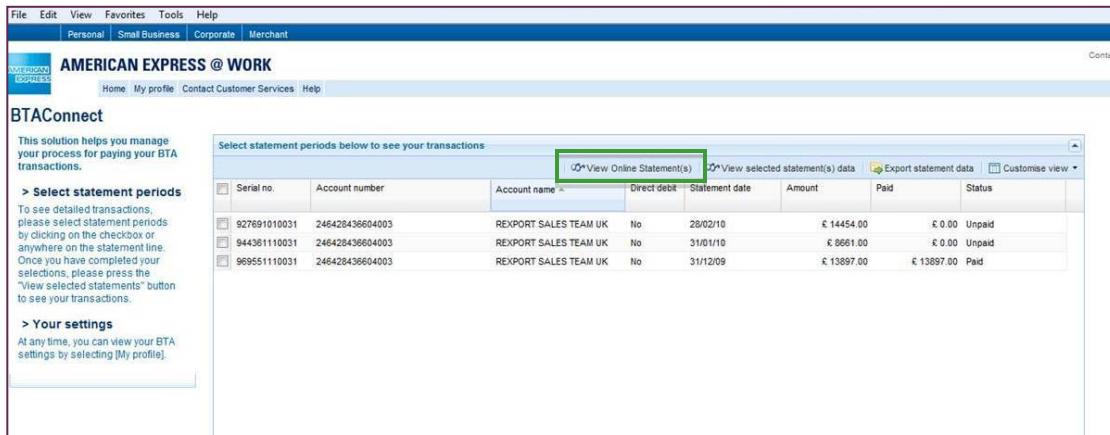
Download your BTA Online Statements from American Express @ Work®

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.

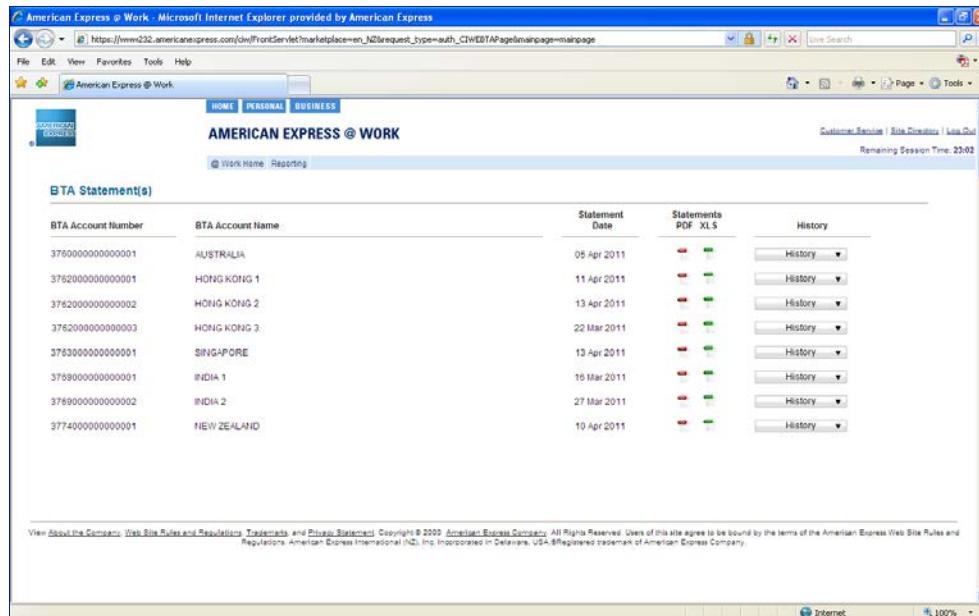
2. Once you are logged in American Express @ Work, you have direct access to BTAConnect and your BTA Statements via the link below **BTA Online Services**.

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)**.



The screenshot shows the BTAConnect interface. At the top, there is a menu bar with File, Edit, View, Favorites, Tools, and Help. Below the menu, there are tabs for Personal, Small Business, Corporate, and Merchant. The main content area is titled 'AMERICAN EXPRESS @ WORK' and 'BTAConnect'. It displays a table of transactions with columns for Serial no., Account number, Account name, Direct debit, Statement date, Amount, Paid, and Status. The table contains three rows of data. At the top of the table, there is a toolbar with buttons for 'View Online Statement(s)', 'View selected statement(s) data', 'Export statement data', and 'Customise view'. A green box highlights the 'View Online Statement(s)' button.

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.



The screenshot shows the American Express @ Work interface. At the top, there is a menu bar with File, Edit, View, Favorites, Tools, and Help. Below the menu, there are tabs for HOME, PERSONAL, and BUSINESS. The main content area is titled 'AMERICAN EXPRESS @ WORK'. It displays a table of BTA statements with columns for BTA Account Number, BTA Account Name, Statement Date, Statements PDF XLS, and History. The table contains eight rows of data. Each row has a 'History' link next to the 'Statements PDF XLS' column. A green box highlights the 'History' link in the first row.

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

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.



The screenshot shows the 'AMERICAN EXPRESS @ WORK' homepage. At the top, there are links for 'HOME', 'PERSONAL', and 'BUSINESS'. The main content area is titled 'AMERICAN EXPRESS @ WORK' and features a 'Welcome to @ Work, Ronny Backer'. Below this, there are sections for 'Reports', 'Programme Information & Tools', and 'BTAConnect and Online Statements' (which is highlighted with a green box). The bottom of the page includes a copyright notice and links for 'Customer Service', 'Site Directory', 'Log Out', and 'Select Country'.

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.

The screenshot shows a detailed view of 'Business travel transactions' in BTAConnect. The table lists 12 transactions with columns for Account name, Statement ID, Status, Invoice number, Transaction date, Processed date, Payment date, Net amount, Allocated amount, Unallocated amount, Paying agent reference, Traveller name, Indicator, Line items, Travel legs, P..., Enquiry status, and Link to invoice. Each row has a checkbox in the first column and various icons for managing the transaction.

Account name	Statement ID	Status	Invoice number	Transaction date	Processed date	Payment date	Net amount	Allocated amount	Unallocated amount	Paying agent reference	Traveller name	Indicator	Line items	Travel legs	P...	Enquiry status	Link to invoice
REXPORT SAL...	944361110031	Approved	47535132	09/01/10	10/01/10	25/02/10	£ 160.00	£ 201.00	£ 0.00	316666000135...	JEREMY SINCLAIR MR	(i)	(i)	2...	(i)	(i)	(i)
REXPORT SAL...	944361110031	Approved	543143313	11/01/10	12/01/10	25/02/10	£ 57.60	£ 72.00	£ 0.00	316666000135...	KATY MORNCZ MR	(i)	(i)	2...	(i)	(i)	(i)
REXPORT SAL...	944361110031	Approved	466645131	02/01/10	03/01/10	25/02/10	£ 57.60	£ 72.00	£ 0.00	316666000135...	KERR FOSTER MR	(i)	(i)	2...	(i)	(i)	(i)
REXPORT SAL...	944361110031	Approved	514561435	11/01/10	12/01/10	25/02/10	£ 4645.60	£ 587.00	£ 0.00	316666000135...	MICHAEL PARRY MR	(i)	(i)	2...	(i)	(i)	(i)
REXPORT SAL...	944361110031	Approved	554358133	19/01/10	20/01/10	25/02/10	£ 121.60	£ 152.00	£ 0.00	316666000135...	JAMES BAKER MR	(i)	(i)	2...	(i)	(i)	(i)
REXPORT SAL...	944361110031	Approved	666545676	28/01/10	29/01/10	25/02/10	£ 1726.40	£ 2156.00	£ 0.00	316666000135...	ELLA FITZROY MR	(i)	(i)	2...	(i)	(i)	(i)
REXPORT SAL...	944361110031	Approved	544516584	14/01/10	15/01/10	25/02/10	£ 57.60	£ 72.00	£ 0.00	316666000135...	JANE O'NEILL MR	(i)	(i)	2...	(i)	(i)	(i)
REXPORT SAL...	944361110031	Approved	666454534	27/01/10	28/01/10	25/02/10	£ -1681.60	£ -2102.00	£ 0.00	316666000135...	DORA HOOD MR	(i)	(i)	2...	(i)	(i)	(i)
REXPORT SAL...	944361110031	Approved	541358432	11/01/10	12/01/10	25/02/10	£ 405.60	£ 507.00	£ 0.00	316666000135...	MICHAEL PARRY MR	(i)	(i)	2...	(i)	(i)	(i)
REXPORT SAL...	944361110031	Approved	545465136	15/01/10	16/01/10	25/02/10	£ 57.60	£ 72.00	£ 0.00	316666000135...	JAMES BAKER MR	(i)	(i)	2...	(i)	(i)	(i)

Click here for a demo of BTAConnect <http://www.americanexpress.co.uk/btacnectdemo>