

# The American Express<sup>®</sup> Corporate Program

Get answers. Find instructions. Take charge.

## See how to:

- 1 Apply for Cards
- 2 Manage Cards
- 3 Enroll in the Corporate Membership Rewards<sup>®</sup> Program
- 4 Link Cards to the Corporate Membership Rewards Program
- 5 Redeem Membership Rewards Points
- 6 Put @ Work Reporting & Insights to Work for You
- 7 Get more information

## Choose the Right Card for Your Business

Give the people who work for your company Cards that work for them. From actual, physical Corporate Cards to virtual Cards that only exist online, find the Card that helps your team take care of business—wherever business takes your team. Click a Card name below to get more details about the features and benefits.



[The Corporate Green Card](#)



[The Corporate Gold Card](#)



[The Corporate Platinum Card®](#)

## Apply for Employee Cards with American Express @ Work®

- 1 Visit [atwork.americanexpress.com](https://atwork.americanexpress.com) to log in to American Express @ Work.<sup>1</sup>
- 2 On the bottom right corner of the screen, click the **Beta-Apply for Card** link.
- 3 Select any one of the application key names and select **Send to Applicant**.
- 4 Then, just have the applicant fill out the necessary info.
- 5 To order more Cards, repeat the steps above.

You can watch a guided tour [here](#).

## Upgrade to a Whole New Level of Benefits

Your company can start saving on travel expenses and your employees can start enjoying a new level of perks. Just upgrade your employees' Corporate Cards in 3 easy steps in American Express @ Work:

- 1 Search for the Card Member's Profile.
- 2 Select **Upgrade Card** under **Common Actions**.
- 3 Complete the Upgrade Card journey and click **Submit**.

[Start Upgrading](#)

You can watch a step-by-step video on how to upgrade a Card [here](#).

## Manage Employee Cards in @ Work

Business doesn't have to stop if one of your employees stops using their Card. @ Work is your go-to portal to do things like pause active accounts for employees on leave or not needing their Card for a specific period of time. Capabilities will vary depending on user permissions. Here's how to:



### Suspend an Account for up to 200 days

- 1 From the @ Work home page, select **Account Status** from **Search @ Work**.
- 2 In the dropdown menu to the right, select **Active**.
- 3 Next, click on the account you want to suspend.
- 4 You'll see an account overview of the Card. Simply click on **Suspend Card** in the list of **Common Actions**.
- 5 Enter the **end date** for the suspension in the **pop-up menu**.
- 6 Note that the Card will **automatically** become active the **day after** your selected end date.
- 7 Click **Submit** and you'll see the confirmation.

### Unsuspend a Card

- 1 From the @ Work home page, select **Account Status** from **Search @ Work**.
- 2 In the dropdown menu to the right, enter the **account number**.
- 3 Next, you'll see the **Suspended Until** date on the account summary page.
- 4 Under **Common Actions** on the right of the page, click on **Unsuspend Card**.
- 5 A pop-up window will open with two options.
- 6 **Unsuspend Card Immediately** or **Change Suspension End Date** using the date picker.
- 7 Select your option and click **Submit**.

You can watch a step-by-step video on how to suspend and unsuspend a Card [here](#).

### Cancel Any Account, Anytime

- 1 From the @ Work home page, select **Account Status** from **Search @ Work**.
- 2 In the dropdown menu to the right, select **Active**.
- 3 Next, select the **one account or more** you want to cancel.
- 4 From the **Actions** dropdown menu, select **Cancel Card**.
- 5 A separate window will open showing the account or accounts you want to cancel.
- 6 You can **cancel immediately** or **schedule** a future date.
- 7 Next, indicate a reason for the cancellation.
- 8 You can select the same reason for all the accounts, or select an individual reason for each one.
- 9 Once you're done, click **Continue**.

You can watch a step-by-step video on how to cancel a Card [here](#).

# Reward Your Company for Taking Care of Business



## Enroll Your Company in the Corporate Membership Rewards® Program<sup>2</sup>

- 1** Log in to your company's @ Work account at [atwork.americanexpress.com](https://atwork.americanexpress.com).  
  
If you haven't enrolled in @ Work yet, refer to the welcome email you received from [americanexpress@member.americanexpress.com](mailto:americanexpress@member.americanexpress.com).
- 2** From the @Work home page, select "Rewards & Benefits" on navigation bar.
- 3** Select "Enroll Your Program" under the Corporate Membership Rewards tile.

- 4** Upon reviewing the Corporate Membership Rewards program details, click "Continue". Optional: Click "Learn More" for additional details.
- 5** Once you've reviewed and accepted the program Terms & Conditions, click "Continue" to submit.
- 6** Within 24 hours, you should receive a welcome email, with tips detailing how to manage your Company's Corporate Membership Rewards program.

# Earn Rewards for Getting Work Done

Enrolling your Cards in Corporate Membership Rewards program comes with a \$90 annual enrollment fee for each enrolled Corporate Green Card Member.



## Here's How to Link Cards

- 1** Log in to your company's @ Work account at [atwork.americanexpress.com](https://atwork.americanexpress.com). If you haven't enrolled in @ Work yet, refer to the welcome email you received from [americanexpress@member.americanexpress.com](mailto:americanexpress@member.americanexpress.com).
- 2** From the @Work home page, select "Rewards & Benefits" on navigation bar.
- 3** Click "Manage Rewards" under the Corporate Membership Rewards program tile.
- 4** Select which Basic Control Account (BCA) to manage and review the current rewards status.
- 5** Select the Card Member(s) by clicking the appropriate checkmark box(es).
- 6** Designate the Corporate Membership Rewards program from the drop-down box. Submit & Continue. Repeat the same process for any remaining Card Members as needed.
- 7** Once you've completed all Card Member Designations, click "I've Finished". Nicely done.
- 8** A confirmation page will appear for your review, and the Card Member(s) enrollment will be fully completed within 24 hours.

## Redeem Rewards in More Ways Than One

Once you've enrolled your company in the Corporate Membership Rewards program and linked Employee Cards, you can start earning points on eligible purchases. And once your company starts earning points, you're one step closer to redeeming them.



### Here's How to Redeem Points

- 1 Log in at [CorporateMembershipRewards.com](https://CorporateMembershipRewards.com).
- 2 Enter your americanexpress.com username and password.
- 3 Once logged in you can browse redemption options for your employees or for your business.

### Redeem Points For

- ★ Pay with Points  
(participating partners)
- ★ Merchandise
- ★ Air Travel
- ★ Hotel Stays
- ★ and More

### Here's How to Redeem Points for Gift Cards

- 1 Log in via [CorporateMembershipRewards.com](https://CorporateMembershipRewards.com).
- 2 Select the gift card you'd like to redeem with rewards points. The full partner list with over 80 brands can be viewed [here](#).
- 3 Choose the Type, Value, and Quantity of cards you'd like to redeem.
- 4 Add to cart and proceed to checkout to review shipping and contact information. When ready, click Confirm & Redeem to enjoy!

### Here's How to Redeem Points for Statement Credit<sup>3</sup>

- 1 Visit [CorporateMembershipRewards.com](https://CorporateMembershipRewards.com)
- 2 Log in to your account
- 3 Select "Get a statement credit"
- 4 Choose the value you wish to redeem
- 5 Click "Confirm & Redeem" to complete process

You may transfer the statement credit to cover all or a part of the billing statement of any American Express Corporate Card enrolled in the Corporate Membership Rewards program by calling **1-888-800-8564**.

### Here's How to Redeem Points for Travel

- 1 Log in at [americanexpresstravel.com](https://americanexpresstravel.com).<sup>4</sup>
- 2 Select a flight, prepaid hotel, or rental car.<sup>5</sup>
- 3 At checkout, select **Use all or some Membership Rewards points**.
- 4 Choose how many points you want to redeem and select **Apply**.

# @ Work Reporting Puts Insights @ Your Fingertips

Overseeing your company's Corporate Card Program isn't just about paying the bills. With @ Work Insights and Reporting, you have the power and flexibility to streamline operations by turning valuable information into actionable insights that let you:



Get a comprehensive  
picture of spending



Track saving



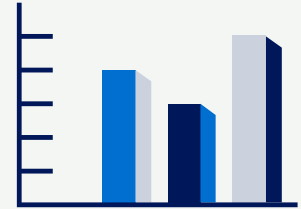
Enforce company  
spending policies

Start creating comprehensive reports and seeing invaluable impacts for your business. Here's how:

- 1 Log in to [atwork.americanexpress.com](https://atwork.americanexpress.com).
- 2 Select the **Insights & Reporting** tab.
- 3 Scroll down.
- 4 Click on the **Manage Reports** button.
- 5 You'll be able to **view** your customized reports, **schedule** new reports and **access** other report options.

# Access Insights For an Invaluable Overview

Make key business tasks fast and easy with a suite of five complimentary, simple-to-use, easy-to-access interactive tools that help you efficiently and effectively handle a wide variety of data-driven tasks:



## MY SUPPLIERS

Analyze your Corporate Card purchases in depth and get customizable supplier recommendations based on peer behavior.

## MY PEOPLE

Get insights on employee delinquent patterns to help you proactively avoid fees.

## MY TRANSACTIONS

Automatically identify Corporate Card transactions that are out of pattern.

## MY POLICY

Quickly create a customized T&E policy based on specific business needs.

## REWARDS

Make the most of the Corporate Membership Rewards program and get recommendations for redeeming points.

## To access OneSight<sup>6</sup>:

- 1 Log in to [atwork.americanexpress.com](https://atwork.americanexpress.com).
- 2 Click on the link under the **Reporting** section.



# Contacts and Resources

To get familiar with @ Work and see it in action, take the [@ Work guided tour](#).

If you have questions, please call the PA Help Desk: 1-888-800-8564.

## Terms & Conditions

<sup>1</sup>Use of American Express @ Work<sup>®</sup> is restricted to employees, contractors and/or agents that the Company, and its representatives designate for the sole purpose of performing online account queries and maintenance, including accessing and/or creating reports relating to the Company's American Express<sup>®</sup> Corporate Card programs. @ Work is available to all companies with an American Express Corporate Card program. Enrollment is required. To enroll in @ Work please contact your American Express Representative or call 1-888-800-8564.

### **<sup>2</sup>Corporate Membership Rewards<sup>®</sup>**

Enrollment in the Corporate Membership Rewards program is required. Only the American Express<sup>®</sup> Corporate Green Card, American Express<sup>®</sup> Corporate Gold Card, and Corporate Platinum Card<sup>®</sup> from American Express are eligible to enroll in the Corporate Membership Rewards program. The Program Administrator is charged a \$90 annual enrollment fee for each enrolled Corporate Green Card. A program fee is not applied for the Corporate Gold Card and Corporate Platinum Card<sup>®</sup>. Get one Corporate Membership Rewards point for every dollar of eligible purchases charged on enrolled American Express<sup>®</sup> Corporate Cards. Eligible purchases are purchases for goods and services minus returns and other credits. Eligible purchases do NOT include fees or interest charges, cash advances, purchases of travelers checks, purchases or reloading of prepaid cards, or purchases of other cash equivalents. If the Corporate Card Member is transferring from an existing Membership Rewards program to the Corporate Membership Rewards program, the Card Member will have 30 days to use any existing Membership Rewards points before they are forfeited.

The redemption value of Corporate Membership Rewards points varies according to how you choose to use them.

For the full terms and conditions for the Corporate Membership Rewards<sup>®</sup> program please visit [americanexpress.com/corporatemrterms](http://americanexpress.com/corporatemrterms) for more information. Participating Corporate Membership Rewards partners, available rewards, and point levels are subject to change without notice.

### **<sup>3</sup>Corporate Membership Rewards<sup>®</sup> — Statement Credit**

To redeem points for a Statement Credit on the Corporate Membership Rewards Program Administrator's ("CMR PA's") billing statement, the CMR PA must either make such request online or call 1-888-800-8564. To redeem points for Statement Credits on another enrolled Corporate Card's billing statement, the CMR PA's previous billing statement must have no balance or a negative balance, and the CMR PA must call 1-888-800-8564 to request a Statement Credit transfer. Please note redemptions for Statement Credits may take up to five business days to appear on the applicable Card's billing statement, and may appear on a statement in a different billing cycle than the date the Statement Credit or the transfer was requested. The CMR PA and enrolled Card Members are responsible for paying the amount due on their corresponding Card's billing statement by the due date.

### **<sup>4</sup>Seller of Travel**

American Express Travel Related Services Company, Inc. is acting solely as a sales agent for travel suppliers and is not responsible for the actions or inactions of such suppliers. Certain suppliers pay us commission and other incentives for reaching sales targets or other goals and may provide incentives to our travel consultants. For more information visit [www.americanexpress.com/travelterms](http://www.americanexpress.com/travelterms).

California CST#1022318; Washington UBI#600-469-694.

<sup>5</sup>Pay with Points: To use Pay with Points, you must charge your eligible purchase through American Express Travel to a Corporate Membership Rewards<sup>®</sup> program-enrolled American Express<sup>®</sup> Corporate Card. Eligible purchases exclude car reservations, non-prepaid hotels, and Fine Hotels & Resorts and The Hotel Collection bookings. Points will be debited from your company's Corporate Membership Rewards account, and credit for corresponding dollar amount will be issued to the American Express Corporate Card account used. If points redeemed do not cover entire amount, the balance of purchase price will remain on the American Express Corporate Card account. Minimum redemption amount is 5,000 points. See [americanexpress.com/corporatemrterms](http://americanexpress.com/corporatemrterms) for Corporate Membership Rewards program terms and conditions.

<sup>6</sup>OneSight<sup>®</sup> is available in the United States only. To get access to OneSight<sup>®</sup> and its tools, you must be enrolled in American Express @Work<sup>®</sup> and @Work Reporting. To enroll, your company's Program Administrator should call 1-888-800-8564.