



*Get Started!*

# Welcome to the Program Administrator Digital Handbook.

A go-to solutions guide designed to help you quickly find information and efficiently navigate the Corporate Card program—helping to enhance productivity along the way.

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**Need a quick-start?**

Get a comprehensive @ Work overview.

[View Reference Guide](#)





# Corporate Cards 101

As you manage the Corporate program, you're in a unique position to both handle employees' questions and help guide them on how to make the most of their Corporate Card benefits. In turn, increased and compliant Card usage can mean greater spending visibility for you and the company.

## Corporate Green Card

Access a number of professional and everyday benefits, as well as Membership advantages

[Explore Now >](#)

## Corporate Gold Card

Provides benefits to help enhance the professional and everyday experience

[Explore Now >](#)

## Corporate Platinum Card®

Unlocks access to elite benefits for a hard-working business lifestyle

[Explore Now >](#)

***Remember to share these essential assets with the team!***





# Dive Into **Special Offers**

## Special Offers



Members have access to a variety of offers featuring entertainment, travel and more. Check back often to explore limited time offers which may be available to help meet your lifestyle needs.

[See Current Offers >](#)





# Applying for Corporate Cards

Enroll in American Express @ Work<sup>®1</sup> to start applying for employee Cards.

Step-By-Step Guide >

[Apply with @ Work >](#)







# Navigating American Express @ Work<sup>®1</sup>

@ Work is a quintessential, all-in-one hub designed to help you manage important Card program components like spending, data insights, and Card applications.

Check out the guide and training demos below to further develop key Corporate program skills.



## Corporate Program Reference Guide

Learn to confidently navigate the Corporate program with step-by-step guides.

[Download the Guide >](#)



## Manage Reporting Guide

Find out how to use @ Work Reporting to help the company save money using data from the program.

[Download the Guide >](#)



## Apply for a Card

Learn how to apply for American Express<sup>®</sup> Corporate Cards and unlock valuable benefits that can help enhance employee satisfaction and streamline expense management.

[Watch Webinar >](#)



# Shareable Resources

Here you can access the important resources featured throughout this Program Management Companion. From benefit hubs, to videos, and PDF overviews, all are conveniently compiled and ready to be shared with the team.

## Resources for Program Management

The following links contain content that can be bookmarked or downloaded to help support deeper knowledge of the American Express® Corporate program:

### @ Work Reference Guide:

- Learn how to apply for and manage Cards effectively using American Express @ Work®¹.

### @ Work Reporting Guide:

- Develop @ Work skills with this insightful overview.

### Watch the 2024 PA Success Summit Replay:

- Get access to a list of watchable sessions dedicated to the understanding of @ Work, Card Member benefits, and more!

## Resources for Card Members

The following links contain content that can be downloaded and shared to help the team better understand their Card Member options:

### Corporate Green Card:

- A comprehensive overview detailing the on-the-go benefits of the Green Card.

### Corporate Gold Card:

- A brief summary showcasing the Gold Card's corporate travel, dining and entertainment benefits.

### Corporate Platinum Card®:

- A detailed breakdown highlighting the elite business benefits offered by the Platinum Card®.

***Remember to share these essential assets with the team!***



# Terms & Conditions



## <sup>1</sup>American Express @ Work<sup>®</sup>

Use of American Express @ Work 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.

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