The
American Express®
Corporate Program

Get answers. Find instructions. Take charge.

See how to:

Choose the Right Cards 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]

1. Visit atwork.americanexpress.com to log in to American Express @ Work.

2. From @ Work homepage, select "Apply for Card" on **My Program** tab on the navigation bar.

3. On the left, select USA from the drop-down list.

4. Choose **Application Link** in the middle of the page.

5. Click to copy the link, then expand the Access Key section of the page.

6. Select any one of the access key names and click **Send to Applicant** to send the Application Link and the Access Key.

7. Then, just have the applicant fill out the necessary info.

8. To order more Cards, repeat the steps above.

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**.

Learn More

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 homepage, search for the Card Member's Profile.
2. Next, click on the account you want to suspend.
3. You'll see an account overview of the Card. Simply click on **Suspend Card** in the list of **Common Actions**.
4. Complete the Suspend Card journey and click Submit.
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 homepage, search for the Card Member's Profile.
2. Next, click on the account you want to unsuspend.
3. You'll see an account overview of the Card. Simply click on **Unsuspend Card** in the list of **Common Actions**.
4. Complete the Suspend Card journey and click Submit.
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**.

Cancel Any Account, Anytime

1. From the @ Work homepage, search for the Card Member's Profile.
2. Next, click on the account you want to cancel.
3. You'll see an account overview of the Card. Simply click on **Cancel Card** in the list of **Common Actions**.
4. Complete the Cancel Card journey and click Submit.
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**.

Reward Your Company for Taking Care of Business

Enroll Your Company in the Corporate Membership Rewards® Program[2]

1 Log in to your company's @ Work account at atwork.americanexpress.com.

If you haven't enrolled in @ Work yet, refer to the welcome email you received from americanexpress@member.americanexpress.com.

2 From @ Work homepage, select "Rewards & Benefits" on **My Program** tab on the 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. If you haven't enrolled in @ Work yet, refer to the welcome email you received from americanexpress@member.americanexpress.com.

2. From @ Work homepage, select "Rewards & Benefits" on **My Program** tab on the 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.

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.

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[3]

1 Visit 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[4]

1 Log in at americanexpresstravel.com.

2 Select a flight or prepaid hotel.

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 with this **interactive guide**.

Here's How to Build a Report

1. Log in to **atwork.americanexpress.com.**

2. From the @ Work homepage, select "@ Work Reports" listed under **Insights & Reporting** on **My Program** on the navigation bar.

3. Click on **Build A Report**.
   - All Templates and personal Saved Templates are here

4. Select **All Templates** or **My Saved Templates**.
   - **All Templates** to view all template options available to create from
   - **My Saved Templates** for saved custom report selections

5. After selecting one of the options, filter by **All Categories** and **All Types** or use the search bar labeled Search **Reports**.

6. On the **All Templates** tab, you can expand a template for report descriptions and available formats or click **View Sample**. On the **Saved Templates** tab, expand the **"Saved Templates"** section to find all personally saved custom reports.

7. Click **Start** to begin creating a report from the associated template.

Here's How to Manage Reports

1. Log into atwork.americanexpress.com.

2. From the @ Work homepage, select "@ Work Reports" listed under **Insights & Reporting** on **My Program** on the navigation bar.

3. Reports are organized by template name.
   - To find a specific template name, use the filters or the search bar. Click **Save filters as default** if you would like this to be your default view when you log in moving forward.

4. To **View Reporting Schedules**, click the **dropdown bar** on your desired template to view your reporting schedules. You can use the 3 dot icon on the right to view your options to manage your schedules.

5. To **download individual reports and view report history**, click the dropdown next to your chosen schedule and use the PDF/XLS icons under the **"Download"** column to download. To **view additional report details**, you can click the **dropdown** next to the report of your choice.

Access Insights For an Invaluable Overview

Make key business tasks convenient with a suite of complimentary and seamless interactive tools that help you efficiently and effectively handle a wide variety of data-driven tasks:
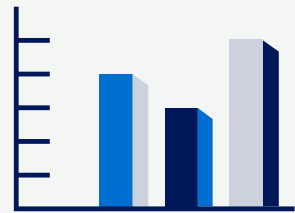
MY SUPPLIERS	Analyze your Corporate Card purchases in depth and get customizable supplier recommendations based on peer behavior.
MY PEOPLE	Get insights on employee delinquent patterns to help you proactively avoid fees.
MY TRANSACTIONS	Automatically identify Corporate Card transactions that are out 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.

Here's How to Access the Insights Hubs' Homepage

1. Log into atwork.americanexpress.com.

2. From the @ Work homepage, select "Insights Hub" listed under **Insights & Reporting** on **My Program** on the navigation bar.

3. Select your desired time filter to view the **Insight Hubs' KPIs** over your desired timeframe. KPIs include:
   - Account Past Due
   - Spend from desired timeframe
   - Cards In Force
   - Zero Spenders
   - Spend Overview

4. If you would like to download any information, click the **Download** button and select your desired file type.

Here's How to Access Program Summary

1. In the **Insights Hub Homepage**, click on **View Program Summary** in the **Spend Overview** tile or click on the following KPI tiles to access the **Program Summary Page**:
   - Account Past Due
   - Spend from desired timeframe
   - Cards In Force
   - Zero Spenders

2. Select your desired time filter to view your company's total spend over your desired timeframe. KPIs for spend patterns include:
   - Total spend from desired timeframe
   - Cards In Force – filtered by Spenders and Zero Spenders
   - Card Type
   - Industry
   - Region
   - Past Due Summary – tabs for Past Due Amount and Late Payment Charges

Here's How to View Current Past Due Accounts

1. In the **Past Due Summary Tile** on the **Program Summary page**, click on **View Current Past Due Accounts** to access **Current Past Due Accounts**.

2. To select the desired timeframe, use the filter button.

3. To access each account's summary, click the **dropdown bar**.

Contacts and Resources

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

Terms & Conditions

[1]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® 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.

[2]**Corporate Membership Rewards®**
Enrollment in the Corporate Membership Rewards program is required. Only the American Express® Corporate Green Card, American Express® Corporate Gold Card, and Corporate Platinum Card® 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®. Get one Corporate Membership Rewards point for every dollar of eligible purchases charged on enrolled American Express ® 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® program please visit americanexpress.com/corporatemrterms for more information. Participating Corporate Membership Rewards partners, available rewards, and point levels are subject to change without notice.

[3]**Corporate Membership Rewards® — 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.

[4]**Pay with Points:** To use Pay with Points, you must charge your eligible purchase through American Express Travel to a Corporate Membership Rewards® program-enrolled American Express® 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 for Corporate Membership Rewards program terms and conditions.

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.

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