

American Express @ Work® Access Request

REQUEST TYPE

Please complete one form per new or existing user

New User (Complete Section A), or **Existing User** (Complete Section B)

A) NEW @ WORK USER

Title	First Name		
Last Name			
Position			
Business Address			
City	State	Postcode	
Country			
Phone		-	Ext
Mobile		-	
Email (apostrophe or hyphen/dashes not accepted)			

Verification Details

Please choose a Verification Word and PIN. Make a note of these details as you'll be required to enter them to complete the online registration process after receiving your Welcome Email(s) containing your User ID and Password.

Word (numbers & letters - lowercase only)

PIN (numbers only)

B) EXISTING @ WORK USER

Complete this section to make changes to or delete an existing user.
Note: By deleting a user, historical reports may be lost.

<input type="checkbox"/> Update existing user	<input type="checkbox"/> Delete existing user
Full Name	
User ID	
Email	

COMPANY DETAILS

Please list the Country and corresponding Corporate IDs associated with this request.

Country	Corporate ID or Control Account
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

PRIVACY POLICY: Personal information requested on this enrolment form is collected and used for the purposes of enrolling your company in @ Work, communicating any product information or updates and authenticating your identification when you log in. [Click to view the relevant Privacy Policy:](#)

Australia New Zealand India Singapore Taiwan Thailand Hong Kong Japan

@ WORK ACCESS

Card Application & Program Management

Initiate Card Applications (Australia and India only)	<input type="checkbox"/>	<input type="checkbox"/>
Approve Card Applications (Australia and India only) Authorised Signatories only	<input type="checkbox"/>	<input type="checkbox"/>
Online Program Management	<input type="checkbox"/>	<input type="checkbox"/>

@ Work Reporting

Standard Report Access	<input type="checkbox"/>	<input type="checkbox"/>
Standard and Customised Report Access Global License Agreement required	<input type="checkbox"/>	<input type="checkbox"/>
Co Brand Reporting*	<input type="checkbox"/>	<input type="checkbox"/>

Business Travel Account Reporting (BTA accounts only)

All BTA Reports*; or select from below:	<input type="checkbox"/>	<input type="checkbox"/>
Spend Comparison*	<input type="checkbox"/>	<input type="checkbox"/>
Trip Requisition Analysis*	<input type="checkbox"/>	<input type="checkbox"/>
Customer Reference Analysis*	<input type="checkbox"/>	<input type="checkbox"/>
Airline Usage Report*	<input type="checkbox"/>	<input type="checkbox"/>
Top 10 Air Routings Report*	<input type="checkbox"/>	<input type="checkbox"/>
Traveller Analysis Report*	<input type="checkbox"/>	<input type="checkbox"/>

* Only one Report Recipient allowed per Corporate ID.
Adding a new Report Recipient will replace any current Report Recipient.

APPROVAL

This section **must** be completed and signed by the Company's Authorised Signatory or Decision Maker already registered in our system.

Authorised Signatory or Decision Maker

I hereby authorise the individual listed to be added as a Program Administrator and/or Report Recipient, and added or removed to the Corporate Card Accounts @ Work program as detailed above.

Full Name
Position
Business Address
City
State
Postcode
Email
Signature
Date DD / MM / YYYY

SUBMITTING THIS FORM

Completed forms can be sent by email to:

Market

All Markets (except India)
India

Email

atworkrequest@aexp.com
CorporateServicing@aexp.com

If you require any assistance completing this form please contact your local PA Servicing Team

Australia: 1300 655 300	Singapore: 0800 186 1035
New Zealand: 0800 100 107	Taiwan: +886 2 2547 3663
Japan: +81 3 3220 6110	Thailand: +662 273 5566
Hong Kong: +852 2277 1095	India: 1800 4191 177

Australia: American Express Australia Limited ABN 92 108 952 085.

New Zealand: American Express International (NZ), Inc. Incorporated in Delaware, U.S.A.

India: American Express Banking Corp., Incorporated in the U.S.A.

Taiwan: American Express International (Taiwan), Inc. Incorporated with Limited Liability in Delaware, U.S.A. **Other markets:** American Express International, Inc. Incorporated with Limited Liability in Delaware, U.S.A. ® Registered Trademark of American Express Company.