

Attention: Program Administrators, copy and paste the below information into the body of your email once you have completed the necessary information.

Apply for Your American Express Card Online

Please follow these quick and easy steps in order to apply for your American Express Corporate Card and/or Corporate Purchasing Card using our online application process:

Step 1: GO TO THE AMERICAN EXPRESS WEB SITE

Please visit <http://www.americanexpress.ca/atworkapplyforcard> for English applications and <http://www.americanexpress.ca/atworkdemandedecarte> for French applications.

Step 2: ENTER YOUR ACCESS KEY

For security purposes, you will need to input the Access Key (an alphanumeric password)

provided by your Program Administrator. Enter your Access Key in the appropriate spot on the screen. Your Access Key is:

Step 3: COMPLETE THE APPLICATION

Carefully complete the entire application. Certain fields are required and must be completed to allow the application to be submitted to your company's Program Administrator for approval.

Step 4: SUBMIT THE APPLICATION

Submit your completed application by clicking on the "SUBMIT" button. Submitting your application will automatically route it to your company's Program Administrator for review and approval. Once approved, it will be forwarded to American Express for processing.

Once you have submitted your application:

- Corporate Card and Corporate Purchasing Card applications initiated via the Internet

have an average processing time of 24 hours from the time it is submitted by the Program

Administrator. Approved applicants will receive their Cards via mail within 7 to 10 days.

If this request requires more urgent processing, please contact your Program Administrator.

Important Contact Information:

- Your Program Administrator is _____ and may be contacted by phone at _____ or via e-mail at _____.
- Your Approving manager is _____ and may be contacted by phone at _____ or via e-mail at _____.

If you have technical problems utilizing the American Express online Apply for a Card process, please contact American Express at 1-800-716-6661