GLOBAL
CORPORATE PAYMENTS

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

Business Phone – Ext

Mobile –

Business 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.

☐ Update existing user ☐ 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

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	Add	Remove
Initiate Card Applications (Australia and India only)	☐	☐
Approve Card Applications (Australia and India only) Authorised Signatories only	☐	☐
Online Program Management	☐	☐

@ Work Reporting	Add	Remove
Standard Report Access	☐	☐
Standard and Customised Report Access Global License Agreement required	☐	☐
Co Brand Reporting*	☐	☐

Business Travel Account Reporting (BTA accounts only)	Add	Remove
All BTA Reports*; or select from below:	☐	☐
Spend Comparison*	☐	☐
Trip Requisition Analysis*	☐	☐
Customer Reference Analysis*	☐	☐
Airline Usage Report*	☐	☐
Top 10 Air Routings Report*	☐	☐
Traveller Analysis Report*	☐	☐

* 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 (if applicable) and 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 D D / M M / Y Y Y Y

SUBMITTING THIS FORM

Completed forms can be sent by email to:

Market	Email
All Markets (except India)	**atworkrequest@aexp.com**
India	**CorporateServicing@aexp.com**

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

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