



American Express @ Work[®]

Introducing Online Card Applications

A smart function within Global Online Programme Management

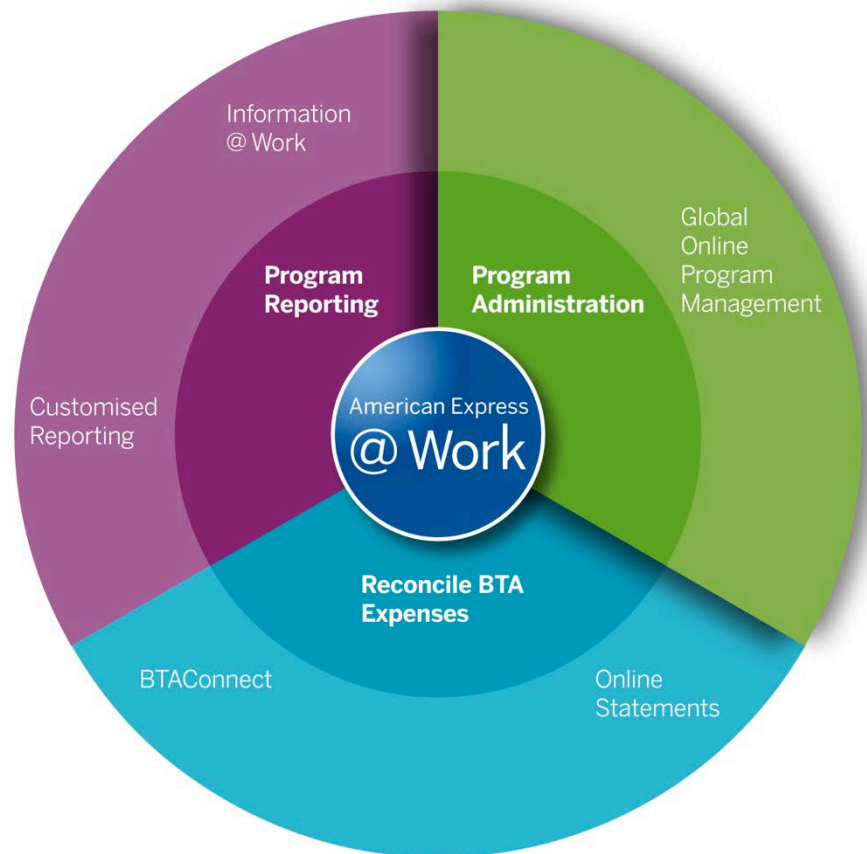


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American Express @ Work

American Express @ Work is an online portal that provides you with easy access to the tools and functions you need to manage your American Express programme to best effect.

Now you can access Online Card Applications through Global Online Programme Management.



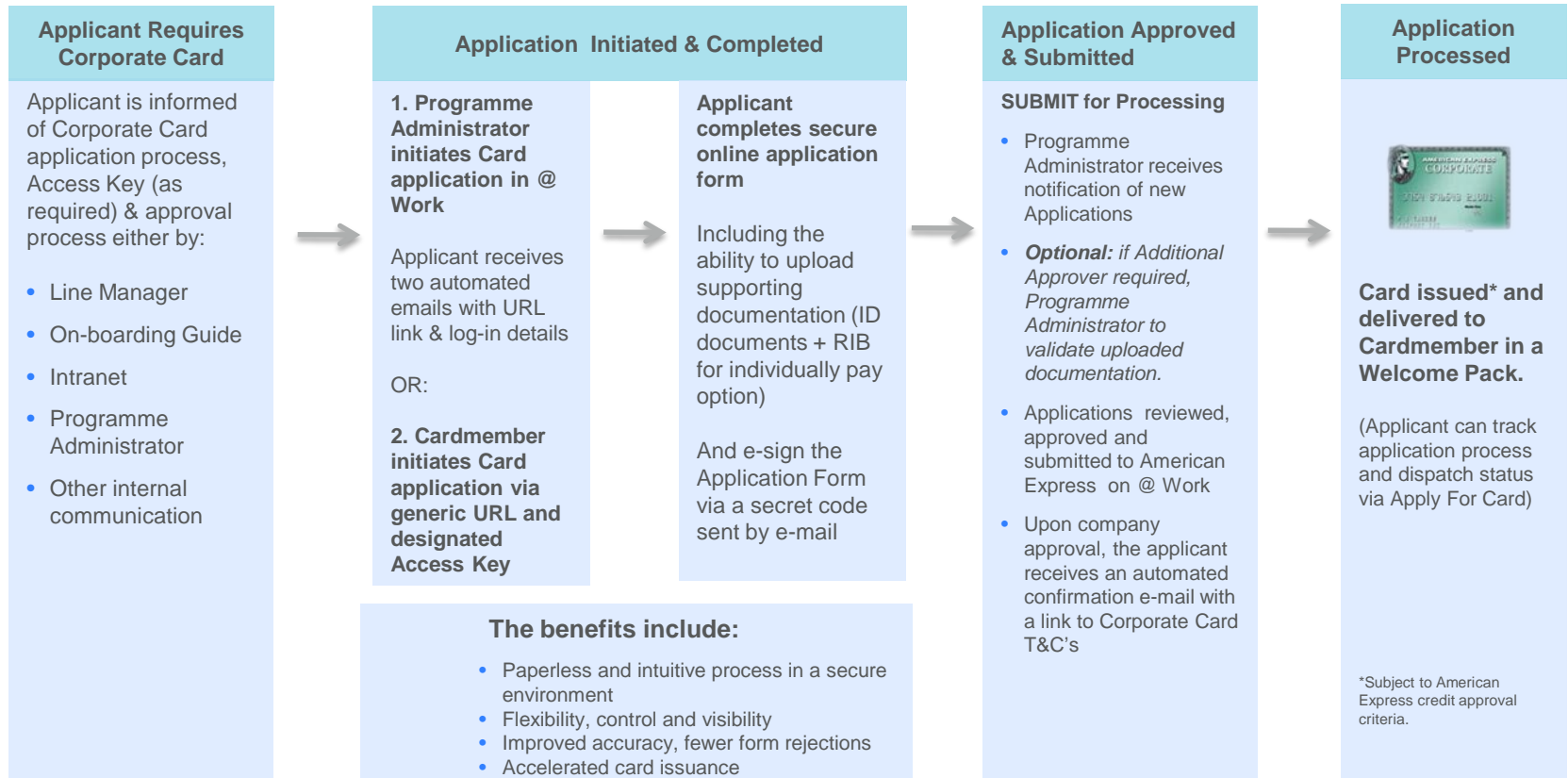
The benefits of Online Card Applications

Flexibility, control & visibility	Improved accuracy, fewer form rejections	Greater speed, faster Card issue
<ul style="list-style-type: none"> • Raised visibility of new applications • Review process with Status Tracking • Choice of who initiates application: <ul style="list-style-type: none"> • Employee initiated • Programme Administrator initiated • More robust application approval process • Specific benefits for the employee : <ul style="list-style-type: none"> - Application form & Terms & Conditions available in French & English - Choose PIN code 	<ul style="list-style-type: none"> • Reduced scope for error due to: <ul style="list-style-type: none"> • Pre-populated company information • Data validation • Application can only be submitted when mandatory fields are complete • No risk of rejection due to out-of-date paper-based forms • Elimination of errors due to incomplete/ illegible forms • Version control of Terms & Conditions 	<ul style="list-style-type: none"> • Full end-to-end online application and approval process • E-signature solution compliant with the French law (see appendix) • Application flows directly to New Accounts system • Inefficiencies of paper-based submissions eliminated • Reduction in Application –to-Card issue processing time • Faster enablement for employees requiring Cards • Streamlined process and enhanced user experience • Bulk application provide convenience and time-saving



How does the new Online Card Applications process work?

@ Work Online Card Applications Process



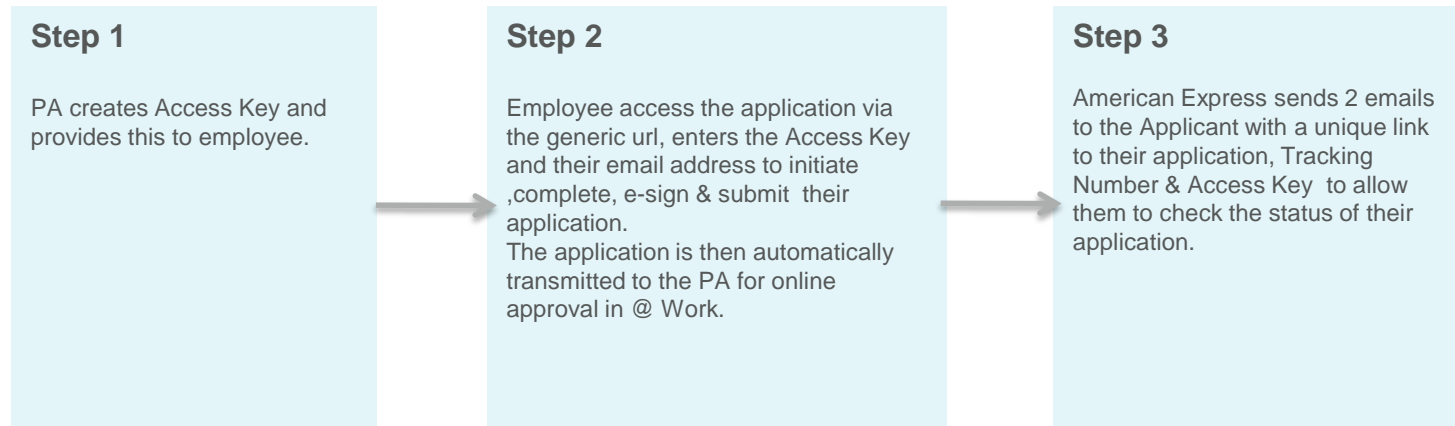
Online Card Applications checklist

Programme Administrator Overview and Checklist

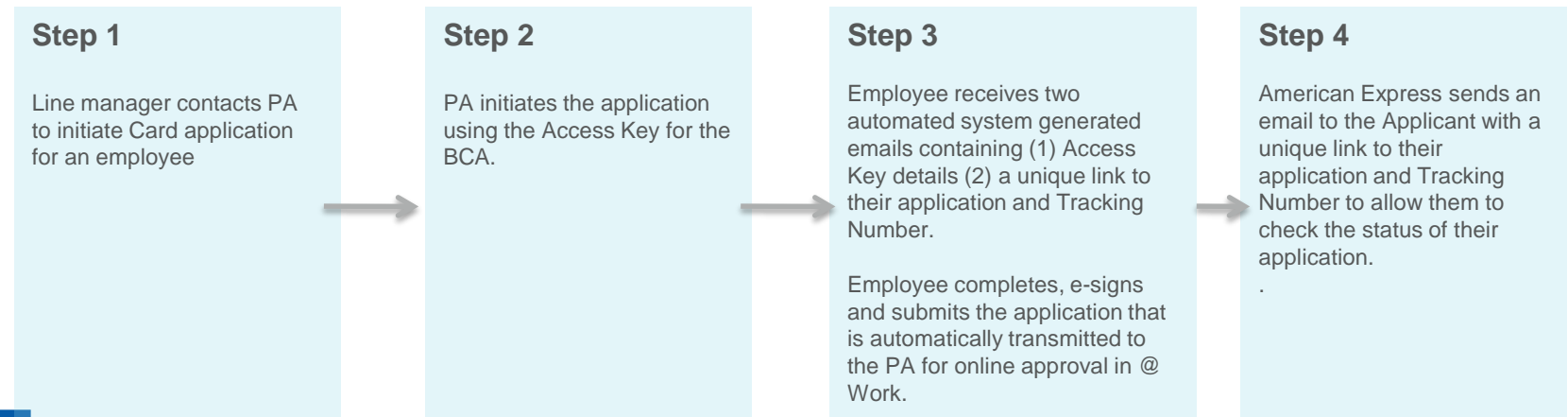
1	Make sure you are enrolled in @ Work	There are different types of @ Work access. You will need to ensure you have Online Programme Management privileges to manage online Card Applications. Your Account Manager can confirm what type of access you have.	✓
2	Decide how Applicants should access the online Form	To give you more flexibility and help you create a workflow that fits with your Company processes, Applications can be initiated either by a Programme Administrator or by the Applicant themselves. You should choose the option that suits your needs best.	✓
3	Decide how Applicants will receive their Access Key	Regardless of how you decide to initiate Applications for your Company, every Applicant will need to know the right Access Key to start their Application. You need to decide how the right Access Key will be communicated.	✓
4	Define who will approve Applications in @ Work	All Applications are submitted to American Express in @ Work. If your Company requires approvals from other individuals (e.g. line manager, Finance Officer) you need to incorporate this into your workflow. These can be attached to the Application, or managed separately.	✓
5	Create Access Keys	To prepare your Account for online Applications, you will need to create an Access Key for each Basic Control Account (BCA). This is a quick and simple, one-time set-up that ensures the correct company information is processed with every application.	✓
6	Update information sources	However your Company provides the relevant information to Applicants (be it Company Intranet, On-boarding Guide, line manager or direct from the Programme Administrator), you need to ensure that all information is up to date and reflects the online Card Application process.	✓

Choose the application process that suits your Company's policies and procedures

Employee initiated application process



Programme Administrator initiated application process



** Both options can be implemented in your company.*

Resources to support your transition to Online Card Applications

American Express understands that not all businesses operate in the same way. Your Account Manager will support you to help make sure the new Online Card Applications process is fully integrated with your Company policies and procedures.



Appendix

- e-Signature – Legal framework
- Automated Emails
- Getting started quick PA user guide



e-Signature – Legal framework

E-signature requirements* :

- **Signer Identification** : establishes the link between the signer and the signed document
- **Signer's agreement** on the signed document
- **Ensure integrity of the signed document** : the document must be protected and can't be modified
- **Document is time stamped** : no back datable
- **Document is archived** together with the support documents

American Express Digital Signature Solution relies on a trusted third party, QuickSign, for cryptographic operations and the technical tasks.

1. American Express generates the electronic contract (card application and supporting documents) :

- ✓ The card applicant populates the fields within the Online Application form which are saved on American Express's servers, accept Corporate Card Terms & Conditions and upload supporting documents.
- ✓ Once the form is validated by the applicant, the customer's field data is converted into a PDF contract that can be downloaded and printed and displayed to the customer along with a link to the e-signature Terms and Conditions.
- ✓ The card applicant must accept the e-signature Terms & Conditions and e-sign the PDF contract by entering the secret code sent to their e-mail address.

3. Keynectis, the Certification Service Provider issues the qualified certificate, creates the electronic proof (signature, time stamping and add it to the supporting docs)

4. The Application and Supporting Documents are then archived at CDC (Caisses des Dépôts) and can be produced in an appropriate format for evidentiary purposes at a future point.

**As per the decrees of March 30th 2001 and April 18th 2002*



Online Card Applications

Automated Emails

	Content	Purpose	Trigger	Recipient	Batch / Realtime
1	Unique URL and Tracking Number	Used by Applicant to login to the application	(a) PA initiated applications: when PA initiates the application., or (b) Employee initiated applications: when applicant submits/saves the application as draft or, (c) PA can resend those e-mails from @ Work	Applicant	Realtime
2	Access Key	Used by Applicant to login to the application			
3	Additional/Internal Approval Routing	Asks the Internal/Additional approver to send his/her approval via email to the Applicant.	Applicant triggered: When the Applicant clicks the button to send Approval email to Additional/Internal Approver while completing the application. Note: This email is triggered only when the PA sets the Internal Approver to 'yes' on the Access Key.	Internal/ Additional Approver	Realtime
4	Route to Applicant Action	Advises the Applicant that the PA/Final Approver has routed the application back to him. Note: The PA is responsible to add comments on the email for the Applicant.	PA triggered: When the PA needs the Applicant to modify information on the application and resubmit.	Applicant	Realtime
5	Reminder	Reminds the Applicant that an application is pending to be completed and /or submitted to PA for approval.	First email is triggered on the eighth day and every seven days thereafter if the application is 'Saved as Draft'/'with Applicant'; email stops when 90 days have elapsed since application initiation, application is cancelled, or completed.	Applicant	Batch, every 7 days Card application is pending submission



Online Card Applications cont'd

Automated Emails

	Content	Purpose	Trigger	Recipient	Batch / Realtime
6	Application form approved by the company	Confirms application is approved by the company and sent to American Express for review and processing. Provides the link to the Terms & Conditions that were accepted.	When the PA or Final Approver approves the application.	Applicant	Realtime
7	Pending Approval (Urgent)	Notifies the PA that an Urgent application has been submitted by the Applicant and approval is needed for processing.	When an Urgent application is submitted by the Applicant.	(a) Employee Initiated Applications: PA who created the Access Key. (b) PA Initiated applications: PA who initiated the application. (c) Final Approver (FA): when a FA e-mail address has been captured at Access Key level	Realtime
8	Summary of Pending Approvals	This email advises the PA that few applications are pending for his approval.	Whenever there is at least one application pending approval for the PA (whether normal or urgent).	(a) Employee Initiated Applications: PA who created the Access Key. (b) PA Initiated applications: PA who initiated the application. (a) Final Approver (FA) : when a FA e-mail address has been captured at Access Key level	Batch (23:30hrs local market time)
9	Change in Template	This email advises the Card Applicant that some changes have taken place to the card application form and hence he needs to resubmit the application	When the application has not been submitted to American Express, and application form template changes occur	Applicant	Batch

Getting started – Quick PA user guide

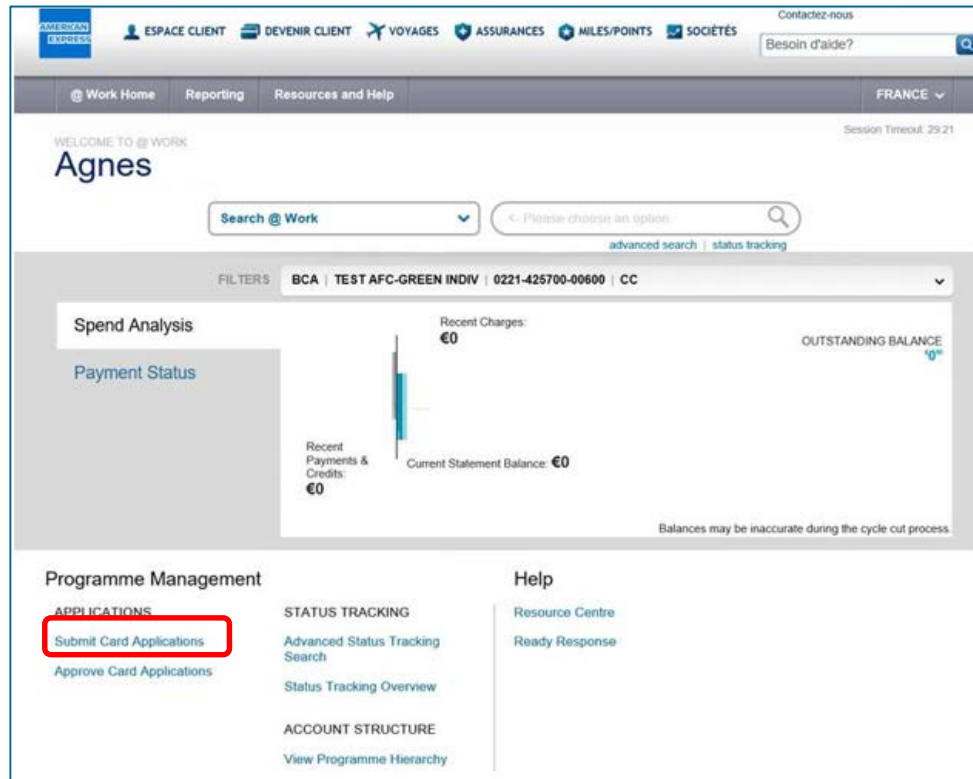
- ✓ **Creating an Access Key**
- ✓ **Initiating a card application (PA initiated process)**
- ✓ **Initiating a bulk application (PA initiated process)**
- ✓ **Employee initiated card application**
- ✓ **Completing an application**
- ✓ **Approving application forms**
- ✓ **Other actions : rerouting or rejecting an application**
- ✓ **Other actions : changing the priority**
- ✓ **Status tracking tab**



Creating an Access Key

Access Keys must be created in @ Work before Card applications can be initiated for a Basic Control Account (BCA). Once created, an Access Key is used to initiate and process all Card applications for a BCA.

- **Log in** to AmericanExpress @ Work: www.americanexpress.fr/atwork
- From the **Card Accounts** section, select the **Process Applications** link
- Click **Submit Card Applications**



The screenshot displays the American Express @ Work portal interface. At the top, there is a navigation bar with the American Express logo and various service links: ESPACE CLIENT, DEVENIR CLIENT, VOYAGES, ASSURANCES, MILES/POINTS, and SOCIÉTÉS. A search bar for 'Besoin d'aide?' is also present. Below the navigation bar, the user's name 'Agnes' is displayed, along with a 'Search @ Work' dropdown and a search input field. The main content area shows a 'Spend Analysis' section with a bar chart and financial data: 'Recent Charges: €0', 'OUTSTANDING BALANCE 10€', and 'Current Statement Balance: €0'. A red box highlights the 'Submit Card Applications' link under the 'APPLICATIONS' section in the 'Programme Management' area. Other links include 'Approve Card Applications', 'STATUS TRACKING', 'ACCOUNT STRUCTURE', and 'Help'.

Creating an Access Key

Select **Create New** on the **Access Key Maintenance & Initiate Application** tab

Card Application Processing

Access Key Maintenance & Initiate Application | Bulk Application Status Tracking | Card Application Status Tracking | Application Pending Approval (110) | E-mail Templates

Access Key Maintenance FAQ's Export

Showing 1 to 10 of 154 entries

	Access Key Name	Access Key Number	BCA Name	BCA Number	Card Product	Card Type	Liability	
<input type="radio"/>	AA1	360VVK1B			American Express Corporate Card	Corporate Card	Full Corporate	Cor
<input type="radio"/>	aaa	Q5PNXLLY			American Express Corporate Card	Corporate Card Gold	Combined	Indi
<input type="radio"/>	abcd	EEEN7G0X				Corporate Card	Combined	Indi
<input type="radio"/>	Abhishek_25/10	1SUWQ2B0				Corporate Card Gold	Combined	Indi
<input type="radio"/>	acstestkey1	XJWVIGZW				Corporate Card	Combined	Indi
<input type="radio"/>	add appvr2	6DQFH46X				Corporate Card	Full Corporate	Indi
<input type="radio"/>	add appvr4	Z2EIGSDI			American Express Corporate Card	Corporate Card Platinum	Individual	Indi
<input type="radio"/>	AddApp1	RHLV8QD8			American Express Corporate Card	Corporate Card	Full Corporate	Cor
<input type="radio"/>	addapp2	VYQPT83A			American Express Corporate Card	Corporate Card	Full Corporate	Cor
<input type="radio"/>	AK_Exp_2	178VDP6D			Air France - American Express Corporate	Corporate Card	Full Corporate	Indi

Display 10 First Previous 1 2 3 4 5 Next Last

Create New | Edit | Delete | Initiate Application | Initiate Bulk Applications

Note: the first time you access this screen, the table is empty. You first need to create access keys for each BCA you manage in order to be able to initiate card applications.



Creating an Access Key

Select your **BCA number** from the dropdown

- The list of BCAs available is driven by your @ Work access
- Product Type, Liability Type, and Billing Type are all pre-populated for each BCA

The screenshot displays the 'Card Application Processing' interface. At the top, there are tabs for 'Access Key Maintenance & Initiate Application', 'Bulk Application Status Tracking', 'Card Application Status Tracking', 'Application Pending Approval (110)', and 'E-mail Templates'. The 'Access Key Maintenance' section is active, showing a table of 155 entries. The table has columns for Access Key Name, Access Key Number, BCA Name, BCA Number, Card Product, Card Type, and Liability. A dropdown menu is open for the 'BCA Number' column, showing a list of numbers. The interface also includes a search bar, a 'Display' dropdown set to 10, and 'Save' and 'Cancel' buttons.

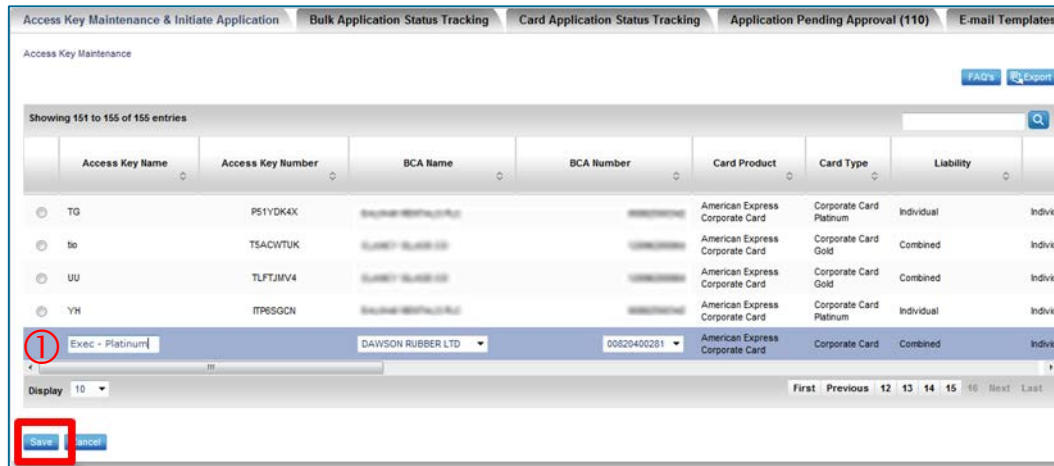
Access Key Name	Access Key Number	BCA Name	BCA Number	Card Product	Card Type	Liability
TG	P51YDK4X	ENLAGE WESTFALIA RLE	00000500036	American Express Corporate Card	Corporate Card Platinum	Individual
tie	T5ACWTUK	CLARITY CLASS 00	00000500183	American Express Corporate Card	Corporate Card Gold	Combined
UU	TLFTJMV4	CLARITY CLASS 00	00819000251	American Express Corporate Card	Corporate Card Gold	Combined
YH	ITP6SGCN	ENLAGE WESTFALIA RLE	00820400012	American Express Corporate Card	Corporate Card Platinum	Individual

BCA Number dropdown list:

- Select One
- 00000500036
- 00000500183
- 00819000251
- 00820400012
- 00820400044
- 00820400061
- 00820400076
- 00820400105
- 00820400110

Creating an Access Key

1. Choose a Name for your Access Key (30 alphanumeric characters maximum). Use your own naming convention, for example, cost centre or department
2. Set Access Key parameters by filling in the optional fields (ie: **Customised Field(s)** allows to mandate the Department Code and / or Employee Number. If your company has opted for the individual payment, you can make Direct Debit mandate optional or mandatory or simply delete it. Other options allow you to send reminder e-mails to employee who did not complete their application form, set up an Additional Approver, or change the Access Key expiry date).
3. and click **Save**



Creating an Access Key

- An Access Key number is automatically generated (8 characters digit and/or numbers). At that point, Application Forms can be initiated to applicants for that BC.
- The Applicant will need to know the correct Access Key to initiate an application
- The default expiration for Access Keys is 20 years and can be changed.

Access Key Maintenance & Initiate Application Bulk Application Status Tracking Card Application Status Tracking Application Pending Approval (110) E-mail Templates

Access Key Maintenance [FAQ's](#) [Export](#)

Showing 151 to 155 of 155 entries [Q](#)

	Access Key Name	Access Key Number	BCA Name	BCA Number	Card Product	Card Type	Liability	
<input type="radio"/>	TG	P51YDK4X	SALVAGE RENTALS R/L	888020740	American Express Corporate Card	Corporate Card Platinum	Individual	Individ
<input type="radio"/>	tio	T5ACWTUK	ELANDY GLASS CO	00820400281	American Express Corporate Card	Corporate Card Gold	Combined	Individ
<input type="radio"/>	UU	TLFTJMV4	ELANDY GLASS CO	00820400281	American Express Corporate Card	Corporate Card Gold	Combined	Individ
<input type="radio"/>	YH	ITP6SGCN	SALVAGE RENTALS R/L	888020740	American Express Corporate Card	Corporate Card Platinum	Individual	Individ
	Exec - Platinum		DAWSON RUBBER LTD	00820400281	American Express Corporate Card	Corporate Card	Combined	Individ

Display 10 First Previous 12 13 14 15 16 Next Last



Initiating a card application (PA initiated process)

- You can initiate card applications for one employee or for a group.
- To initiate a single card application, select the access key the employee is linked to, and click on Initiate application.

Card Application Processing

Access Key Maintenance & Initiate Application Bulk Application Status Tracking Card Application Status Tracking Application Pending Approval (3) E-mail Templates

Access Key Maintenance

Showing 1 to 10 of 27 entries

	Access Key Name	Access Key Number	BCA Name	BCA Number	Card Product	Card Type	Liability	Billing C
<input type="radio"/>	DD Mandatory DG Hong PIT	FZBN5KQA	AMERICAN EXPRESS TEST AFC	022142570000300	American Express Corporate Card	Corporate Card Gold	Combined	Individual
<input type="radio"/>	FR GOLD IS HL JAN 13	6HAEJETJ	AMERICAN EXPRESS TEST AFC	022142570000300	American Express Corporate Card	Corporate Card Gold	Combined	Individual
<input type="radio"/>	RBESSIERE	ELB670ZE	AMERICAN EXPRESS TEST AFC	022142570000300	American Express Corporate Card	Corporate Card Gold	Combined	Individual
<input type="radio"/>	RBESSIERE	TO2Y62TG	AMERICAN EXPRESS TEST AFC	022142570000300	American Express Corporate Card	Corporate Card Gold	Combined	Individual
<input type="radio"/>	HL AF CS JAN 13	HG2LMFEK	AMERICAN EXPRESS TEST AFC	022142577000200	Air France - American Express Corporate Card	Corporate Card	Full Corporate	Individual
<input checked="" type="radio"/>	Test DSSA	PT55ZJTJ	AMERICAN EXPRESS TEST AFC	022142577000200	Air France - American Express Corporate Card	Corporate Card	Full Corporate	Individual
<input type="radio"/>	american express test 20122016	2JJK2K0A	AMERICAN EXPRESS TEST 2	022130970000300	American Express Corporate Card	Corporate Card Gold	Full Corporate	Company
<input type="radio"/>	add appr test	51E2KP5Z	AMEX AFC TEST - GREEN	022142570000600	American Express Corporate Card	Corporate Card	Individual	Individual
<input type="radio"/>	Ind_DD_Mand	J7JRLQ65	AMEX AFC TEST - GREEN	022142570000600	American Express Corporate Card	Corporate Card	Individual	Individual
<input type="radio"/>	Ind_DD_optional	YWHYREIG	AMEX AFC TEST - GREEN	022142570000600	American Express Corporate Card	Corporate Card	Individual	Individual

Display 10

First Previous 1 2 3 Next Last

Create New Edit Delete **Initiate Application** Initiate Bulk Applications



Initiating a card application (PA initiated process)

- Fill in the fields : priority (normal or urgent card issuance), employee title, first name, name & e-mail address.
- Then click on « Initiate application »

Accueil @ Work | Rapports d'analyse et de gestion | Autres rubriques utiles | Pôle d'information | Card application : English version

Card Application Processing

Access Key Maintenance & Initiate Application | Bulk Application Status Tracking | Card Application Status Tracking | Application Pending Approval (3) | E-mail Templates

[Access Key Maintenance -> Initiate Application](#)

All fields marked with * are mandatory

Access Key Details

Access Key Name	teer	Access Key No	CKDUGXES
BCA Name	XXXXXXXX	BCA No	XXXXXXXX
Market Code	France	Card Product	American Express Corporate Card
Card Type	Corporate Card	Liability Type	Full Corporate
Settlement Option	Company	Billing Option	Individual
Expiry Date	25/08/2036	Status	Active
Final Approver Name	PA UAT01	Final Approver E-mail	XXXXXXXX
Last Modified By	PA UAT01	Last Modified Date	25/08/2016
Plastic Issued	Yes		

Application Priority

Priority:

The Card is expected to be issued and delivered within 8 working days following approval of the Application by American Express

Applicant Details

Full Name:

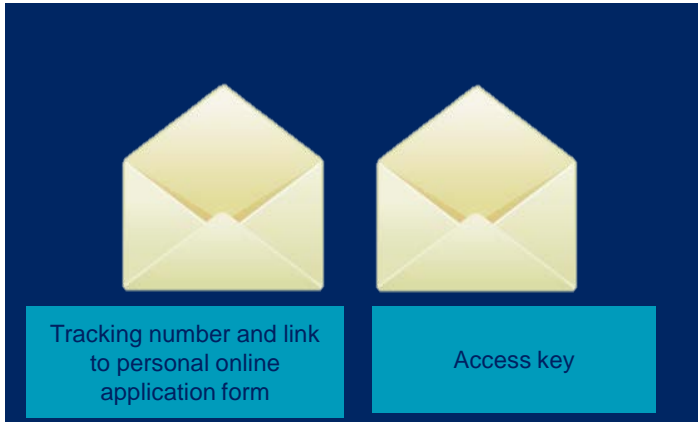
E-mail Address:

Note: please double check the e-mail address entered. You will not receive notification if the e-mail address entered is invalid or if the automated e-mails sent by American Express have been returned as undelivered.

Devenir client | Liens utiles | Plus de services | Informations sur la société



Initiating a card application (PA initiated process)



- The applicant will receive 2 system generated e-mails to access the card application form.

- To access pre-filled application, the applicant will just need to open the emailed URL and copy-paste the tracking number and access key.
- The pre-filled card application can then be opened, completed with requested attachments and signed electronically prior to being submitted for approval.

Accéder à votre demande de carte

Merci de saisir les codes suivants afin d'accéder à votre demande de carte :

Clé d'accès (Obligatoire)

N° de Référence (Obligatoire)

Soumettre

Initiating a bulk application (PA initiated process)

- The Programme Administrator can initiate multiple card application in one go, all linked to the same basic control account.
- From **Access Key Maintenance & Initiate Application** Tab, select an Access key
- Select **Initiate Bulk Applications**

Card Application Processing

Access Key Maintenance & Initiate Application | Bulk Application Status Tracking | Card Application Status Tracking | Application Pending Approval (3) | E-mail Templates

Access Key Maintenance

Showing 1 to 10 of 27 entries

	Access Key Name	Access Key Number	BCA Name	BCA Number	Card Product	Card Type	Liability	Billing C
<input type="radio"/>	DD Mandatory DG Hong PIT	FZBNKQA	AMERICAN EXPRESS TEST AFC	022142570000300	American Express Corporate Card	Corporate Card Gold	Combined	Individual
<input type="radio"/>	FR GOLD IS HL JAN 13	6HAEJETJ	AMERICAN EXPRESS TEST AFC	022142570000300	American Express Corporate Card	Corporate Card Gold	Combined	Individual
<input type="radio"/>	RBESSIERE	ELBB70ZE	AMERICAN EXPRESS TEST AFC	022142570000300	American Express Corporate Card	Corporate Card Gold	Combined	Individual
<input type="radio"/>	RBESSIERE	TO2Y627G	AMERICAN EXPRESS TEST AFC	022142570000300	American Express Corporate Card	Corporate Card Gold	Combined	Individual
<input type="radio"/>	HL AF CS JAN 13	HG2LMFEK	AMERICAN EXPRESS TEST AFC	022142577000200	Air France - American Express Corporate Card	Corporate Card	Full Corporate	Individual
<input type="radio"/>	Test DSSA	PT55ZJTJ	AMERICAN EXPRESS TEST AFC	022142577000200	Air France - American Express Corporate Card	Corporate Card	Full Corporate	Individual
<input type="radio"/>	american express test 20122016	2JJK2KDA	AMERICAN EXPRESS TEST 2	022130970000300	American Express Corporate Card	Corporate Card Gold	Full Corporate	Company
<input type="radio"/>	add appr test	51E2KPSZ	AMEX AFC TEST - GREEN	022142570000600	American Express Corporate Card	Corporate Card	Individual	Individual
<input type="radio"/>	Ind_DD_Mand	J7JRLQ5B	AMEX AFC TEST - GREEN	022142570000600	American Express Corporate Card	Corporate Card	Individual	Individual
<input type="radio"/>	Ind_DD_optional	YW1YREIG	AMEX AFC TEST - GREEN	022142570000600	American Express Corporate Card	Corporate Card	Individual	Individual

Display 10

Create New | Edit | Delete | Initiate Application | **Initiate Bulk Applications**

Initiating a bulk application (PA initiated process)

In the next page, an Excel file will need to be uploaded.

Card Application Processing

Access Key Maintenance & Initiate Application

Bulk Application Status Tracking

Card Application Status Tracking

Application Pending Approval (4)

E-mail Templates

[Access Key Maintenance](#) >> Applicant Data Upload

FAQ

To initiate multiple Cardmember Applications at one time you can complete a bulk Application spreadsheet, click [here](#) to download the spreadsheet. When prompted, click 'open with' if you wish to input the information required to initiate bulk Applications now, or 'save file' if you wish to complete the spreadsheet later.

Please note: you can only upload and initiate a maximum of 3,000 Applications at any one time. Please also double check the e-mail address entered. You will not receive notification if the e-mail address entered is invalid or if the automated e-mails sent by American Express have been returned as undelivered.

The spreadsheet contains nine columns per Applicant, the first (e-mail address) is mandatory and the other eight are optional. Filling in the optional fields will pre-populate the same fields within the Application Form itself, saving time for the Applicant(s). Please follow the format instructions on the template for each field you complete.

Once you have completed the spreadsheet please save it on your computer with a memorable name. Now click browse, locate the spreadsheet on the computer and click upload. Please note that the spreadsheet downloaded is the only allowed format for initiating bulk Applications, any other format will result in your upload being unsuccessful.

Browse...

Upload

Cancel

- This file contains 4 mandatory fields to be completed : Gender, first name, name & email address for each employee.
- Save it in your computer and upload it into the web page as per the instructions.
- Once uploaded, you'll need to confirm your request to send an application to all specified email addresses. If required, the system may inform you about formatting errors to be corrected in the file.
- Targeted employees will then receive 2 emails to access their customized card application (see page 20).



Employee initiated card application

Your employees can access the online card application form directly. To do so they will need to :

- Click the following genericURL : https://www360.americanexpress.com/ATWORK/un/AFC/fr_FR/emplnitLogin.do
- Capture the access key supplied by their company and their email address (as per below screen) and click **Submit**.

AMERICAN EXPRESS

ESPACE CLIENT DEVENIR CLIENT VOYAGES ASSURANCES MILES/POINTS SOCIÉTÉS

France Autres pays Contactez-nous SE DÉCONNECTER

Besoin d'aide?

Accéder à votre demande de carte

Merci de saisir les codes suivants afin d'accéder à votre demande de carte :

Clé d'accès (Obligatoire)

E-mail address (Obligatoire)

(Nous utiliserons cette adresse e-mail pour vous envoyer votre numéro de référence requis pour accéder au formulaire de demande de carte enregistré ou complété.)

Soumettre X Effacer

Completing a card application

The applicant will need to follow the instructions : fill in all tabs, accept Terms & Conditions, etc. A FAQ is available to get additional support (a switch language button allows to display the card application in English).



Approving application forms

- On the top menu, click on the « Application Pending Approval» Tab.

The screenshot displays the 'Card Application Processing' interface. At the top, there is a navigation bar with the following tabs: 'Access Key Maintenance & Initiate Application', 'Bulk Application Status Tracking', 'Card Application Status Tracking', 'Application Pending Approval (1)', and 'E-mail Templates'. The 'Application Pending Approval (1)' tab is highlighted with a red border. Below the tabs, the page title is 'Card Application Processing'. Underneath, there is a sub-header 'Applications Pending Approval' and two buttons: 'FAQ's' and 'Export'. A 'Summary Information' section shows: 'Status: With Final Approver', 'Total Applications: 1', 'Urgent Applications: 0', and 'Normal Applications: 1'. Below this is a 'Select All' checkbox. A table displays the application details, with the first entry selected. The table has columns for Tracking Number, Applicant Name, BCA Name, BCA Number, Access Key Name, Priority, Create Date, Card Product, and Card Type. The entry shows Tracking Number 100220511, Applicant Name dfhh, BCA Name Air France - American Express Corporate Card, BCA Number 100220511, Access Key Name dfhh, Priority Normal, Create Date 19/02/2015, Card Product Air France - American Express Corporate Card, and Card Type Corporate Card. At the bottom, there are buttons for 'Approve', 'Cancel / Reject Application', and 'Route To Applicant'.

Accueil @ Work | Rapports d'analyse et de gestion | Autres rubriques utiles | Pôle d'information | Card application : English version | Select Country: France | Remaining Session Time: 28:37

Card Application Processing

Access Key Maintenance & Initiate Application | Bulk Application Status Tracking | Card Application Status Tracking | **Application Pending Approval (1)** | E-mail Templates

Applications Pending Approval

FAQ's | Export

Summary Information

Status: With Final Approver | Total Applications: 1 | Urgent Applications: 0 | Normal Applications: 1

Select All

Showing 1 to 1 of 1 entries

Tracking Number	Applicant Name	BCA Name	BCA Number	Access Key Name	Priority	Create Date	Card Product	Card Type
<input type="checkbox"/> 100220511	dfhh	Air France - American Express Corporate Card	100220511	dfhh	Normal	19/02/2015	Air France - American Express Corporate Card	Corporate Card

Display 10 | First | Previous | 1 | Next | Last

Approve | Cancel / Reject Application | Route To Applicant

Approving application forms

- Select the application to approve (you can select multiple applications at the same time by clicking « Select all ». Click on the « Approve » button as shown below. To view an application before approving, just click on the corresponding tracking number.

The screenshot displays the 'Applications Pending Approval' interface. At the top right, there are buttons for 'FAQ's' and 'Export'. Below this is a 'Summary Information' section with the following data:

Status: With Final Approver	Total Applications: 1	Urgent Applications: 0	Normal Applications: 1
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Below the summary is a 'Select All' checkbox, which is highlighted with a red dashed box. Underneath, it says 'Showing 1 to 1 of 1 entries'. A table lists the application details:

Tracking Number	Applicant Name	BCA Name	BCA Number	Access Key Name	Priority	Create Date	Card Product	Card Type
<input checked="" type="checkbox"/>	100220511	dfhh	(S&P) (P)	(S&P) (P)	dfhh			

At the bottom of the table, there are buttons for 'Approve', 'Cancel / Reject Application', and 'Route To Applicant'. The 'Approve' button is highlighted with a red box. A red arrow points from this button to the 'Approve Application' modal dialog.

The 'Approve Application' modal dialog contains the following text:

I, Programme Administrator or other authorised signatory, approve the Application(s).

You may enter comments in the space provided below. Please note that these comments will be visible by any Applicant that checks the status of his/her Application.

Comments:

At the bottom of the modal, there are 'Approve' and 'Cancel' buttons. The 'Approve' button is highlighted with a red box.

Other actions : rerouting or rejecting an application

- You can route an application back to the applicant (or to multiple applicants) if some information is missing or wrong in the card application. You can also cancel/reject an application.

Applications Pending Approval

Status: With Final Approver Total Applications: 1 Urgent App

Select All

Showing 1 to 1 of 1 entries

Tracking Number	Applicant Name	BCA Name	BCA Number	Access Key Name	Priority	Create Date	Card Product	Card Type
<input checked="" type="checkbox"/> 100220511	dfhh	GEM FRONT PLC	95105200142	dfhh	Normal	19/02/2015	Air France - American Express	Corporate Card

Display 10

Send Application To Applicant

Please confirm that you wish to send the selected Application(s) to the Applicant(s).

Sending an Application(s) does not cancel or reject it but instead sends the Application(s) back to the Applicant(s) in an editable format. This allows the Applicant(s) the opportunity to provide any missing or incomplete information, e.g. add in the Cost Centre or Employee ID.

An e-mail will be sent to the Applicant(s) and will contain your comments entered below. Your comments should explain to the Applicant(s) what action they need to take to complete the Application.

*Comments:

Cancel / Reject Application(s)

Please confirm that you wish to cancel / reject the selected Application(s).

A cancelled / rejected Application(s) can be reinstated up until 90 days from the date of Application initiation.

We recommend that you inform the Applicant(s) of this cancellation / rejection using the relevant template available via the E-mail Templates tab.

Please, enter comments in the space provided below. Please note that these comments will be visible by any Applicant that checks the status of his/her Application.

Comments:

Your Company has cancelled / rejected your Card Application.

Please contact your Programme Administrator for more information.

Other actions : changing the priority

➤ In the Application Pending Approval” Tab, you can change the priority of an application.

1. Select the application(s) you wish to change
2. In the column « priority », change the priority : for instance : from **Normal to Urgent** (see below example).
3. Approve the conditions displayed in the pop up and confirm your choice
4. Approve your request

The screenshot displays the 'Card Application Processing' interface. The 'Applications Pending Approval' tab is active, showing a table with one application entry. The application's priority is currently 'Normal'. A pop-up window titled 'Change Priority - Normal to Urgent' is overlaid on the table, providing details about the urgent processing fee and delivery conditions. The interface includes buttons for 'Approve', 'Cancel / Reject Application', and 'Route To Applicant'. Red boxes and numbers 1-4 highlight the steps for changing the priority: 1. Selecting the application row, 2. Changing the priority dropdown, 3. Approving the pop-up conditions, and 4. Approving the application in the main interface.

➤ To change the priority from from **Urgent to Normal**, proceed the same way. Please note that however (as indicated in a pop up window), you will not be able to approve the application immediately. Instead, you will need to reroute it to the applicant for them to choose their PIN code.

Status tracking tab

- This tab allows you to follow up the status of any of the application under the BCA you manage.
- By clicking the number under each status, you will be able to access all related applications up to their individual level.

Card Application Processing

Access Key Maintenance & Initiate Application Bulk Application Status Tracking **Card Application Status Tracking** Application Pending Approval (1) E-mail Templates

Application Tracking Overview

Filter/Search Options

From Date: [] To Date: [] **Filter**

Tracking Number: [] **Search**

Clear Search

Showing 1 to 10 of 116 entries

BCA Name	BCA Number	Access Key Name	Total Initiated	With Applicant	With Final Approver	Submitted To American Express	Ap
		AA1	65	13	0	0	
		AKSITFR9_4_1	1	0	0	0	
		AK_Eup2	119	113	0	0	
		APA_BULK	147	0	0	10	
		APA_green1	38	38	0	0	
		APA_green2	11	9	0	2	
		Abhishek_25/10	59	54	0	5	
		AddApp1	22	14	0	2	

Summary Information

Total Applications: 113 Urgent Applications: 7 Normal Applications: 106

Select All

Showing 1 to 10 of 113 entries

Tracking Number	Applicant Name	Applicant E-mail Address	Priority	Card Product	Card Type
113001	Test	sth@sth.adh	Urgent	Air France - American Express Corporate Card	Corporate Card
113002	Test	sqh@stah.adh	Urgent	Air France - American Express Corporate Card	Corporate Card
113003	Test	sth@th.das	Urgent	Air France - American Express Corporate Card	Corporate Card
113004	Test	tsqi@fh.dsf	Urgent	Air France - American Express Corporate Card	Corporate Card
113005	Test	tdry@sthg.osjrd	Urgent	Air France - American Express Corporate Card	Corporate Card
113006	Test	dt@stf.sjik	Urgent	Air France - American Express Corporate Card	Corporate Card
113007	Test	sth@stf.hjg	Urgent	Air France - American Express Corporate Card	Corporate Card
113008	Test	TEST123456789098765432112345678909876@TESTER.COM	Normal	Air France - American Express Corporate Card	Corporate Card
113009	Test	qjh@stj.com	Normal	Air France - American Express Corporate Card	Corporate Card
113010	Test	adst@dstf.com	Normal	Air France - American Express Corporate Card	Corporate Card

Display 10

Card Application Processing

Access Key Maintenance & Initiate Application Bulk Application Status Tracking **Card Application Status Tracking** Application Pending Approval (1) E-mail Templates

Application Tracking Overview - Application Tracking Summary

View individual application

AIR FRANCE - AMERICAN EXPRESS SB CORPO

STATUS AND WORKFLOW HISTORY

ACCESS KEY DETAILS

VIEW APPLICATION

Company Information

Company Name: []
 Flat/Apartment No: []
 Company address: []
 City: []
 Postal Code: []
 Country: []
 Personal Telephone: []
 Street number: []

Street Number: []

Payment Type: []
 Billing Type: []
 Liability Type: []



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American Express Carte-France

Société anonyme au capital de 77 873 000 € - R.C.S. Nanterre B 313 536 898

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