

Cardmember Guide to Enrolling in My Account and Viewing Transaction Details

In this Guide:

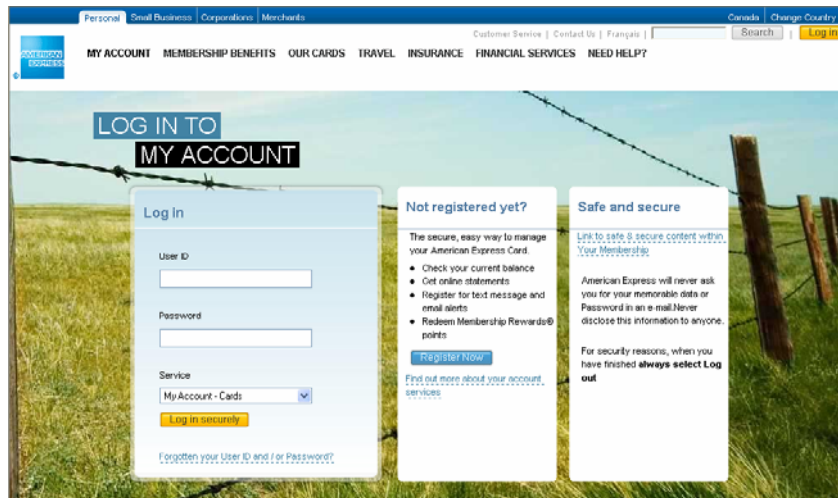
(press ctrl+click to go direct to below noted topic):

- ✓ [Enroll in My Account for first time users – Steps to Follow*](#)
- ✓ [View and Print Transaction Detail](#)

**Accessing and Viewing cardmember level statements and reports (CPC) MUST be via American Express My Account; therefore Cardmembers who are not currently registered within My Account must first register before they may participate in online statements or email notifications.*

Enroll in My Account for first time users – Steps to Follow:

1. Access the My Account login page at www.americanexpress.ca/myaccountlogin
2. In the box titled “Not registered yet?” to the right of the screen, click “Register Now”



3. Enter a User ID (that you select) and a User Password (that you select)
4. Click Continue
5. Verify and record your user ID and click continue
6. In the fields provided type in your 15 digit American Express Corporate or Corporate Purchasing Card account number.
7. Type in the 4 digit code that appears ON YOUR CARD above the account number, and click continue.

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Activate Your Card

Enter Card Information

Enter your Card information as it appears on the front of your Card.
All fields are required.

Card Account Number: - -

4-digit Card Identification Number:



(Printed just above account number on Card)

Continue

8. To complete the registration process continue providing the following information:
- email address and confirmation that you would like to receive marketing notifications and offers that relate to My Account;
 - your date of birth;
 - card account balance as of last statement received;
 - last 4 digits of your business telephone number (compared to information you provided on cardmember application as a verification step);
 - your postal code for address to which your paper statement is mailed (compared to information you provided on cardmember application as a verification step).

View and Print Transaction Detail – Steps to Follow:

1. Access the My Account login page at www.americanexpress.ca/myaccountlogin
2. Login to My Account
3. Click on the “View Latest Transactions”

The screenshot shows the American Express My Account page. At the top, there are navigation tabs for Personal, Small Business, Corporations, and Merchants. A search bar and a Log out button are also visible. The main navigation menu includes MY ACCOUNT, MEMBERSHIP BENEFITS, OUR CARDS, TRAVEL, INSURANCE, FINANCIAL SERVICES, and NEED HELP?. Below this, there are sub-links for Online-Only Statements, Account Alerts, Your Details, and Account Services.

The page is personalized for a user named Sample, who has been a member since 2006. A 'WELCOME' banner and a 'MY ACCOUNT SUMMARY' section are present. An important announcement banner mentions 'Front Of The Line' e-updates.

The 'My Accounts' section displays the following account details:

American Express - Corporate		New Charges & Adjustments			Balance	Minimum Amount Due
Previous Balance	Payments & Credits	New Charges & Adjustments		=	Balance	Minimum Amount Due
\$15.31	\$0.00	\$0.00		\$15.31	\$15.31	
at 16 Jul 2008		since 17 Jul 2008				

Additional links and buttons include 'Last Statement', 'View Latest Transactions' (highlighted in red), and 'Make a Payment'.

Below the account summary, there is a note: 'Stay updated with Account Alerts - electronic notifications emailed to your computer or wireless device.' and a disclaimer: '* See your statement for information about your payment and payment due date'.

On the left side, there is a 'Most Used Account Services' menu with links for: Pay Regular Bills, American Express Card, Account updates by text message, Apply for another card, Add someone to my account (For Consumer only), Setup a Pre-Authorized Payment (For Consumer only), FAQs, Sign up for latest cardmember offers, Balance Transfer (For Consumer only), Rewards, Creditor Insurance, and All Account Services.

- Using the drop-down menu located in the "Account Activity from" section, select the appropriate cycle.
- Click on "Printable Version"

MY ACCOUNT ACTIVITY

American Express - Corporate

Previous Balance $\$5,591.77$ at 16 Jun 2008
 Payments & Credits $\$5,591.77$
 New Charges & Adjustments $\$15.31$ Since 17 Jun 2008
 = Balance $\$15.31$
 Minimum Amount Due $\$15.31$

XXX-71000 [Last Statement](#) [Make a Payment](#)

STAY ON TOP OF SPENDING WITH FREE ACCOUNT ALERTS

Stay updated with [Account Alerts](#) ? electronic notifications emailed to your computer or wireless device.

Account activity for **SAMPLE - 71000** [16 Jul 2008](#)

from **17 Jul 08 - Present** [Create Expense Report](#) [Printable Version](#)

Date	Amount	Payments & Credits	New Charges & Adjustments
17 June			$\$5,591.77$
18 June			$\$8.43$
08 July			$\$6.88$
Totals		$\$5,591.77$	$\$15.31$

Statement New Balance $\$15.31$

GAIN ACCESS TO GREAT EVENTS AND EXPERIENCES

6. Print your transaction summary by selecting the "Print" button on your task bar.

The screenshot shows the American Express Corporate Account Activity page. A red arrow points to the 'Print' button in the browser's task bar. The page displays account activity for account XXX-71000, including a summary table and a transaction list.

Account Summary:

	Previous Balance	Payments & Credits	New Charges & Adjustments	= Balance	Minimum Amount Due
at 16 Jun 2008	\$5,591.77	\$5,591.77	\$15.31	\$15.31	\$15.31

Transaction List:

Date	Description	Payments & Credits	New Charges & Adjustments
Statement Previous Balance			\$5,591.77
17 June	CORPORATE REMITTANCE RECEIVED-THAN06/23	\$5,591.77	
18 June	EXPERIAN 0018 LINCOLN NE		\$8.43
08 July	EXPERIAN 0018 LINCOLN NE		\$6.88
Totals		\$5,591.77	\$15.31
Statement New Balance			\$15.31