

The left side of the page features a vertical decorative border with a repeating pattern of the American Express logo, including the words "SERVICE", "AMERICAN EXPRESS", and "MEMBER SINCE 1850".

# We're updating how you access your Customized Reports in American Express® @Work.

## Here's what you can expect

Beginning May 13, 2022, you'll no longer be able to access your new Customized Reports in the "Available Reports" section. Instead, the reports will automatically be saved to your "My AutoSaved Templates" folder for 15 days. We hope this change will help streamline your user experience.

## How to access your existing scheduled reports going forward

Once the update is completed, these reports will be available as Excel or PDF files in the Available Reports section, like your Standard Reports. Please know there will no longer be a web version available.

## Something we suggest

Any templates created and run between April 22 and May 12 will be removed on May 13. To prepare for this update and avoid any disruption, you can export any templates you've created and run and save them to your computer. Another option would be to save the report template and re-run it after May 13.