



**GOOD FOR  
RETURNING  
TO TRAVEL.  
GREAT FOR  
DOING IT WITH  
CONFIDENCE.**

Use this checklist to help your company return to travel successfully and with confidence.

## REMINDERS FOR YOU

### Visit @ [Work](#) to:

- ✓ Reinstate suspended accounts and adjust credit limits where appropriate.
- ✓ Direct new employees that need a Card to apply for Card.

### Visit the [Marketing Asset Library](#) to:

- ✓ Provide employees with up-to-date information for Corporate Green, Gold, and Platinum Cards.

### Don't forget to:

- ✓ Refresh Card Members on travel policies.
- ✓ For new Card applicants, ensure you are sharing the latest "Apply for Card" links.
- ✓ Help Card Members avoid rush delivery by sharing information about timelines, costs, and tracking.

## REMINDERS FOR YOUR EMPLOYEES

### Are you preparing to travel or use your Corporate Card?

- ✓ Make sure your Card isn't expired.
- ✓ Check your traveler profile with your travel management company to ensure all information is up to date.
- ✓ Make your Card your preferred payment method in your favorite ride sharing apps, like Uber.
- ✓ Add your Card to your digital wallet<sup>1</sup>.
- ✓ Download the latest version of the American Express® App<sup>2</sup>.
- ✓ Log in to [americanexpress.com](https://americanexpress.com) to create or update an account.
- ✓ Use [American Express Maps](#) to find which merchants accept American Express.

### Is your Card lost or expired?

- ✓ Ensure your addresses are up to date at [americanexpress.com](https://americanexpress.com).
- ✓ If your address is not up to date, call or chat with Customer Service.

<sup>1</sup>Digital wallets are Apple Pay®, Samsung Pay, Google Play™, or Fitbit Pay™

<sup>2</sup>The American Express® App and app features are available only for eligible Card accounts in the United States.

American Express® prepaid Cards and Cards issued by non-American Express issuers are not eligible.

To log in, Card Members must have an American Express user ID and password or create one in the app.

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