AMERICAN EXPRESS

@ Work®

Enhanced digital tools @ your fingertips

DON'T
do business
WITHOUT IT ™

AMEX

Introduction to @ Work

@ Work is a secure portal that gives you access to several online services that support your different corporate programmes. As your company grows, you will be onboarding more and more employees and need a way to manage their Cards and monitor the total company spend. @ Work is the tool that empowers you to do this.

Our latest updates in @ Work include a revamped interface, task automation and fortified data security protocols, all aimed at elevating efficiency and safeguarding sensitive information.

Card Management

Easily issue, cancel or replace your employees' Cards as well as manage their Cardmember profiles. This is important for onboarding and ensuring your employees are set up for success.

Programme Management

Make payments, reconcile your spend, download and view your statements and manage your company's Membership Rewards®.

Reporting and Insights

Easily monitor your company's spending and look to maximise savings through supplier reporting.

INTRODUCTION TO @ WORK REPORTING

>

OVERVIEW VIDEO:
@ Work Reporting Uplift

>

HOW-TO VIDEO:
General Navigation

>

HOW-TO VIDEO:
Build a report

>

HOW-TO VIDEO:
View a report

>

INFOGRAPHIC:
Manage Reporting

>

FREQUENTLY ASKED QUESTIONS
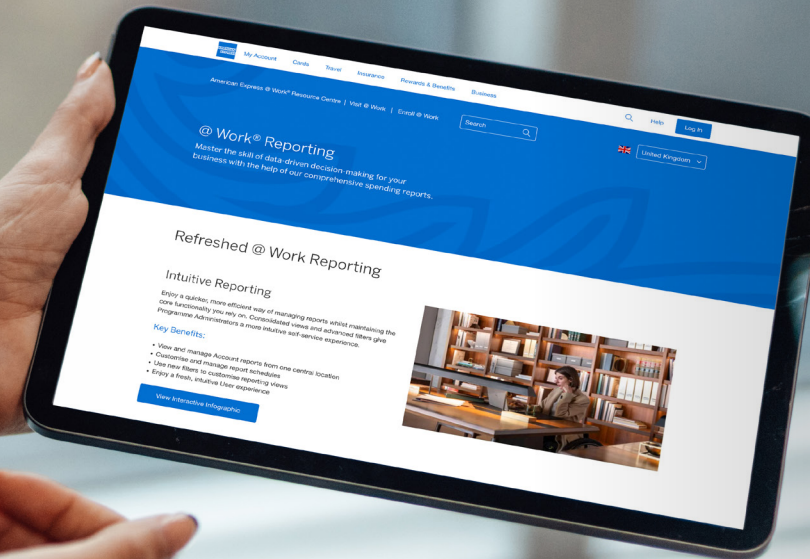
>

NEWS & ANNOUNCEMENTS

>

New @ Work
Reporting resources

Introduction to
@ Work Reporting

@ Work Reporting has been transformed, making it easier for Programme Administrators to manage their Corporate Card programmes.

With a quicker, more efficient, customisable user interface, you'll now enjoy user-friendly access to insights and reporting, enabling you to easily view and analyse key Card programme metrics.

Go to @ Work Reporting Resource Centre

Overview video:
@ Work Reporting Uplift

Enhanced efficiency, features and design.
Check out our overview video to see what's new
with the @ Work Reporting and Insights Hub.
Insights Hub is coming soon to EMEA.

▶ **View video**

‹ ›

How-to video: General Navigation

An overview of how to navigate the @ Work reporting function. Learn about the two main reporting journeys: Managing a Report and Building a Report.

▶ **View video**

‹ ›

How-to video: Build a report

We'll show you how to create different types of reports quickly and efficiently. Learn how to use express templates, customise reports, and run multiple reports at a time.
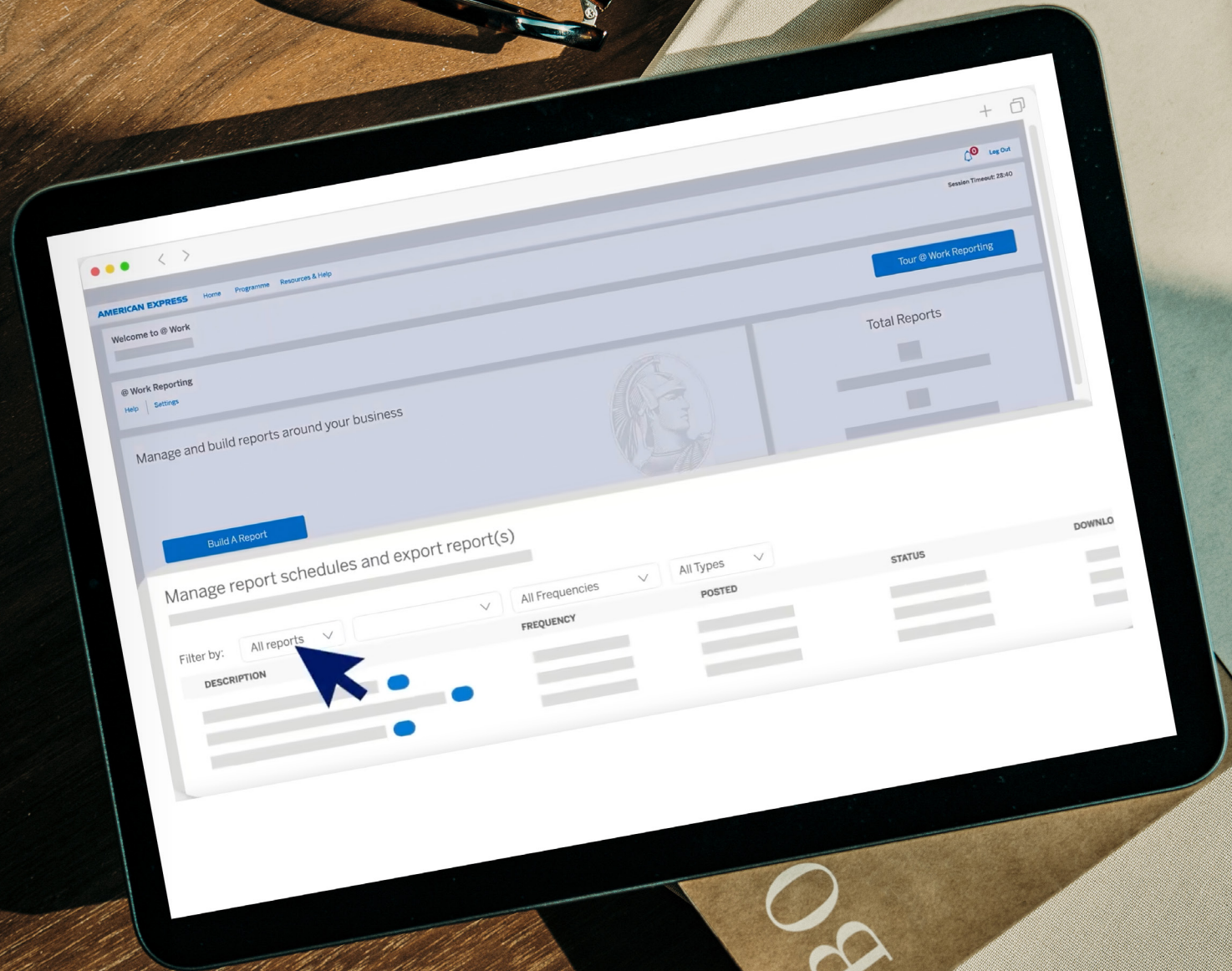
▶ **View video**

‹ ›

How-to video:
View a report

We'll show you how to find different types of @ Work reports using an intuitive and streamlined process. Learn how to expand schedules, search reports and customise your view with filters.

▶ **View video**

‹ ›

Infographic: Manage Reporting

From finding saved templates to building reports, this handy infographic is a simple reference for you in your day-to-day Card management.

View infographic

Frequently asked questions

Have a question about how to download a report? Or how to add data fields? This is your go-to page for all your @ Work questions.

View FAQs

News and announcements

@ Work is constantly being updated with your needs in mind. Check out our news and announcements for the latest on the platform.

View news & announcements