



Benefit from anytime access to Account transaction activity and expense reconciliation.

With 24/7 online access to Corporate Card account information and billing statements, you can view current and past statements, sign up for Account Alerts and much more. This service is free and secure, and takes just a few seconds to enroll.

My Account Features

- Access account information online 24 hours a day, 7 days a week from anywhere in the world
- View your billing statement that includes all statement activity and details on airline, car rental, telecommunications, and more
- View present and past account summary details, with the ability to retrieve prior archived statements
- Download statement details in CSV or QIF format for use with spreadsheet programs such as Microsoft® Excel
- Complete and download a Standard Expense Report for billed and unbilled charges
- Register for Account Alerts and choose to receive Balance Updates, Payment Received and Payment Reminder updates by e-mail or text message to your wireless device

My Account Registration

- Visit americanexpress.ca/myaccountlogin
- Follow the on-screen instructions to create a User ID and password. (You will need to have your Card with you)
- Continue with registration by entering your Card account information and other identification
- Upon reaching the Welcome Page, proceed as desired through the various functions of My Account
- For more information, please contact your American Express Program Administrator or visit My Account on the American Express Website americanexpress.ca/myaccountlogin

Save Paper with Online-Only Statements

Don't wait to get your American Express statements in the mail or when you get back to the office. With My Account, the secure online service, you can access all your information, statements, and more. It's convenient and beneficial to the environment. Here's how:

- Log-in to My Account
- On the Account Summary page, click on the "Online-Only Statement" section, choose "Online-Only Statement with statement ready e-mail notification" *
- Read the Online Statement Terms and Conditions and acknowledge agreement by checking the box
- Confirm your e-mail address – it must be up-to-date in order to receive e-mail notifications when your statement is ready to view

*If the "Online-Only Statement with statement ready e-mail notification" delivery option is automatically selected for you, your company has already enrolled in Online-Only Statements. Ask your American Express Program Administrator for more information about Online-Only Statements.

Register to manage your Card account online at americanexpress.ca/myaccountlogin and sign up for Online-Only Statements today.