



## ARVATO SYSTEMS AMEX CARD PROGRAM

*Interested in applying for an Amex card? We can help..*

What the AMEX credit card program can offers:

- Extended credit line for your business travel
- Grace period payment allowance (average 25 days) to

pay off the balance on the credit card

- Reduced administrative work for the travel advances related to employee insufficient credit line
- Simplified account charge review & verification for the Accounting staff

**Please follow these easy steps to apply for your American Express Corporate Card using the online application process:**

Step 1: Go to the American Express Web Site: <https://www.American express.com/applyforcard>

Step 2: Enter the arvato systems North America, Inc. Access Key: 5neyrvkr

Step 3: Complete the entire American Express Application carefully and thoroughly. Please note, certain fields are required and must be completed to allow the application to be submitted to the Program Administrator for approval.

Step 4: Submit your completed application which will automatically route it to the Program Administrator for review and approval. Once approved, your application will be forwarded to American Express for processing.

Once your application has been submitted online, the average processing time for program administrators is 24 hours. Approved applicants will receive their American Express Card via U.S. mail within 7 to 10 days.

You can contact your Office Administrator with any questions or concerns.