

Dear NYU/American Express Travel Cardmember:

American Express is changing the method of statement delivery from paper to on-line. To receive your statements electronically, you **must** enroll in Manage Your Card Account (MYCA), the secure online account management tool from American Express **before August 4, 2009**. Failure to do so may result in missing an electronic statement delivery and your account becoming delinquent.

### How to Enroll

Have your Corporate Card available for reference. Go to [americanexpress.com/register](http://americanexpress.com/register) and click Continue to begin registration.

1. Create a user ID and password
2. Enter the Card account number and Card ID in the appropriate spaces
3. Enter security information and a valid e-mail address.
4. Lastly, select account alerts you may find helpful, such as: Payment Due, Payment Received and or unusual activity.

Once enrolled, each month you will automatically receive an e-mail notification with a link to your newest statement. If you have any questions regarding how to enroll in MYCA please call 1 800 AXP-1234.

### How to View Your Online Statement

Viewing your current and past statements is easy with the MYCA site.

1. Go to [americanexpress.com](http://americanexpress.com) and log in using your User ID and Password. Make sure "Cards – View and Pay Bill" is selected in the drop-down menu.
2. Click on the image of your Corporate Card. The screen will expand to show more options.
3. Click Online Statements. On the Card Activity page you can view merchant details, pull up charges from previous statements and more.
4. To download your online statement, click View Your Billing Statement. The Download Billing Statement page will display links to PDF versions of all your statements for the last six months.
5. Click View/Download for the most recent statement and either select Open to launch the PDF or Save to save a copy to your desktop.

### How to Stop Paper Statements

Stopping paper statements is easy with the MYCA site.

On the right hand side, under Manage Your Account, click "Switch to Paperless Statements". Click on the image of your Corporate Card. The screen will expand to show more options.

Select the card you wish to change to paperless.

Fill in the form and follow the instructions.

You will be notified via email when your statement is ready to view.



**We are working with American Express to reduce both of our company's carbon foot-print.**

**Although this is a required change, there are many benefits for you:**

Receive statements in 48 hrs (no more waiting for statements to be mailed)

Automatic e-mail notifications advising you when to go on-line.

Option to sign up for e-mail alerts informing of unusual card activity.

View and/or download 6 months of statements online without charge.

Receive e-mailed statements back to Oct 04 within 24 hours at no charge.

Gain 24/7 world-wide on-line access to your corporate and/or personal Amex card statement information.

Get a jump on reconciling. Avoid incurring late fees.

Increased information security, as statements cannot be lost or stolen.

**For every 5000 cardmembers converts to on-line statements, American Express will save over 23 miles of paper, about 15 trees.**

**Thank you for your cooperation!**