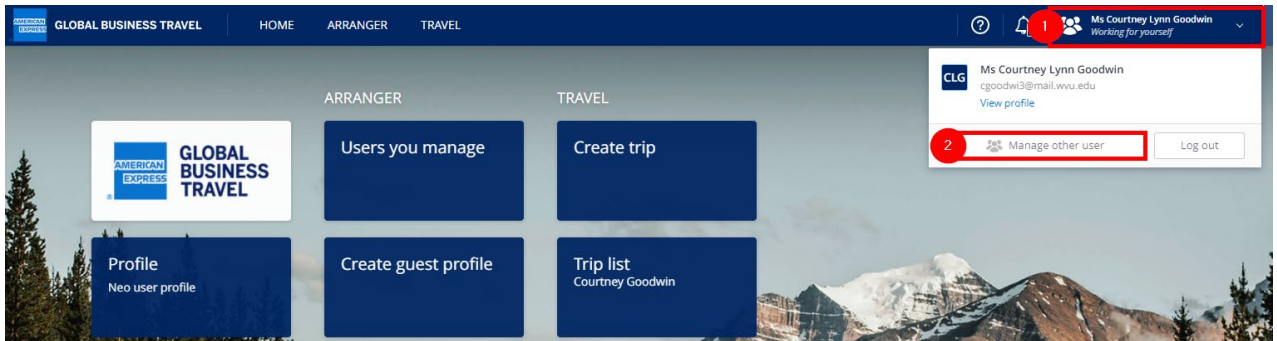


for Other Amex Users

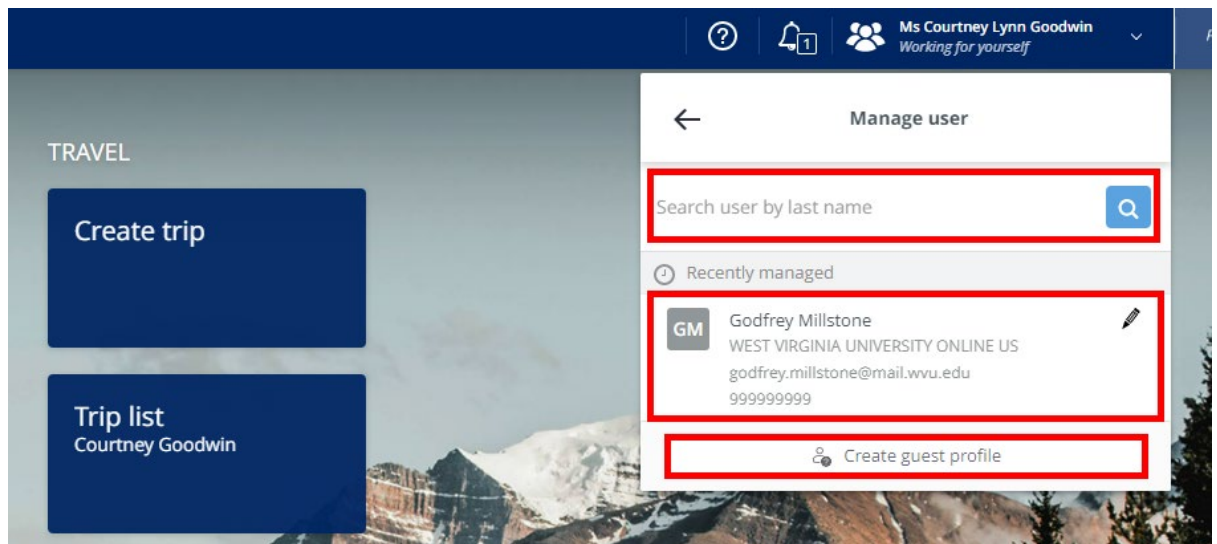
Steps to book travel arrangements for another AMEX user.

Note: To arrange travel for other AMEX users, the user must set you up as their Arranger in their Amex NEO Profile. See training instructions for AMEX Profile Creation for the steps to add Arrangers.

1. Click on your **Name** in the upper right corner and select **Manage other users**.

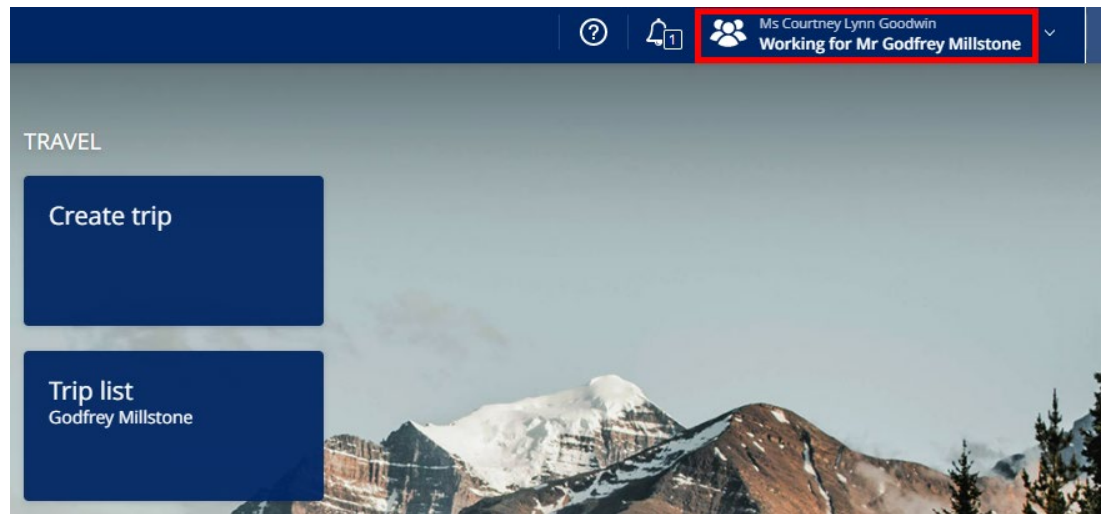


2. *Manage other user* allows you to **Search user by last name** for those you have access to, select from **Recently Managed**, or **Create guest profile**.

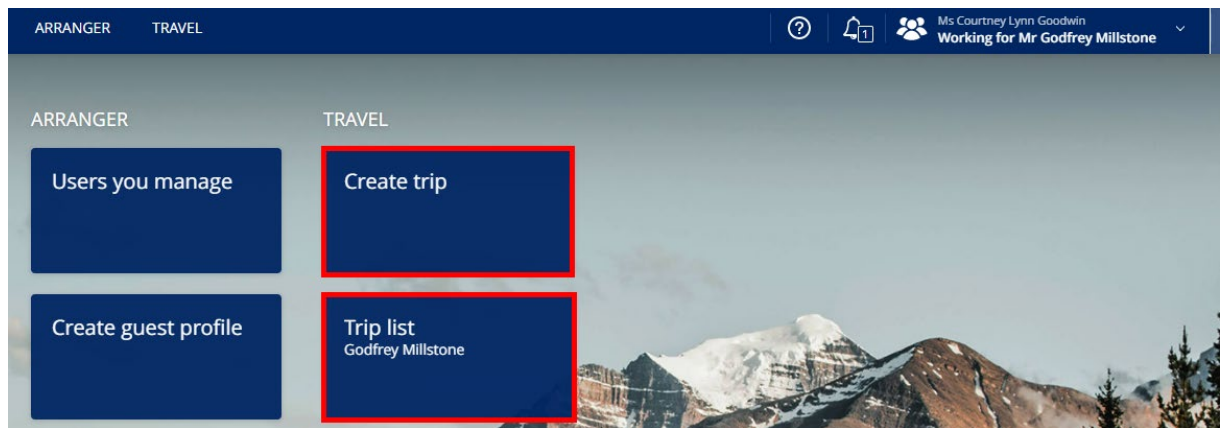


AMEX – Arranging Travel for Other Amex Users cont'd

- Once you have made your selection, you will see you are **Working for** another user.



- Once the correct user has been selected and you are **Working for** them, you can view their **Trip List** to see travel arrangements that are on Hold or Booked or **Create Trip** to book their travel.



- When you are finished Working for the specified user, *click* on your **Name** in the upper right corner.

Select **Stop managing** to go back to your user.

Select **Manage other user** to book travel for someone else.

