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

4. 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.

5. 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.