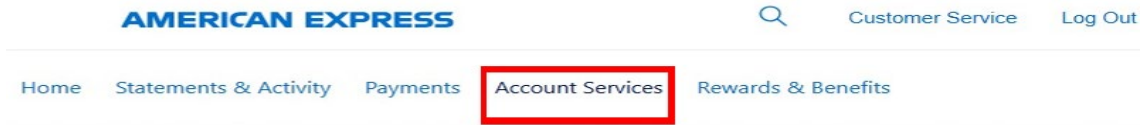


# How To Add Faith Resolutions as Your AMEX Account Manager

Below is a list of step-by-step instructions on how to add Faith Resolutions to your American Express account as an Account Manager. Please note, AMEX may change these screens. If you have any trouble completing this process, please give us a call.

- 1) Login to your AMEX account and click on Account Services.



- 2) Select Managed Other User/Members

## Account Manager

An Account Manager is an individual you trust to have access to your account so they can take actions on your behalf, such as reviewing statements and paying bills.



### Save Time

Delegate tasks so you can focus on what's important to you.



### Stay Secure

Give your Account Manager their own secure login and authorization.



### Share Access

Share account information with someone who needs to view it.

- 3) You will need to answer one of AMEX account verification options or standard security questions in order to proceed.
- 4) Choose Limited Access and Add Faith Resolutions [admin@faithresolutions.com](mailto:admin@faithresolutions.com) as the Account Manager.

## Select Limited Access

	LIMITED I want my Account Manager to be able to complete day-to-day tasks on my account.
View Balance & Make Payments	X
Review Card Activity	X
View & Download Statements	X
Dispute Charges	X
Check Spend Ability	X
Add Employee Cards <sup>2</sup> & Manage Global Limits <sup>3</sup>	
Order Replacement Cards	
View and Redeem Rewards <sup>4</sup>	

### Add Account Manager

#### Your Card Info Displayed

Please provide your new Account Manager's details.

First Name

Faith

Last Name

Resolutions

Email Address

admin@faithresolutions.com

Confirm Email Address

admin@faithresolutions.com

Cancel

Continue

Continue to finalize the request. Please be sure to email us once you have completed the account manager setup so we can be on the lookout for the notification from AMEX.