

YOUR TRAVEL PAYMENT COMPANY.

AirPlus

INTERNATIONAL



MyCardApplications
Program Administrator
User Guide

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Purpose & Objective

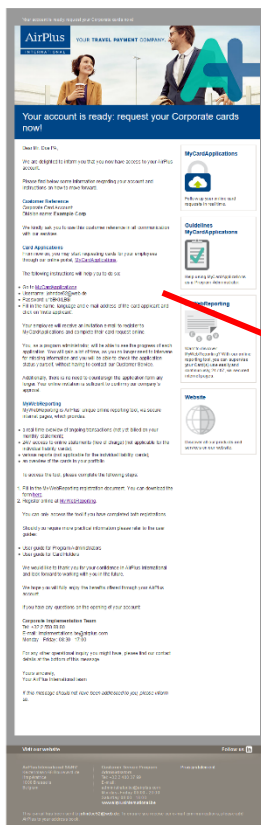
The main purpose of MyCardApplications is for the Program Administrators to send out card applications to their employees and to have an up-to-date view on the status of these applications.

The following user guide will outline the steps that you have to take in order to invite employees to the MyCardApplications tool and how to follow their applications.

Please note that the MyCardApplications tool delivers the best experience when accessed by Mozilla Firefox, Google Chrome or Microsoft Edge. Older browsers like Microsoft Internet Explorer might not be fully supported.

Logging in

In order to invite employees to the MyCardApplications tool, you need to log into the system as a Program Administrator with the credentials received by AirPlus. When the Onboarding Process of your company is completed by the Implementation team, you will receive following mail:

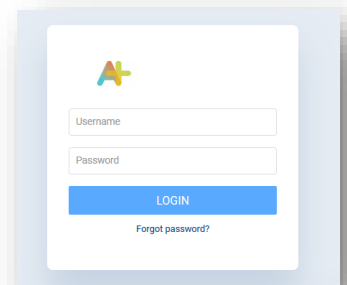


Card Applications
 From now on, you may start requesting cards for your employees through our online portal, [MyCardApplications](#).

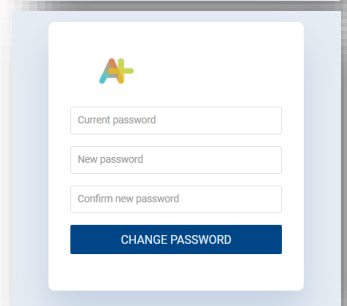
The following instructions will help you to do so:

- Go to [MyCardApplications](#).
- Username: johndoe52@web.de
- Password: u*bBkklB\$I
- Fill in the name, language and e-mail address of the card applicant and click on 'Invite applicant'.

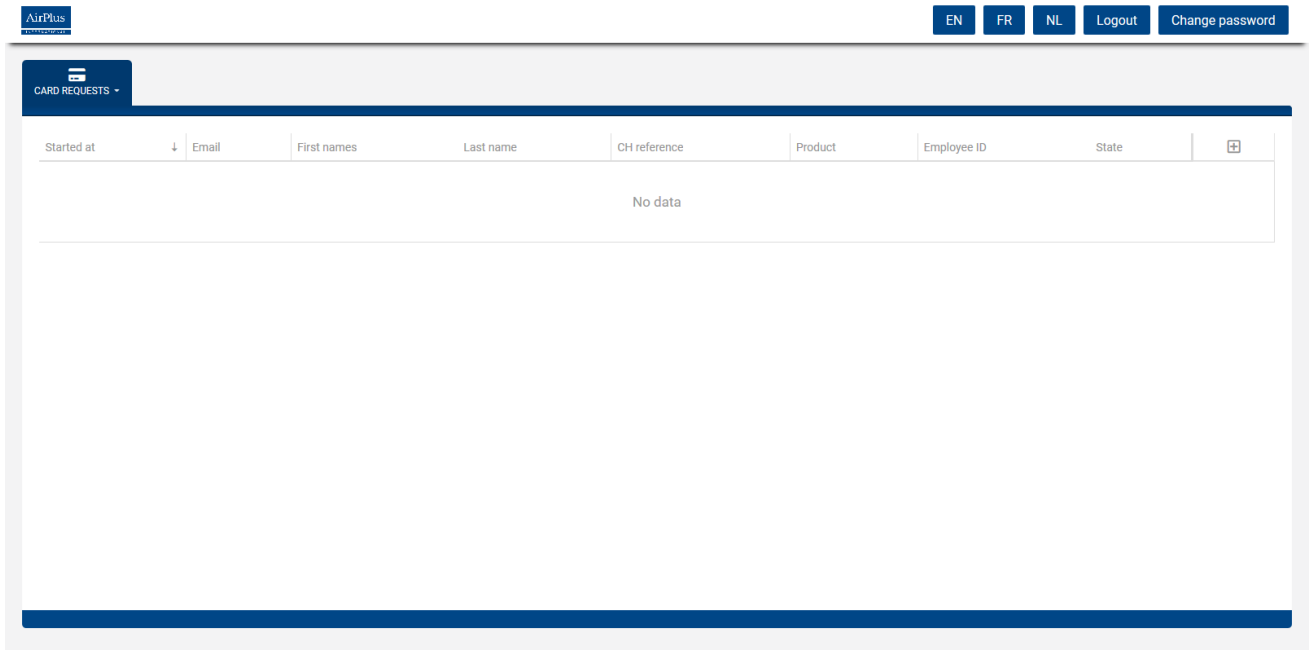
Clicking the link will lead you to following Login Screen:
 Insert the User Name and the temporary password AirPlus sent you.



After the first login, you will be asked to create a new password:
 Choose a password that has at least 8 characters and continue.

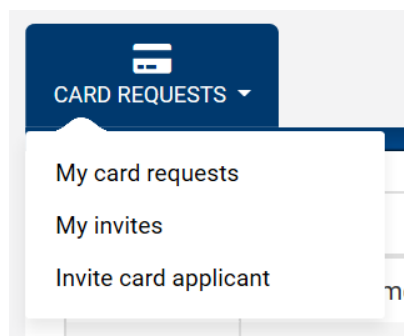


The Card Request Overview looks like this:

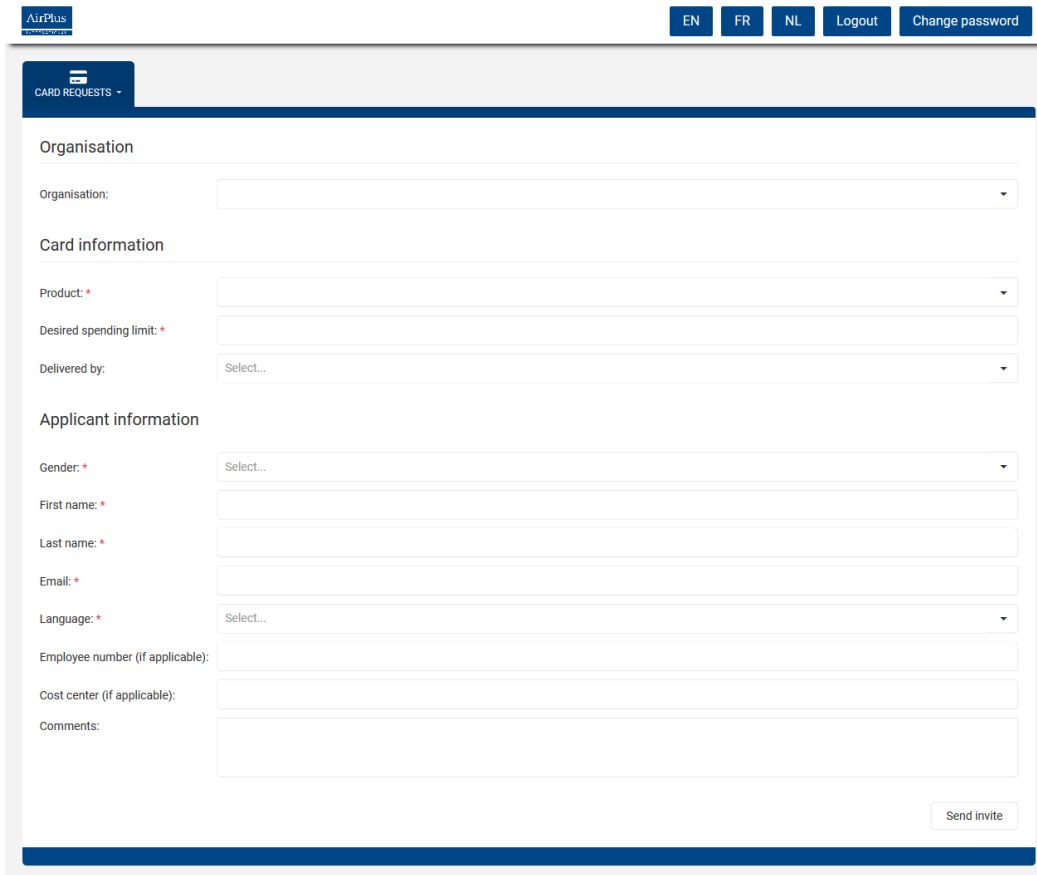


This overview will show all the open card requests you have sent out as a Program Administrator with their current status.

To create a new application for an employee, click the **plus-button** on the right side of the screen or use the dropdown in the top left corner (Card Requests -> **Invite Card Applicant**)



Following information will need to be selected and filled in:



Organisation

Organisation:

Card information

Product: *

Desired spending limit: *

Delivered by:

Applicant information

Gender: *

First name: *

Last name: *

Email: *

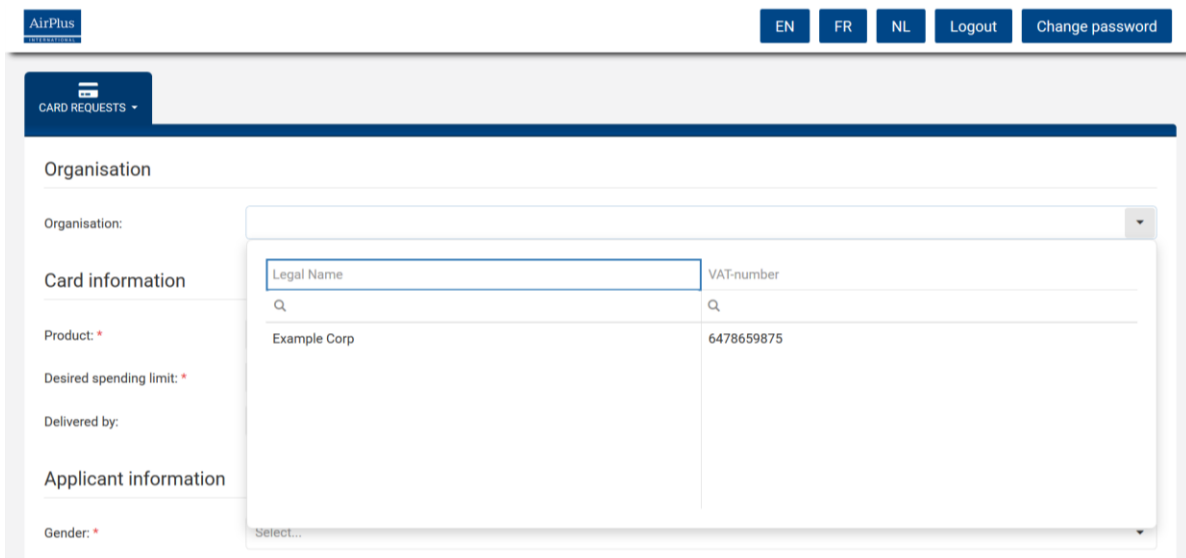
Language: *

Employee number (if applicable):

Cost center (if applicable):

Comments:

Clicking on the Organisation drop-down menu will reveal following selection list:



Organisation

Organisation:

Legal Name	VAT-number
Example Corp	6478659875

Card information

Product: *

Desired spending limit: *

Delivered by:

Applicant information

Gender: *

You will see the company(ies) of which opening of accounts you have been assigned to as Program Administrator. Select the relevant Company and continue with the Product selection:

Organisation

Organisation:

Card information

Product: *

CH-number	Short name	Product	Insurance
Q	Q	Q	(All)
	Programme Administrator Guide	Mastercard® Company Liability	

Desired spending limit: *

Delivered by:

Applicant information

Gender: *

First name: *

Last name: *


Email: *

Language: *

Fill in the rest of the information of your employee.

The required fields are marked by a red asterisk. Even though most information can still be edited by the card applicant later in the process, some of the input (eg email) will remain uneditable and should be inserted with care.

Please note that the cardholder will receive the email in the language you select for him now.



[EN](#) [FR](#) [NL](#) [Logout](#) [Change password](#)

Organisation

Organisation:

Card information

Product: *

Desired spending limit: *

Delivered by:

Applicant information

Gender: *

First name: *

Last name: *

Email: *

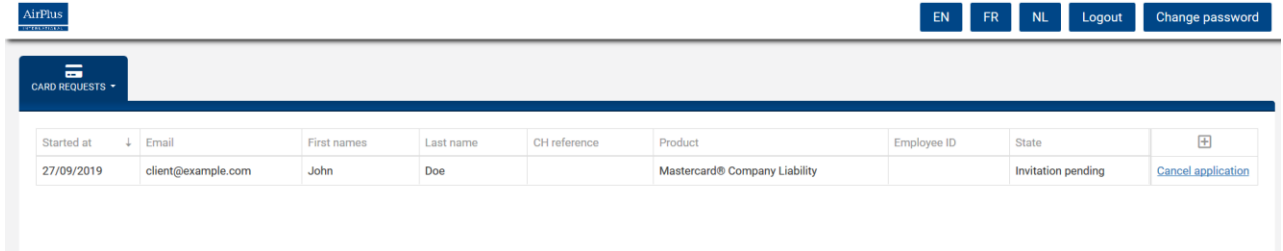
Language: *

Employee number (if applicable):

Cost center (if applicable):

Comments:

When having completed all the required fields, you can press **Send Invite** on the bottom right side of the screen.



The screenshot shows the AirPlus web interface. At the top right, there are language selection buttons for EN, FR, and NL, along with 'Logout' and 'Change password' buttons. Below this is a 'CARD REQUESTS' section with a table containing one entry. The table has columns for 'Started at', 'Email', 'First names', 'Last name', 'CH reference', 'Product', 'Employee ID', 'State', and an action column with a '+' icon and a 'Cancel application' link.

Started at	Email	First names	Last name	CH reference	Product	Employee ID	State	
27/09/2019	client@example.com	John	Doe		Mastercard® Company Liability		Invitation pending	Cancel application

As you can see, the status of the request says **Invitation Pending**. This means the email together with the link has been sent to the employee.

The status of the application might change throughout the process and you will be able to follow it completely up-to-date.



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