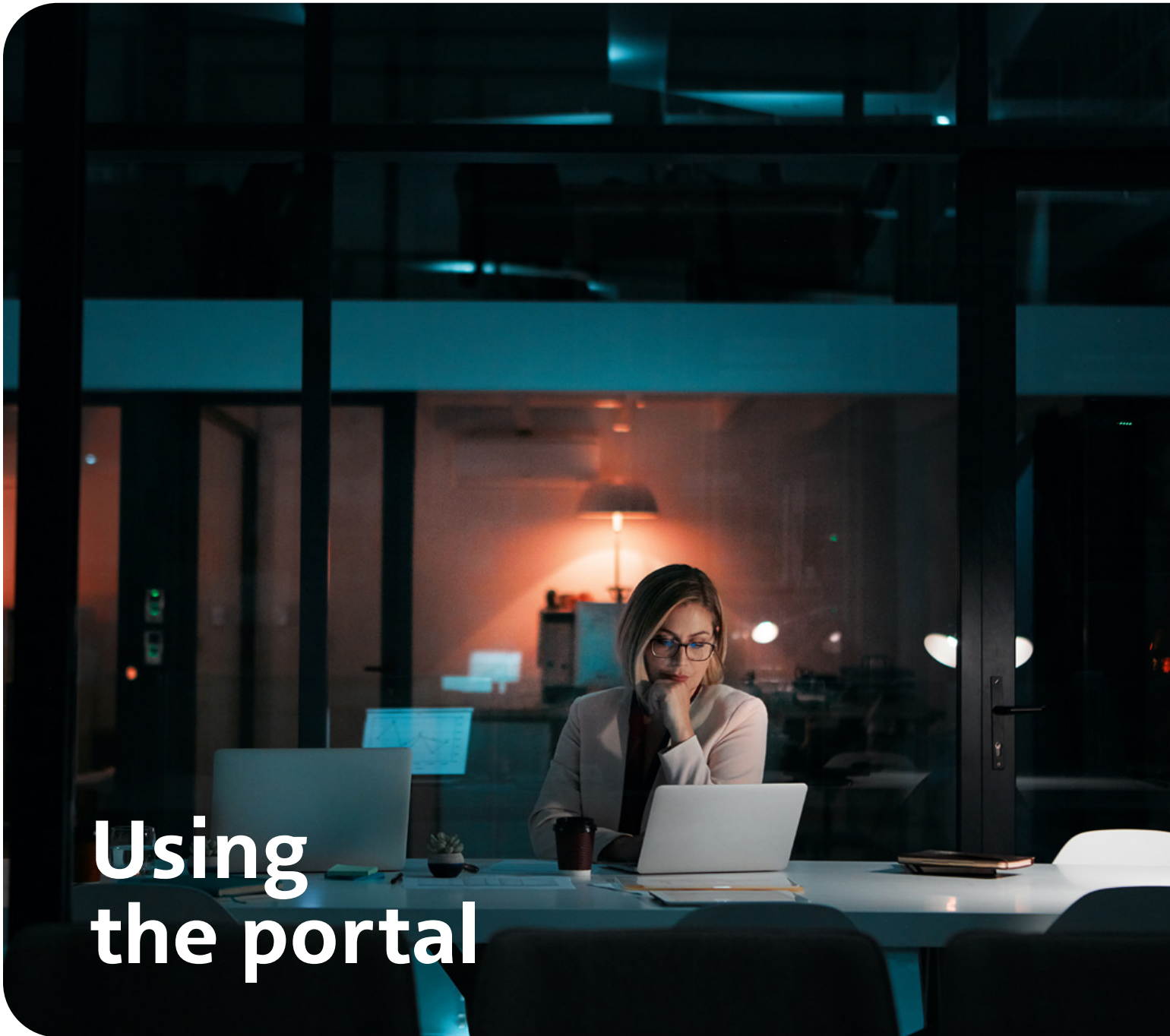


AAdvantage
Business



Using
the portal



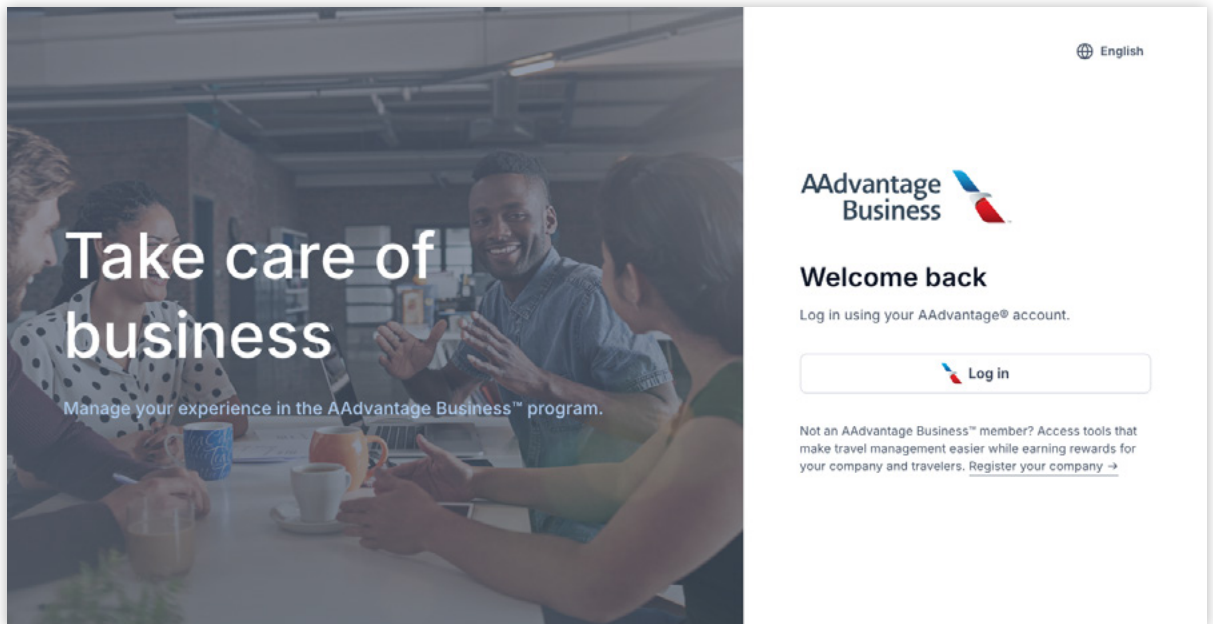
Manage your company's account

With the AAdvantage Business™ program, you can enjoy a wide-ranging business travel management solution. Get started today using your business's travel management portal to review account activity, manage your registered members, keep track of your travelers in real time and manage miles earned through the program.

You can also transfer miles to any registered member through the travel management portal to be used across the business for future travel, upgrades and more.

Log in

Access the travel management portal at aadvantagebusiness.aa.com using your personal AAdvantage® program login.



English

AAdvantage Business

Welcome back

Log in using your AAdvantage® account.

[Log in](#)

Not an AAdvantage Business™ member? Access tools that make travel management easier while earning rewards for your company and travelers. [Register your company →](#)

Homepage

This is your main dashboard, where you'll find your company's details, including the business account's miles balance. If your company hasn't yet met the transfer conditions, you can also track your account's progress towards unlocking your miles.

The homepage also features program updates, tips and the education center to help you get to know the program. Need more support? Chat with our virtual assistant to get quick answers to your program questions 24/7, or find the contact details for our dedicated support desk.

The screenshot shows the AAAdvantage Business homepage. On the left is a navigation menu with icons and labels for Home, People, Trips, Policy, Payment, Reports, and Settings. The main content area features a 'TEEN CHALLENGE OF NEV' header, a large '102,300' miles balance with 'Available award miles' below it, and a 'Transfer miles' button. A progress indicator shows 'Transfer conditions met! Track progress'. Below this is a 'Welcome back' message with a photo of two women talking. A 'NEW' banner promotes 'Customize payment options for your account' with a 'Get started' link. A 'Tips to make the most of your AAAdvantage Business™ membership' section lists several tips. At the bottom is an 'Education center' with a 'Chat' button.

AAAdvantage Business

Home
People
Trips
Policy
Payment
Reports
Settings

TEEN CHALLENGE OF NEV

102,300
Available award miles

[Transfer miles](#)

Transfer conditions met! [Track progress](#)

Welcome back
Take your business travel further with the AAAdvantage Business™ program.

NEW
Customize payment options for your account
Manage company cards in the travel management portal for faster and easier booking for your travelers.
[Get started »](#)

Tips to make the most of your AAAdvantage Business™ membership

- Register a minimum of 2 Travel Managers to help support business activity. [Add Travel Manager »](#)
- Select 'Business' when booking on aa.com or in the American app to earn miles on eligible flights. [Book now »](#)
- Confirm your business account number is included in all reservations, if booking with an agency. [Account number »](#)
- Review your company information and member list regularly to keep your account current. [Review »](#)
- Send invitations in bulk by uploading a CSV file or sharing a secure registration link. [Add travelers »](#)
- Use the reporting tools to track spend, traveler activity, miles earned and more. [Reporting »](#)
- Opt in for monthly account summaries to stay updated. [Opt in »](#)
- Have questions? Contact our team at 877-229-8278, available 7 a.m. – 7 p.m. (CT), Monday – Friday.

Education center

Need help with the program? Use our guides to find answers. From booking

[Chat](#)

People

Go to the 'People' tab to access your traveler and team management tools. Send invitations for employees to register as travelers, view pending invitations or even cancel invitations. You can also manage your traveler list, adjust roles and remove travelers. Access the bulk invitation upload feature to add a list of travelers with ease.

The screenshot shows the 'People' management interface for AAdvantage Business. The left sidebar contains navigation options: Home, People (selected), Trips, Policy, Payment, Reports, and Settings. At the bottom of the sidebar are links for EN, Help, Terms, and Privacy Policy, along with a user profile for RANDY ROWE. The main content area is titled 'People' and includes a sub-header 'Add people, edit roles and assign teams.' It features a search bar, a role filter set to 'All roles', and a table of users. The table has columns for Name, Role, and Team. The users listed are Flahui Flaauy (Travel Manager, team2), Bill Meng (Traveler, team2), Kelly Rowe (Traveler, General), and RANDY ROWE (Travel Manager, team2). A pagination bar at the bottom shows 'Previous', '1', and 'Next'.

Name	Role	Team
FF Flahui Flaauy	Travel Manager	team2
BM Bill Meng	Traveler	team2
KR Kelly Rowe	Traveler	General
RR RANDY ROWE	Travel Manager	team2

People (continued)

In the 'Teams' tab, create teams to simplify activity tracking and reporting, and to assign preferred payment methods and travel policies. To view details or make changes to an existing team, click the team name.

Teams ⋮ [Create team](#)

Create teams to simplify account management.

People [Teams](#)

Name	Members	Payment	
General	1	Personal payment method	Invite people
QA Team	0	••• 1111	Invite people
team test	0	Personal payment method	Invite people
team2 Default	3	••• 1111	Invite people

← Previous 1 Next →

People > Teams > QA Team

QA Team Make default team [Edit team](#) [Invite people](#)

[Settings](#) [Members](#)

Team settings
Manage policy and payment methods for the entire team.

Payment method
Assign a saved company card to book business trips.

Mastercard ending in 1111
Expires Mar 2030 [Update](#)

View our 'Managing your members' guide in the education center for more details on inviting travelers to register and managing your teams.

People (continued)

As a Travel Manager, you can manage your own profile by clicking on your name. This allows you to update your team and your communication preferences to help you stay connected.

Note: Name changes can only be made through your personal AAdvantage® account.

The screenshot shows the AAdvantage Business profile management interface. On the left is a navigation sidebar with options: Home, People (selected), Trips, Policy, Payment, Reports, and Settings. Below the sidebar are links for EN, Help, Terms, and Privacy Policy, and a user profile for Randy Rowe. The main content area is titled 'People > Bill Meng' and shows the user's profile information. The 'Profile information' section includes fields for First name (Bill) and Last name (Meng), and a Work email field. The 'Role and team' section includes a Role dropdown (Traveler) and a Team dropdown (team2). The 'AAdvantage® account' section includes a dropdown for the account and a radio button for 'I'm a Concur TripLink user'. At the bottom, there is a 'Remove profile' link, a 'Cancel' button, and a 'Save' button.

AAAdvantage Business

Home
People
Trips
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Settings

EN
Help
Terms
Privacy Policy

RR RANDY ROWE
TEEN CHALLENGE...

People > Bill Meng

Bill Meng Citi® / AAdvantage Business™ Authorized User

Profile

Profile information
Update member profile information

Member details
Details from the user's AAdvantage® account can't be edited.

First name: Bill
Last name: Meng

Work email: [redacted]

Role and team
Assign the member's role and team.

Role: Traveler
Team: team2

AAdvantage® account

I'm a Concur TripLink user

[Remove profile](#)

Trips

To view all recent and upcoming travel for your program travelers, visit the 'Trips' tab. This view helps you track your travelers' current location and travel dates in case of a major event.

Trips
Keep track of your travelers in real-time.

Home
People
Trips
Policy
Payment
Reports
Settings

Expand map

This month This week Yesterday Today Select dates

Flight	Status	Departing	Flight #	Traveler
HNL → DFW Honolulu, Oahu to Dallas Fort Worth	Scheduled	8 Oct 2023 5:45 PM	AA 0008	MK MINA KIPPAX mina.kippax@arcslife.com
DFW → HNL Dallas Fort Worth to Honolulu, Oahu	Scheduled	13 Oct 2023 10:36 AM	AA 0115	MK MINA KIPPAX mina.kippax@arcslife.com

← Previous 1 Next →

For more trip details, click on the passenger's name and a pop-up will appear. To make changes, click 'Manage trip' and you'll redirect to aa.com to update.

Trips
Keep track of

Home
People
Trips
Policy
Payment
Reports
Settings

Expand map

This month This week Yesterday Today Select dates

← Previous 1 Next →

MINA KIPPAX
mina.kippax@aa.com

AA 0008 • Oct 08, 2023
Honolulu, Oahu to Dallas Fort Worth

ENWLOG Manage trip
Record locator

HNL 05:45 PM
Honolulu, Oahu Scheduled

12h 22m

DFW 06:07 AM⁺¹
Dallas Fort Worth Scheduled

Close

Status Departing Flight # Traveler

Policy

Set travel policy guidelines for your company in the 'Policy' tab, including allowed travel experience by flight duration, advance purchase requirements, refundable fare rules and more. You can also set route-specific rules for even more customization.

Policies can be assigned at the team level, and you're able to apply the same policy for multiple teams. Any members assigned to the team will see the travel policy guidelines when booking a business trip on aa.com or the American app.

The screenshot shows the 'Policy' management page in the AA Advantage Business system. The left sidebar contains navigation options: Home, People, Trips, Policy (highlighted), Payment, Reports, and Settings. At the bottom of the sidebar are language (EN), help, and user information (Sean Carraro Papadelli). The main content area is titled 'Policy' and includes a 'Create new policy' button. Below this is a table with one policy entry: 'International travel' assigned to the 'General' team, last updated on '7 Oct 2024'. An 'Assign' button is visible next to the policy name. A pagination bar at the bottom of the table shows '1' page and navigation arrows for 'Previous' and 'Next'.

Policy Name	Assigned team	Last updated	
International travel	General	7 Oct 2024	Assign ⋮

← Previous 1 Next →

Payment

In the 'Payment' tab, customize payment options for faster and easier booking for your registered travelers. You can save new payment methods, assign company cards for traveler use or manage available account Trip Credits.

Card access is managed at the team level and details aren't shared with travelers, helping you keep sensitive card information private. Trip Credits can be assigned to a registered traveler or can remain in your business account for any Travel Manager's use.

Payment methods Add card

Manage company cards for faster and easier booking for your travelers.

[Payment methods](#) [Trip Credits](#)

Card name	Assigned team	Last updated	
Test MasterCARD Mastercard ending in 1111 Expires Mar 2030	team2 + 1	19 Jul 2024	Assign ⋮
Teen Challenge 1 Visa ending in 0008 Expires Mar 2030	Unassigned	16 Jul 2024	Assign ⋮

← Previous 1 Next →

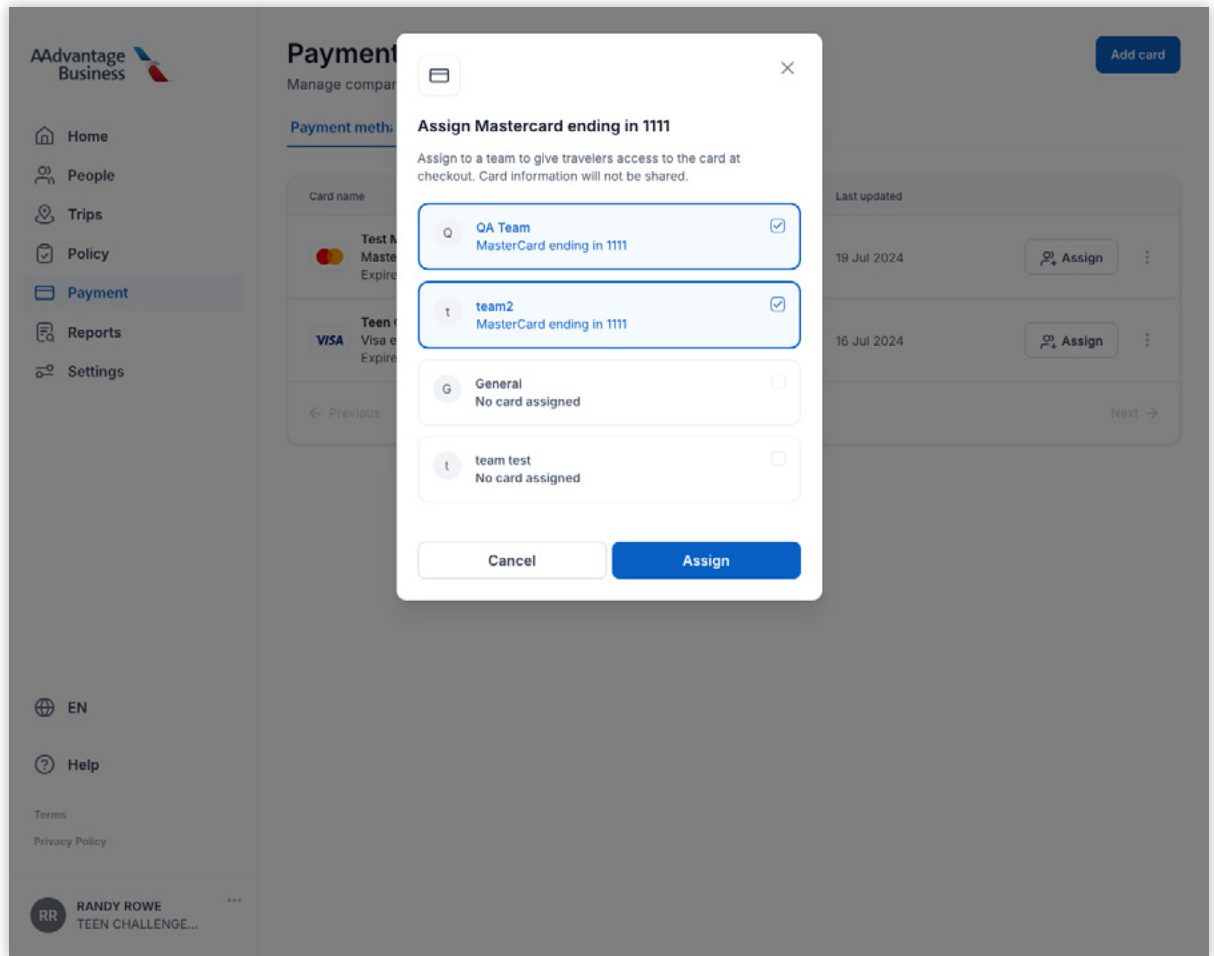
EN Help

HART BRET Arcsitio Design Inc.

Assigned payment methods will only appear on a business booking, simplifying checkout for your travelers.

Payment (continued)

Store as many cards as you need for your business account, just click 'Add card' and enter payment information. Save and assign the card to one or more teams for use when booking on aa.com or the American app.



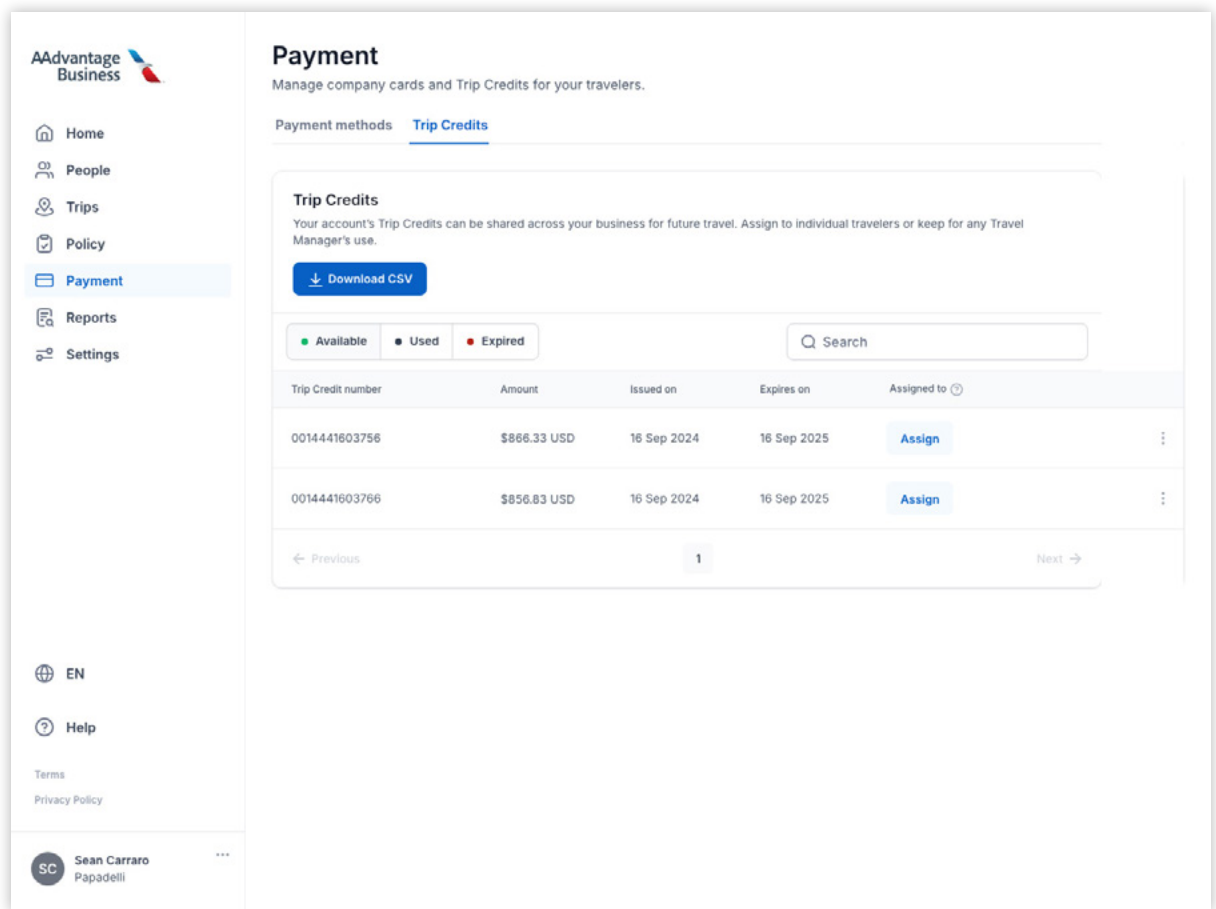
As Travel Manager, you can also book for other registered travelers using the stored card assigned to your own team.

Need help creating a team? View our 'Managing your members' guide in the travel management portal for more details.

Payment (continued)

Manage and track your business's Trip Credits from past program travel, filtered by available, used or expired status. Available Trip Credits can be assigned to any registered traveler to use on their next business trip. Assign or reassign unused Trip Credits as needed – there's no limit to the number of changes you can make.

You can also keep Trip Credits unassigned in your business account for general use. When booking business travel on aa.com or the American app, available Trip Credits will appear on the payment page for any account Travel Manager to use.



The screenshot displays the AAdvantage Business Payment interface. On the left is a navigation sidebar with options: Home, People, Trips, Policy, Payment (highlighted), Reports, and Settings. Below this are links for EN, Help, Terms, and Privacy Policy, and a user profile for Sean Carraro Papadelli. The main content area is titled "Payment" and includes a sub-header "Trip Credits" with a "Download CSV" button. Below this is a filter section with "Available", "Used", and "Expired" options, and a search bar. A table lists two Trip Credits:

Trip Credit number	Amount	Issued on	Expires on	Assigned to
0014441603756	\$866.33 USD	16 Sep 2024	16 Sep 2025	Assign
0014441603766	\$856.83 USD	16 Sep 2024	16 Sep 2025	Assign

At the bottom of the table, there are navigation arrows for "Previous" and "Next", and a page indicator "1".

You'll find details on the Trip Credit number, value and expiration date. Keep this information handy if booking with Reservations, as they can't retrieve a Trip Credit number on your behalf.

Reports

Explore the 'Reports' tab to track booked and completed travel, program spend, miles earned or transferred, award travel and monthly statements.

You can apply date filters to your view and download reports as a CSV file to filter further.

The screenshot displays the AAdvantage Business Reports interface. On the left is a navigation sidebar with options: Home, People, Trips, Policy, Payment, Reports (highlighted), and Settings. Below this are links for EN, Help, Terms, and Privacy Policy. At the bottom left is a user profile for RANDY ROWE. The main content area is titled 'Reports' and has tabs for 'Travel', 'Awards', and 'Statements'. Under the 'Travel' tab, there are filters for 'Booking date' (Year to date) and 'Travel date' (All bookings), along with a 'Download CSV' button. A table lists travel records with columns: Record locator, Traveler Name, Traveler Team, Status, Origin Airport, Destination Airport, and Booking date. The table contains 12 rows of data.

Record locator	Traveler Name	Traveler Team	Status	Origin Airport	Destination Airport	Booking date
12345678	Bill Meng	team2	Booked	JFK	MIA	04/04/2020
12345679	Randy Rowe	team2	Booked	JFK	MIA	04/04/2020
12345680	Dana Rowe		Booked	DFW	LAX	05/29/2020
12345681	Bill Meng	team2	Booked	SFO	MIA	05/14/2020
12345682	Dana Rowe		Booked	SFO	MIA	05/14/2020
12345683	Bill Meng	team2	Booked	DFW	LAX	05/31/2020
12345684	Bill Meng	team2	Booked	DFW	LAX	07/04/2020
12345685	Chris Taylor		Cancelled	ORD	LAX	08/29/2020
12345686	Bill Meng	team2	Cancelled	DFW	ORD	07/31/2020
12345687	Dana Rowe		Booked	DFW	JFK	08/06/2020

Settings

Use the 'General' tab to update your company information, including business address and contact information. You can also find your business account number under 'Membership details.'

From the 'Email domains' tab, you can set trusted domains to enable a secure registration link. Once that's done, anyone in your company with an active email can register for the program.

From the 'Integrations' tab, you can manage your expense reporting options.

The screenshot shows the 'Settings' page for AAdvantage Business. The left sidebar contains navigation links: Home, People, Trips, Policy, Payment, Reports, and Settings (highlighted). The main content area is titled 'Settings' and includes a sub-header 'Manage your company settings.' Below this are three tabs: 'General' (selected), 'Email domains', and 'Integrations'. The 'Company details' section is active, with a 'Cancel' button and a 'Save' button. The form fields are as follows:

- Company contact:** Update company contact information. Primary Travel Manager dropdown menu with 'HART BRET' selected. Below it, a note: 'Select a primary contact for the account.'
- Company location:** This will update the information provided at company registration.
- Business name:** Text input field containing 'Arcsilio Design Inc.'
- Country:** Dropdown menu with 'United States' selected.
- Federal tax ID / EIN*:** Text input field containing 'XXXXXXXXXX'.
- Phone number:** Text input field with a country dropdown set to 'US' and the number '+1 (817) 555-1212'.
- Address:** Text input field containing '1 Skyview Dr'.
- Address:** Text input field containing 'Address'.
- City:** Text input field containing 'Ft Worth'.
- State:** Dropdown menu with 'Texas' selected.



Have more questions?

Contact our customer service team at 877-229-8278, available 7 a.m. – 7 p.m. CT, Monday through Friday. Or, chat with our virtual assistant on [aa.com](https://www.aa.com) or in the [American app](#) – available 24 / 7.

**AAdvantage
Business**

