



AAdvantage  
Business



# Managing your Authorized Users

As a Citi® / AAdvantage Business™ World Elite Mastercard® cardmember, your company receives AAdvantage Business™ program membership in addition to your Citi® / AAdvantage Business™ Mastercard® benefits.

If you're a cardmember who applied for the Citi® / AAdvantage Business™ card between October 16, 2023 and April 13, 2024, or received notification in your November 2023 billing statement, you'll need to manually register your Authorized Users to your AAdvantage Business™ account.

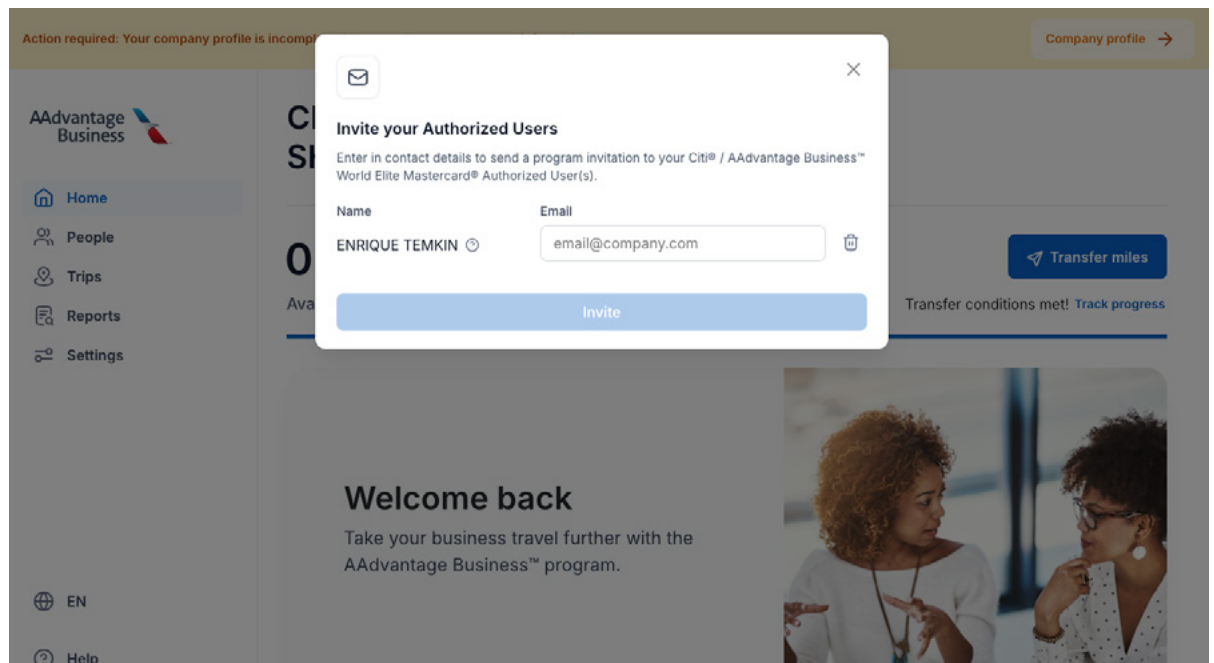
## Getting started with the AAdvantage Business™ program

1

Log in to your AAdvantage Business™ account at [aadvantagebusiness.aa.com](https://aadvantagebusiness.aa.com) using your AAdvantage® program log in.

2

Once logged in, you'll be presented with a list of any outstanding Authorized Users. Enter their work email address and 'Invite'.



3

You can also visit the 'People' section from the navigation panel.

The screenshot shows the 'People' section of the AAdvantage Business interface. On the left is a navigation panel with options: Home, People (selected), Trips, Reports, and Settings. The main content area is titled 'People' and includes a sub-header 'Add people, edit roles and assign teams.' Below this is a search bar and a dropdown menu for 'All roles'. A table lists four people:

Name	Role	Team
ZR ZENA ROSENBLUM zena.rosenblum@ambexindustries.com	Traveler	General
PC PEGGIE CARRIAGE peggie.carriage@ambexindustries.com	Traveler	General
KB KATRINE BEARFOOT katrine.bearfoot@ambexindustries.com	Travel Manager	General
EG EUELL GARTH euell.garth@ambexindustries.com	Travel Manager	General

At the top right, there is a 'Pending invites 1' indicator and an 'Invite people' button. A 'Bulk invite via CSV' button is also visible. At the bottom of the table, there are navigation arrows for 'Previous' and 'Next' with a page number '1'.

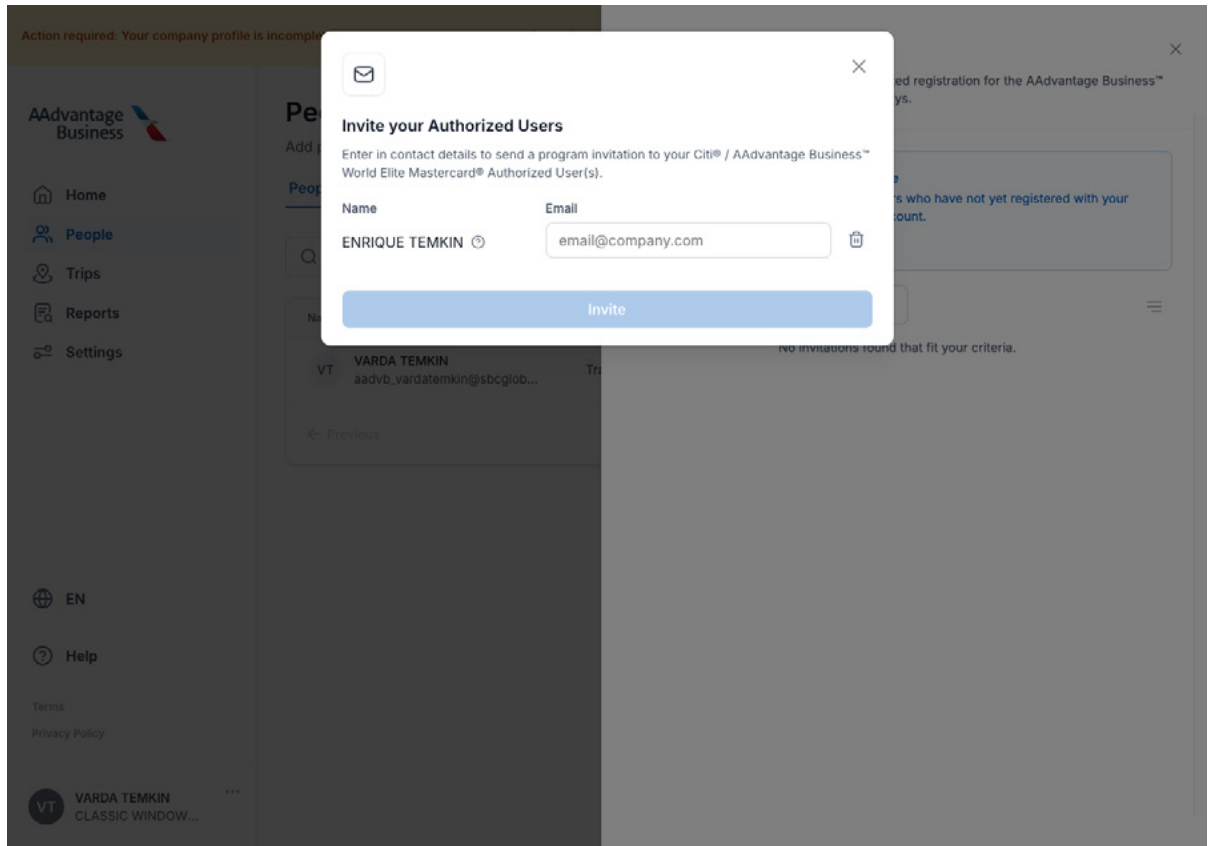
4

Click on the 'Pending invites' button. You'll find a list of any pending invitations that haven't yet been accepted, as well as the number of Authorized Users not yet registered.

The screenshot shows the 'Pending invitations' modal window. At the top, there is a notification: 'Action required: Your company profile is incomplete. Please update your company information.' The modal title is 'Pending invitations' and it includes a close button (X). Below the title, it states: 'These members have not yet completed registration for the AAdvantage Business™ program. Invitations expire after 21 days.' A blue box contains the message: 'You have 1 Authorized User(s) to invite. There are outstanding Authorized Users who have not yet registered with your company's AAdvantage Business™ account. Invite now →'. Below this is a search bar and the text: 'No invitations found that fit your criteria.'

5

Select 'Invite now' to open a list of any outstanding Authorized Users. Enter their work email address and 'Invite'.



6

Once your Authorized User receives their invitation, they'll need to log in with their AAdvantage® program details and complete their new AAdvantage Business™ profile.

As soon as an Authorized User is registered to your company's account, your company can begin earning miles on their eligible business travel. Your Authorized User will also begin earning Loyalty Points on business purchases made with their card, as well as additional Loyalty Points on their eligible business travel.

## Adding or removing Authorized Users

New Authorized Users can be added to your Citi® / AAdvantage Business™ or other eligible Citi® / AAdvantage® small business credit card quickly and easily on [Citi.com](https://www.citi.com), in the Citi® mobile app under 'Services', or by contacting Citi® using the number on the back of your card. You can add up to 99 Authorized Users at no additional cost, with no limit to how many employee travelers you can add to your AAdvantage Business™ account.

A new Authorized User is automatically registered as a traveler with your AAdvantage Business™ account after their first card purchase. If their contact details were not provided, you'll be prompted to send an invitation from the travel management portal.

If you need to remove an Authorized User from your AAdvantage Business™ account, contact Citi® for assistance, using the number on the back of your card. Citi® will manage the card closure and remove them as an Authorized User.

Once the Authorized User designation has been removed, you can remove them as a traveler through the AAdvantage Business™ travel management portal.

## Have more questions?

If you have other questions related to card functionality, contact Citi® using the number on the back of your card, or visit [creditcards.aa.com](https://creditcards.aa.com).

For questions on AAdvantage Business™, chat with our [virtual assistant](#) on aa.com or in [the app](#) – available 24 / 7 for quick answers to your program questions. To get started, make sure you're logged in to your AAdvantage® account.

You can also check out our AAdvantage Business™ program guides on [aa.com](https://aa.com) or within the [travel management portal](#).

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