



AAdvantage  
Business

A woman with long brown hair, wearing a dark blue t-shirt, is sitting at a desk in a modern office, working on a laptop. The office has large windows, indoor plants, and other people working in the background. The scene is lit with warm, ambient light from desk lamps.

**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. In the AAdvantage Business™ program, your company can earn 1 AAdvantage® mile for every 1 dollar spent on eligible American Airlines flights booked anywhere, in addition to the miles earned with your eligible business purchases. Your registered travelers will earn additional Loyalty Points toward AAdvantage® status on eligible AAdvantage Business™ travel, plus Loyalty Points from their eligible purchases.

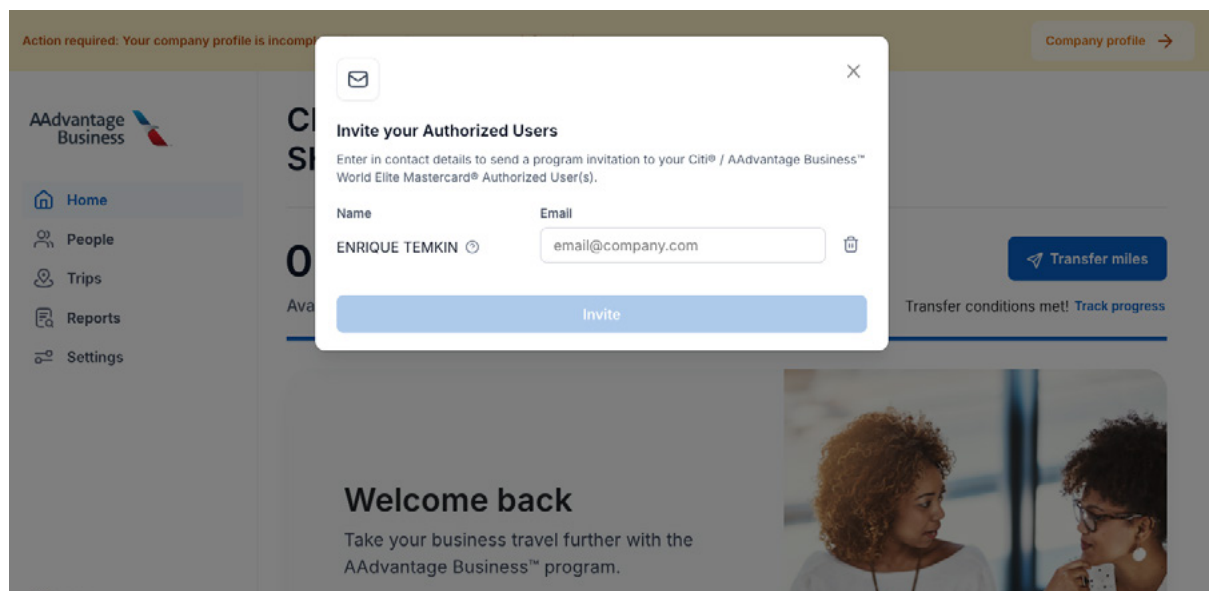
## Getting started with the AAdvantage Business™ program

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.

**AAdvantage Business**

Home People Trips Reports Settings

### People

Add people, edit roles and assign teams.

Bulk invite via CSV

Pending invites 1 Invite people

Search All roles

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

← Previous 1 Next →

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.

Action required: Your company profile is incomplete. Please update your company information.

**AAdvantage Business**

Home People Trips Reports Settings

### People

Add people, edit roles and assign teams.

People Teams

Search

Name	Role	Team
VT VARDIA TEMKIN aadvb_vardatemkin@sbcglob...	Travel Manager	General

← Previous

#### Pending invitations

These members have not yet completed registration for the AAdvantage Business™ program. Invitations expire after 21 days.

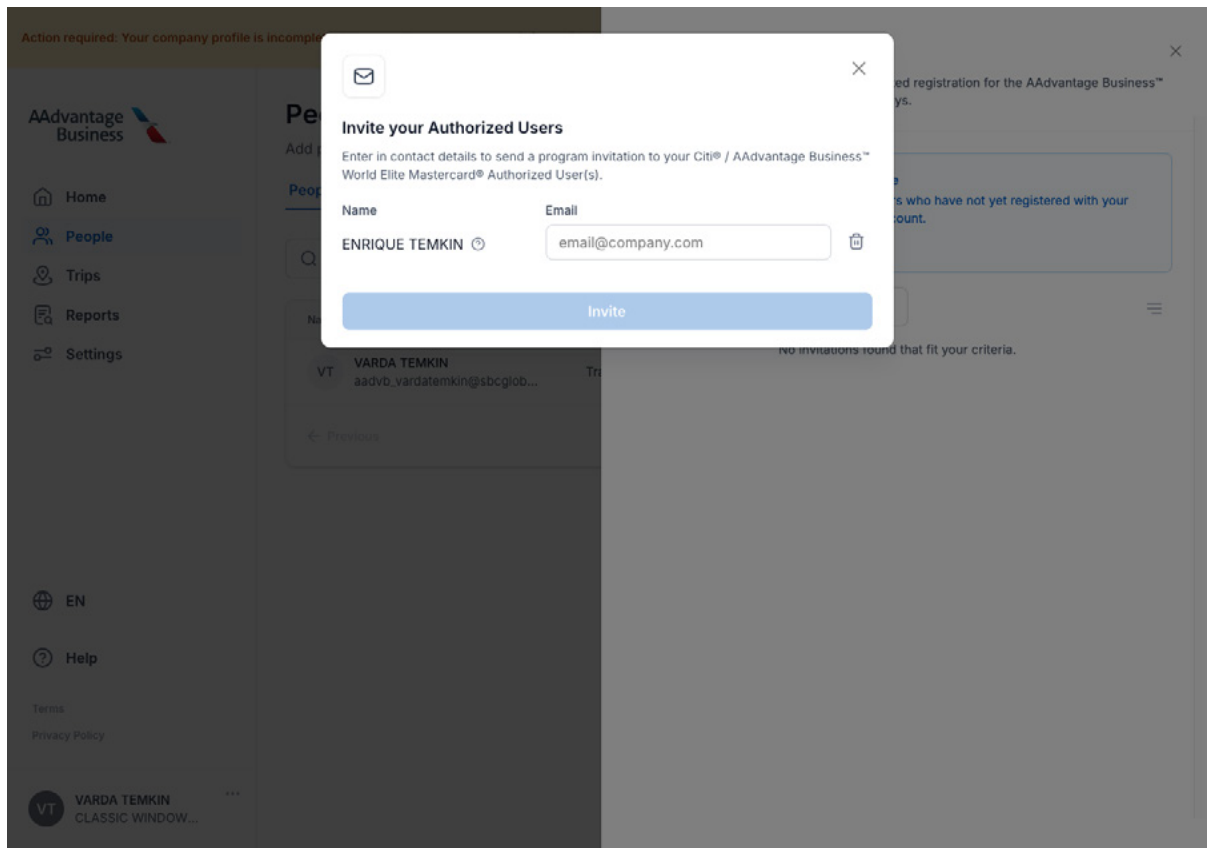
You have 1 Authorized User(s) to invite  
There are outstanding Authorized Users who have not yet registered with your company's AAdvantage Business™ account.  
[Invite now →](#)

Search

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, they can 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 the AAdvantage Business™ program, 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://aa.com) or in the [American app](#) – available 24 / 7. To get started, make sure you're logged in to your personal AAdvantage® account.

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

