

AMEX GBT

# Select

# Digital Platform Onboarding

For Digital Products; GBT  
Account and Amex GBT  
Mobile app

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**GLOBAL  
BUSINESS  
TRAVEL**

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## Introduction

Use this as a checklist of information required to set up your site so your employees get a personalized co-branded experience. **Please return to GBT Account Manager or Implementation Manager.**

## Decision Maker and Key Tech Contacts

Please identify key contacts (including yourself) that will interact with GBT for decisions on site configurations including testing and SSO configurations. For GBT Account, a separate IT contact will be required.

<b>GBT Account Manager:</b>	
<b>Client Main Contact Name:</b>	
<b>Client Main Email Address:</b>	
<b>Client Country/Time Zone:</b>	
<b>Client IT Contact Name:</b>	
<b>Client IT Contact Email Address:</b>	
<b>Client IT Country/Time Zone:</b>	

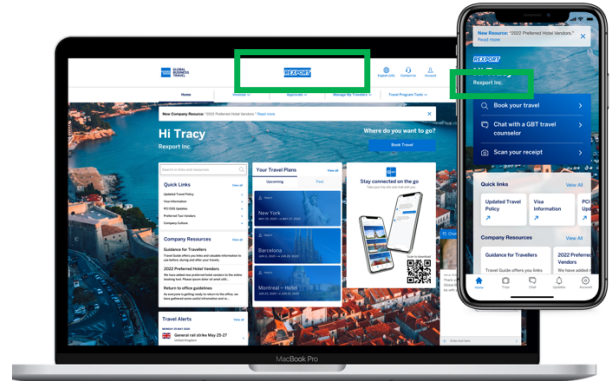
# Select

## Client Co-Branding

We enable our clients to personalize their GBT Account travel site and Amex GBT Mobile app with their own branding and images.

### LOGO

Please provide logo for each device type when viewing **GBT Account and Amex GBT Mobile app**, follow these specifications. For GBT Account desktop, when providing a logo, ensure the logo will display properly when placed on a white background. The white header is not

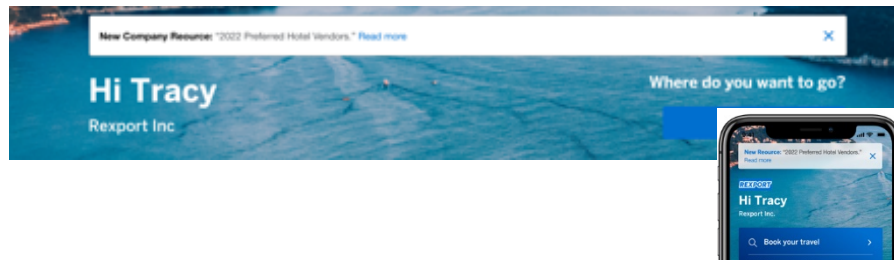


- File types supported: gif, jpg, png
- GBT Account desktop image: width 340x and height 40px
- Amex GBT Mobile app: width 340x and height 40x, highly recommend .PNG with transparent background
- Return images to GBT Account Manager or Implementation Manager

customizable.

### BACKGROUND AND COMPANY NAME

Homepage Background for GBT Account and Amex GBT Mobile app for your site can be customized with an image of your choice or can use the default image which may change from time to time. If you want your own image, ensure the image works with white text which is not customizable. By default, GBT Account “Hi Tracy...”, “Company Name”, and “Where do you want to go?” are white text.



Follow these specifications for background image:

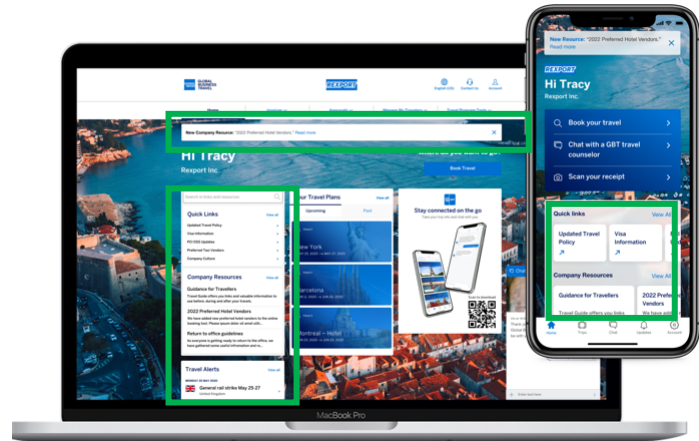


- File types supported: jpg or png
- GBT Account background desktop image: width 1920x and height 1016px
- Amex GBT Mobile app background image: width 340x and height 40x, highly recommend .PNG with transparent background
- Return images to GBT Account Manager or Implementation Manager

# Targeted Communications

The communications tool on GBT Account and Amex GBT Mobile app\* allows you to create and target communications in real time directly in GBT Account. The tool can support messaging of company information, links, alerts, and documents such as travel policies, preferred vendors, and more, to inform their travelers.

*\*Targeted Communications on Amex GBT Mobile app Coming Soon*



The communications can be managed by the customer or by a contracted GBT resource on behalf of the customer, i.e., DAR. Please add first and last name(s) of user(s) that you want to have access to create and manage communications on your site:

<b>User 1 Full name:</b>	
<b>User 1 Email Address:</b>	
<b>User 2 Full name:</b>	
<b>User 2 Email Address:</b>	

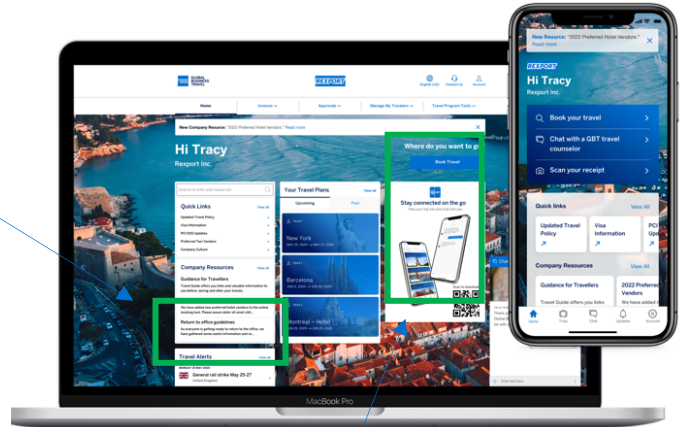
# AMEX GBT Select


## TRAVEL ALERTS

The latest travel alerts module is displayed to travelers on the GBT Account home page and the data is provided by Crisis24. If you do not want this displayed to your employees, please select opt out.

## AMEX GBT MOBILE APP MODULE

A mobile app module is automatically displayed on the GBT Account home page with a QR Code so they can easily download the mobile app and stay connected throughout their journey. If you do not want this displayed to your






- Opt-in for Travel Alerts
- Opt-out for Travel Alerts
- Opt-in for Amex GBT Mobile app ad
- Opt-out for Amex GBT Mobile app ad

employees, please select opt out.

If you have an MDM solution and would like to configure the mobile ad with your own QR code, then please attach an image that meets the following specifications:



- Single QR code for Android and iOS
- QR code size 98 pixels by 98 pixels, format; gif, jpg, or png, file size max 64 KB
- Simple black and white without any borders, white space, or additional
- Return images to GBT Account Manager or Implementation Manager

## PRODUCT SUPPORT/OUTAGE NOTIFICATIONS

To gain access to a fully automated, self-service subscription process where you can opt-in or opt-out of Product Outage, Product Maintenance, and Product Performance Issue notifications, please sign up [here](#).

## Version History

Version	Publish Date	Summary of Changes
1.0	June 13, 2022	Initial document
2.0	November 16, 2022	Added Safelisting
3.0	November 18, 2022	Added Product Outage Info
4.0	January 18, 2023	Updated Mobile Logo and Background sizes
4.1	November 28, 2023	Removed SSO details and Rebranded
4.2	April 22, 2026	Footer updated