

### **Amex Pin Instructions**

To request a new PIN number for your Corporate American Express card, you need to call 1-800-227-4669. You will need to have your American Express Card available to enter the card and group number (located above the card#). You will also have to answer a security question. To request a new PIN #, use option 3 when you reach the menu. The PIN # will be mailed to your billing address in 5-7 working days.