

Before enrolling, you'll need your Amex merchant SE#. If you do not know the #, then please contact Support at [CustomerSupport@cmdi.com](mailto:CustomerSupport@cmdi.com).

### Amex Online Merchant Services

- Go to: <https://www.americanexpress.com/my-account.html>
- Start by creating your own Username and Password.
  1. Click **Enroll**
  2. On the right, click **Go** for "I am a new user"
  3. Enter the **User ID** and **Password** you would like to create
  4. Select and answer your **Security Validation Question**
  5. Confirm your login information and click **Continue**
  6. You'll need your Amex Merchant # now. Follow the steps to complete enrollment.



That's it! It can take up to 24 hours to process, but once the account is up and running you will be able to access statements that will explain the gross and net numbers and identify your fees.