

Welcome to Uber for Business

Uber for Business brings you the best of Uber for all your work travel needs. Tap the link in the invitation email and follow the steps in this guide to connect to your company account. For the best experience, complete this process on your mobile phone.

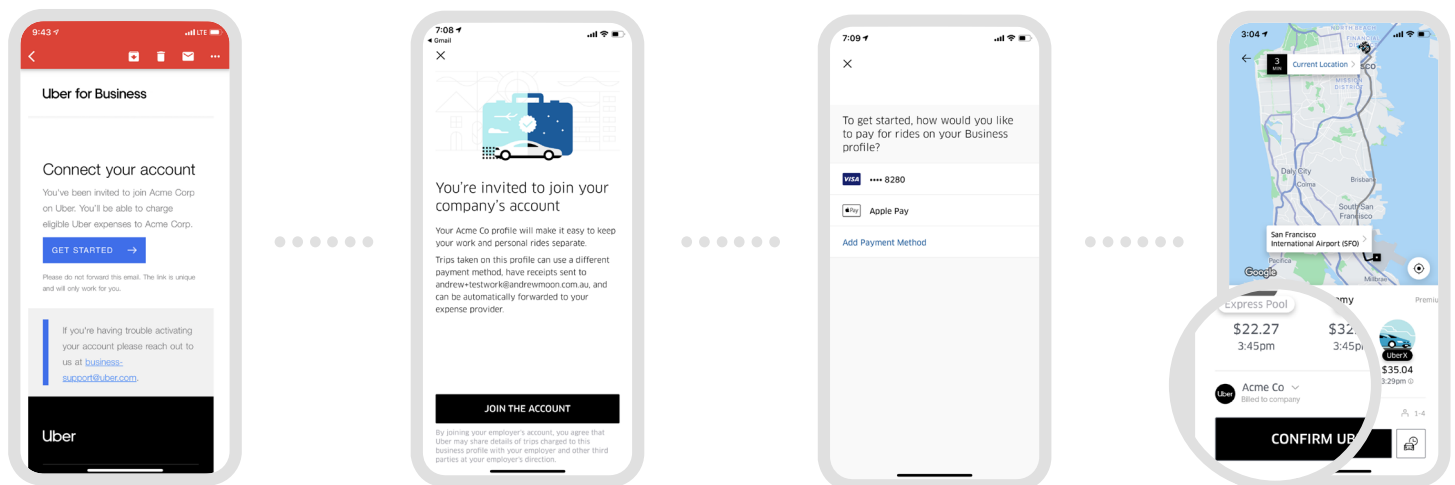


Once you're set up, seamlessly switch between personal and business travel by selecting your company profile in the Uber app. Generate weekly or monthly travel reports to streamline your expensing, and automatically send your receipts to **Concur**. Your personal trips will never be shared with your company.

Getting started: Already have a personal Uber account?

Check your work email for an invitation from Uber for Business.

If you are asked to sign into Uber, please use your original Uber credentials



1.

Tap **Activate your account** in your invite email

2.

Tap **Join the account**

3.

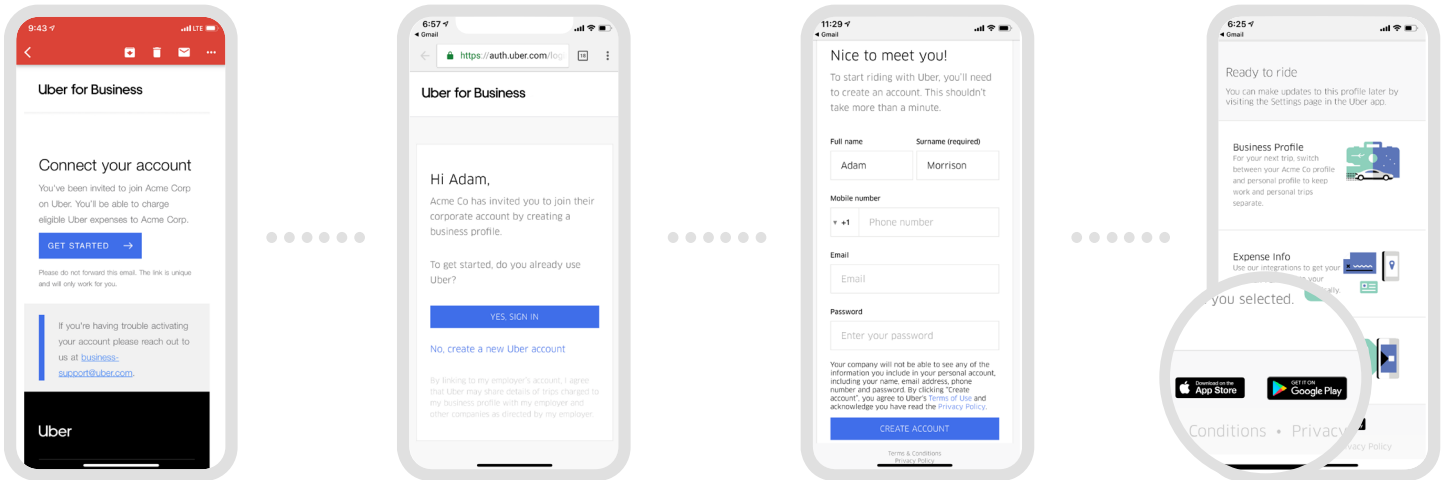
Select an existing payment method for work trips, or add a new one

4.

Switch to your company profile when riding for work. All receipts will flow into Concur

Getting started: New to Uber?

Check your work email for an invitation from Uber for Business, and set up a new account.



1.

Tap **Activate** your account

2.

Select **No**, create a new Uber account

3.

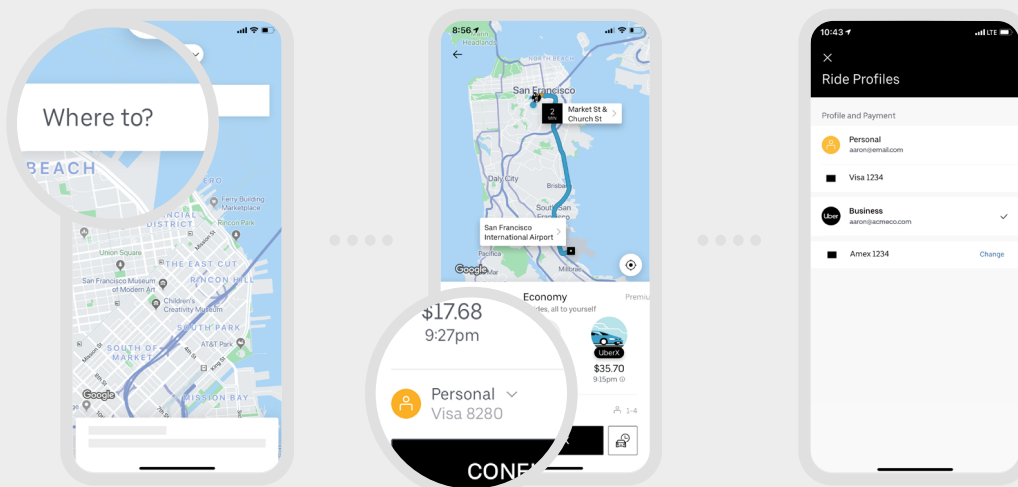
Complete the required fields and add a payment method

4.

Download the Uber app and log in

When you're ready to ride

Seamlessly switch between personal and business within the Uber app. When you complete a trip on your business profile, an expense will automatically be created in your Concur expense portal and an e-receipt will be attached.



1.

Tap **Where to?** and enter a destination address

2.

Confirm your pickup and destination address, and tap on the profile selector

3.

Switch to your company profile and tap **Confirm** to ride

Screen images are for reference only. Actual screen views may vary in the Uber app.