

Welcome to Uber for Business

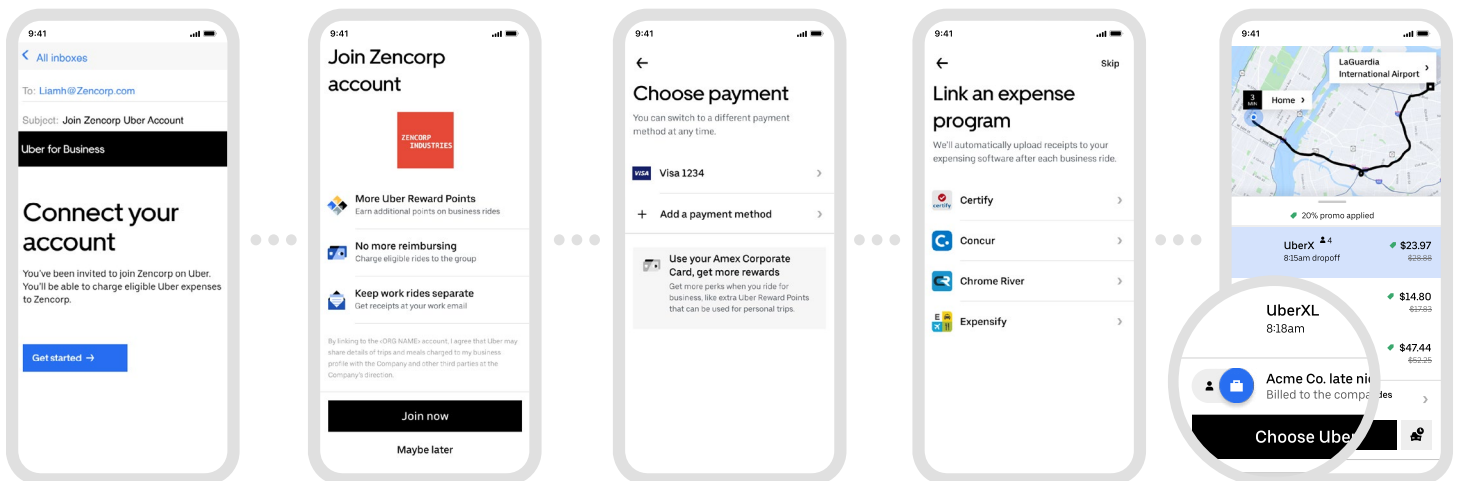
Uber for Business brings you the best of Uber and Uber Eats for all your office, business travel, and even working from home food ordering needs. Tap the link in the invitation email and follow the steps in this guide to connect to your company account. For the best experience, complete this process 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, Certify, Chrome River, or Expensify. Your personal trips will never be shared with your company.

Getting started: Already have a personal Uber account?

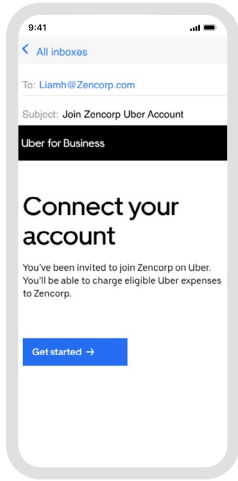
Check your work email for an invitation from Uber for Business.
If you are asked to sign into Uber, please use your original Uber credentials



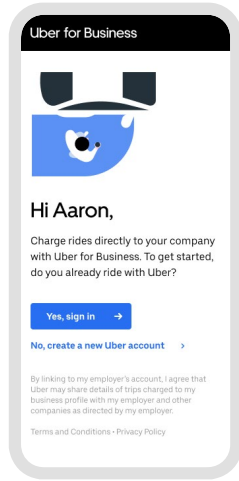
1. Tap **Activate your account** in your invite email
2. Tap **Join the account**
3. Select an existing payment method for work trips, or add a new one
4. Select an expense platform (optional)
5. Switch to your company profile when riding for work

Getting started: New to Uber?

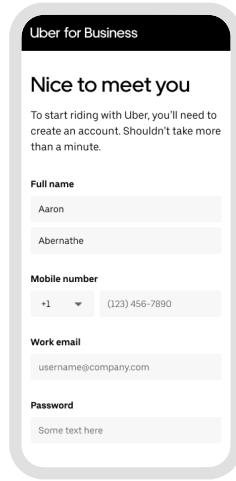
Check your work email for an invitation from Uber for Business, and set up a new account.



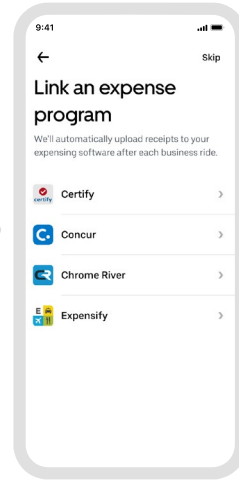
1. Tap **Activate your account**



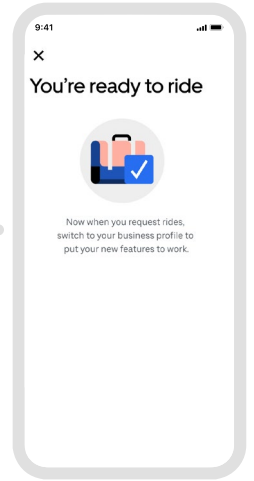
2. Select **No, create a new Uber account**



3. Complete the required fields and add a payment method



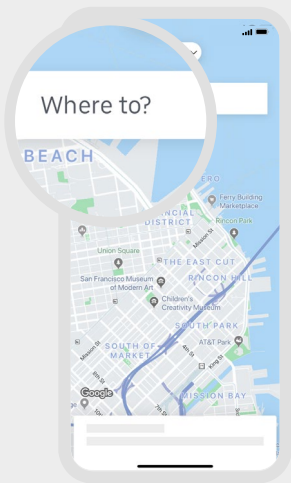
4. Select an expense platform (optional)



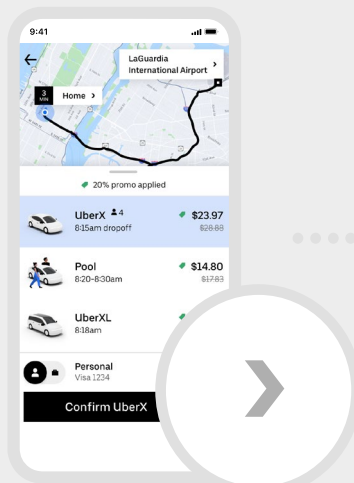
5. Open the Uber app to get moving

When you're ready to ride

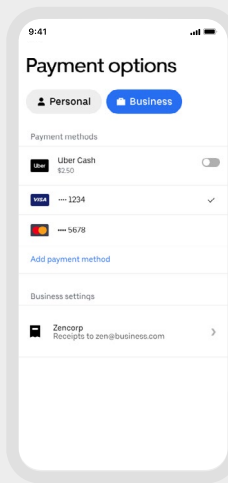
Seamlessly switch between personal and business within the Uber app. When you complete a trip on your business profile, an expense will automatically be created in your Concur expense portal and an e-receipt will be attached.



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



2. Tap the **arrow** to select payment

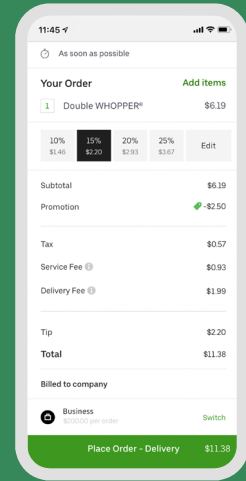
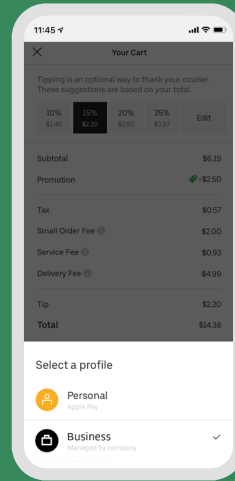
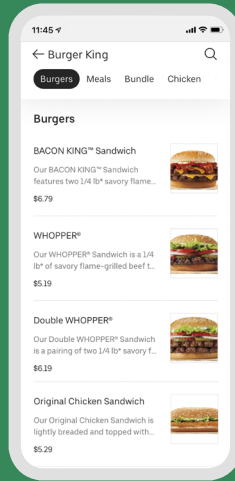
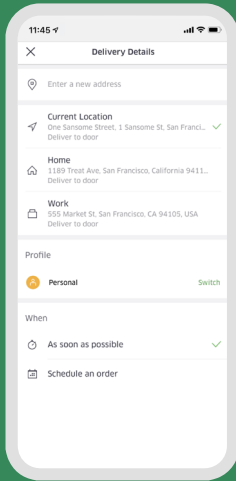


3. Select your company card

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

When you're ready to eat

Seamlessly switch between personal and business within the Uber Eats app.



1.

Tap the Address drop-down and enter a delivery address.

2.

Tap the restaurant you'd like to order from and select items to add to your cart.

3.

Tap "View cart" to switch from your personal profile to your company profile and check out.

4.

Tap "Next", and "Place Order".

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

Uber for Business

Have questions? Email our business support team at business-support@uber.com