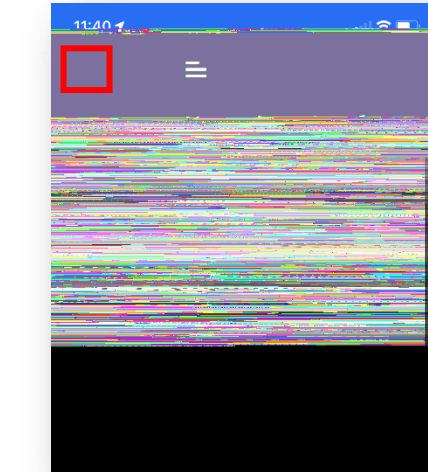
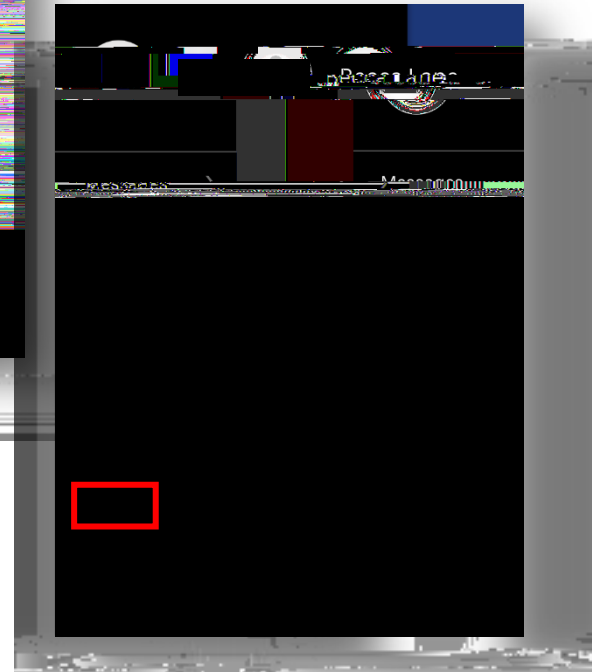


- Open the Uber Mobile Application
  - Click on the icon



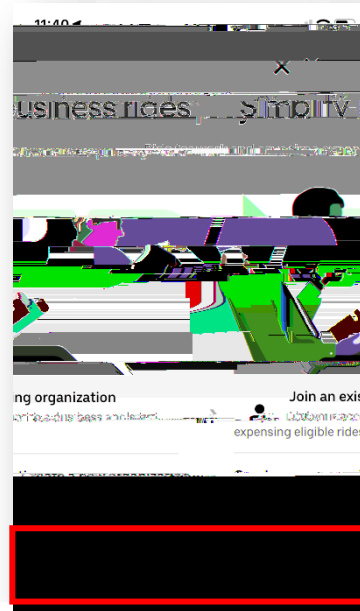
- From the Menu Screen, Click on



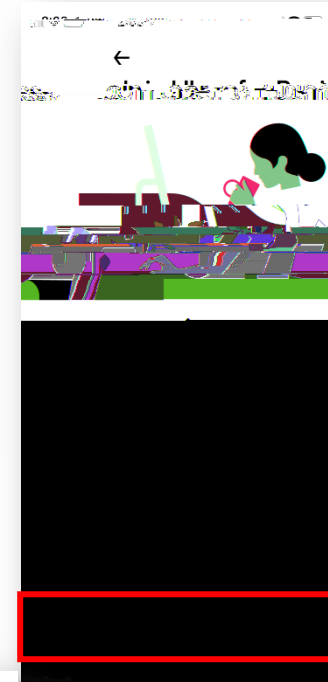
- From the Wallet Screen, scroll down to the Ride Profiles area
  - Click on



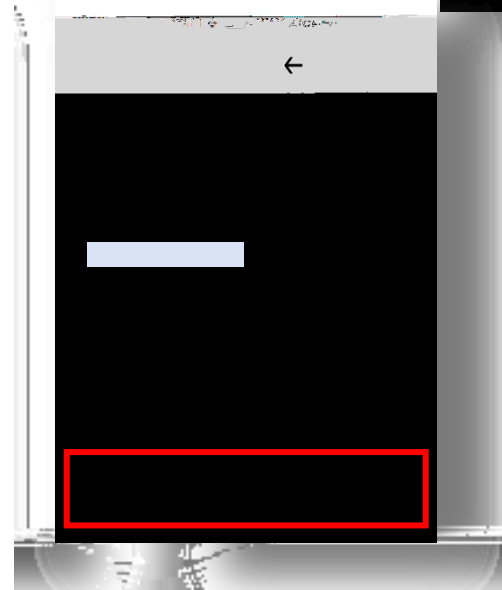
- On the Simplify business rides screen, select






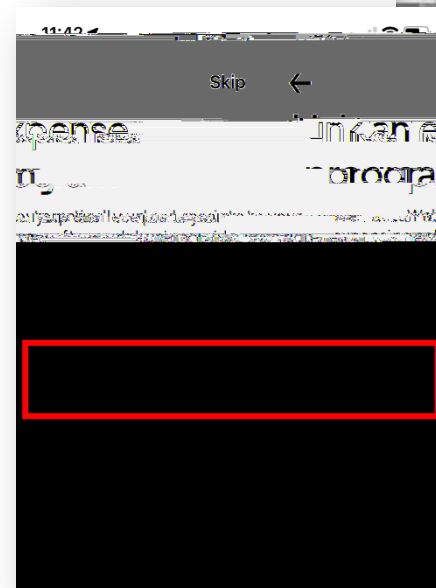
- On the Join Uber for Business screen, click




- On the next screen, enter in your NAIC/NIPR/IIPRC
  - o Click to proceed




- On the Choose payment screen, select
  - Click  at the bottom of the screen to proceed
- On the Travel reports screen, select one of the
  - This can be edited after account set up
  - Click  at the bottom of the screen to proceed
- On the Link an expense program screen, select
  - Click  at the bottom of the screen to proceed





- Open the Uber Mobile Application
- Once your destination details are entered and your Uber options display, the account options will appear at the bottom of the screen
  - Click on the  to change Personal to Business account

- The account will change to your  Account
  - Continue the normal Uber process for the trip

- Once your trip is complete, the Uber receipt will automatically be sent to your Chrome River eWallet for expense report creation

