• Open the Uber Mobile Application o Click on the icon



• From the Menu Screen, Click on

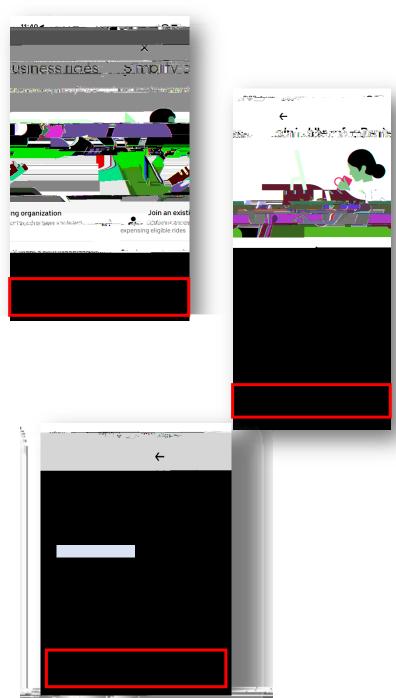
From the Wallet Screen, scroll down to the Ride Profiles area

o Click on

• On the Simplify business rides screen, select

• On the Join Uber for Business screen, click

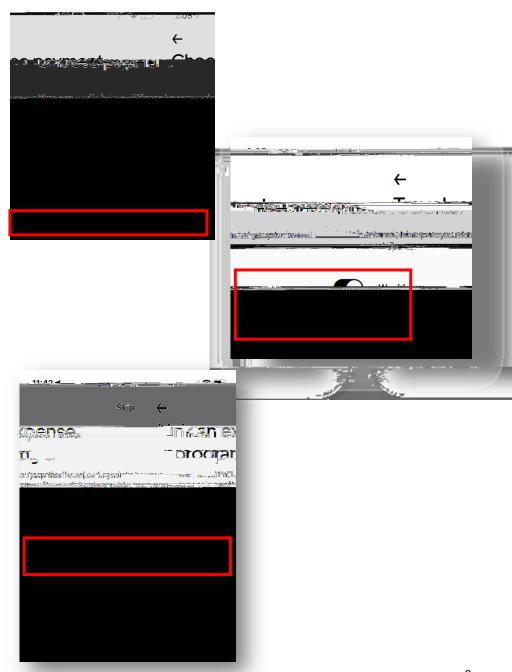
• On the next screen, enter in your NAIC/NIPR/IIPRC o Click to proceed



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- On the Choose payment screen, select
 - o Click at the bottom of the screen to proceed

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



- Your Uber Business Account set up is complete
 - o Click on the " " to exit the screen and return to your Wallet

• On the Wallet screen, under Ride Profiles, the will now be listed

• The can be edited by clicking on Business, under Ride Profiles

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

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

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

