

Rideshare App Instructions

We recommend that rideshare users create a business profile for Uber and Lyft. This will help separate SLCC transactions from personal transactions. This will also help prevent accidental use of a credit card, such as using a p-card for personal ride.

In addition to these benefits, you can connect your business profile to Chrome River. This will allow the receipts to automatically upload into your Chrome River profile for each ride.

Please follow the instructions on the following pages to create your business profile and connect it to Chrome River.

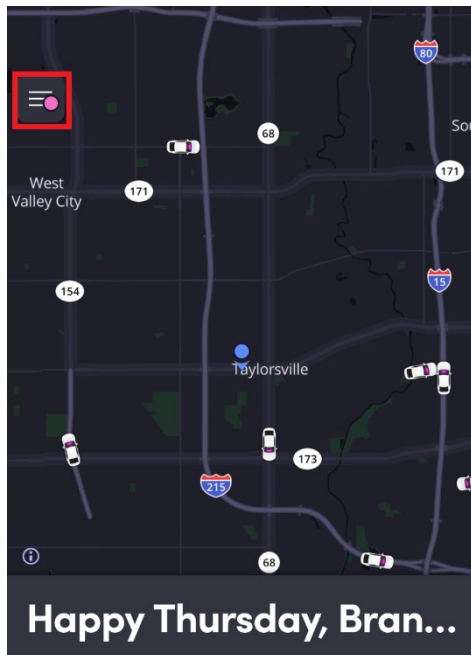
Lyft

Chrome River offers expense integration with the Lyft for Business ride-sharing application to automatically submit and process Lyft receipts within Chrome River. For users who have enabled this feature via their Lyft Business Profile, any ride receipt will automatically be sent to their business email address and CCed to Chrome River.

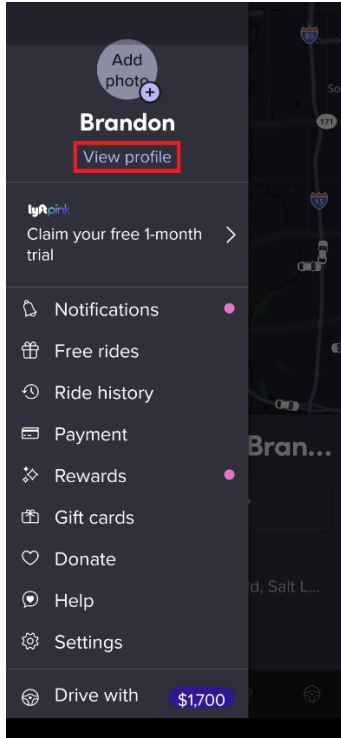
Creating Your Lyft Business Profile

Before you can begin using Lyft with Chrome River, you must create a [Lyft for Business](#) Profile and then connect it to Chrome River (see Connecting Chrome River to Your Lyft for Business Profile, below).

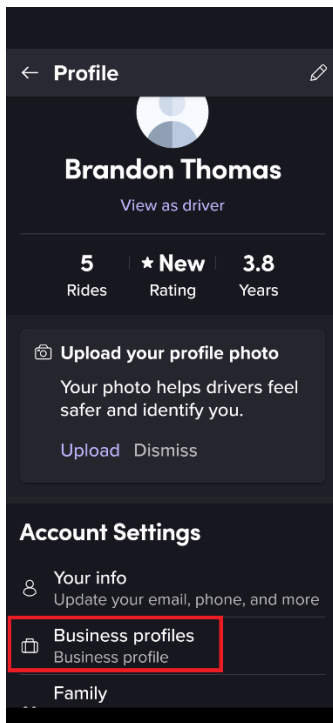
1. Download and open the Lyft app, then tap on the menu button in the upper left-hand corner.
 - If you do not already have a Lyft account, download the app and create a new account. You do not need to use your SLCC email address to create the account. You can use a personal email account. You will enter your SLCC email address when you create your Business Profile in the steps below.



2. Select **VIEW PROFILE**.



3. Tap **BUSINESS PROFILES**.



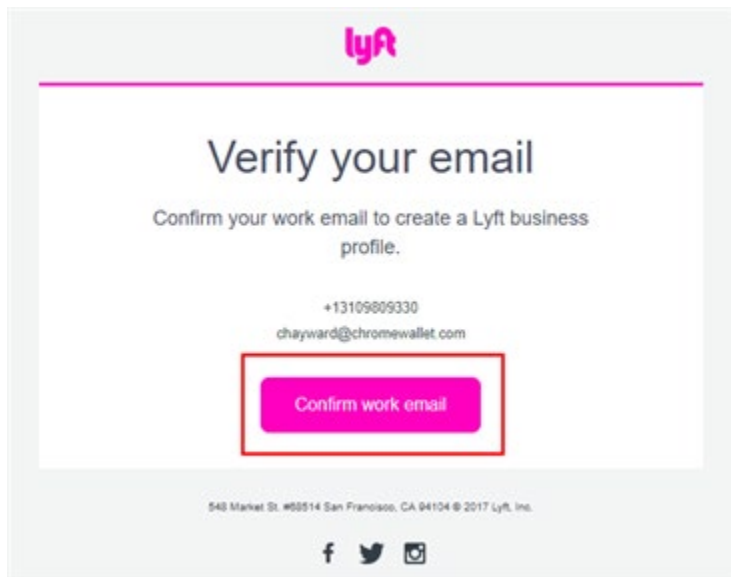
4. On the introductory screen, tap **GET STARTED**.

5. Enter your SLCC email in the Work Email field. Then tap **NEXT**.

6. Select the default payment method for Lyft for Business rides. To add your p-card, if applicable, tap **ADD CREDIT CARD**. Enter your credit card information, then tap **SAVE**. This will store your p-card only in your business profile. It will not be listed in your personal profile.

7. Lyft will send a verification email to the account you entered.

8. In the email, tap **CONFIRM WORK EMAIL**.



9. This will open a browser window. Enter the phone number attached to your personal Lyft account. A code will be sent by text. Enter the code and submit. When prompted, enter the email associated with your personal Lyft account. This will link your business and personal Lyft profiles.

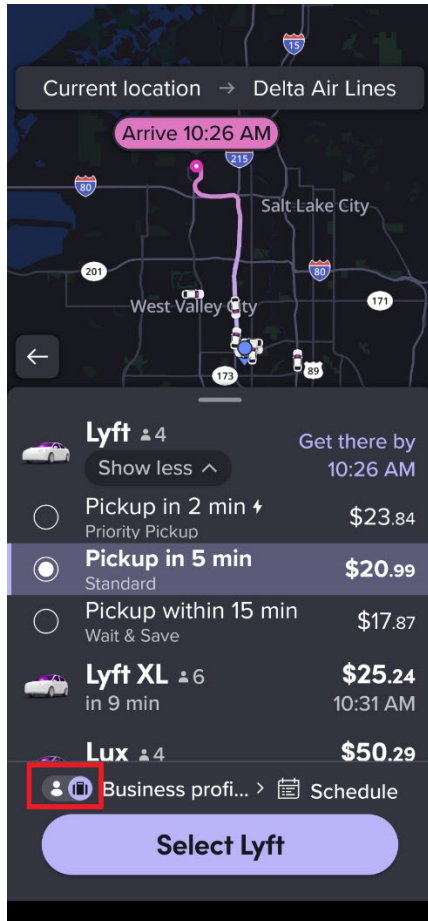
Connecting Chrome River to Your Lyft for Business Profile

Now that you have created a Lyft for Business profile, you must connect it to Chrome River.

1. Navigate back to Business Profiles in the Lyft app.
2. Tap **RECEIPT FORWARDING**.
3. Select **CHROME RIVER** from the list.

Using Lyft for Business

1. Open the app and enter a destination.
2. At the bottom change the switch to the Business Profile (suitcase icon). (Note when scheduling a personal Lyft, ensure that you have selected your personal profile, person icon.)



Note: If you forget this step at the beginning, you will have another chance to change the ride to Business on the Ride Payment screen that appears after the ride ends.

3. Your ride receipt will automatically be sent to your business email address and CCed to Chrome River.

Uber

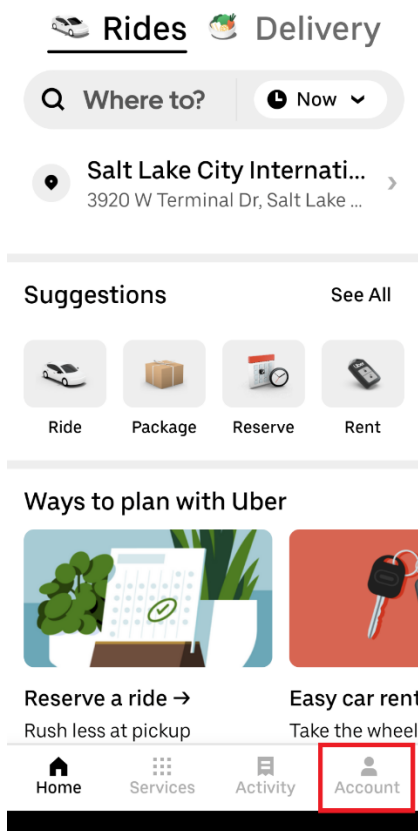
Chrome River offers expense integration with the Uber for Business ride-sharing application to automatically submit and process Uber receipts within Chrome River. For users who have enabled this feature via their Uber Business Profile, any Uber receipt will automatically be sent to their business email address and CCed to Chrome River.

Note that there is an 11-hour grace period between when Uber sends the user a receipt and when Uber sends the receipt to Chrome River.

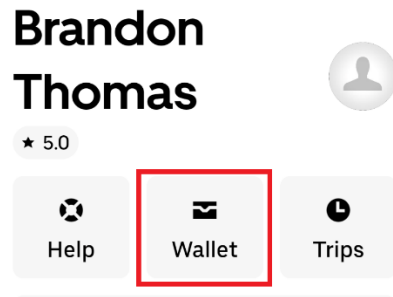
Create an Uber Business Profile and Connect Chrome River

If you do not already have an Uber account, create a new account.

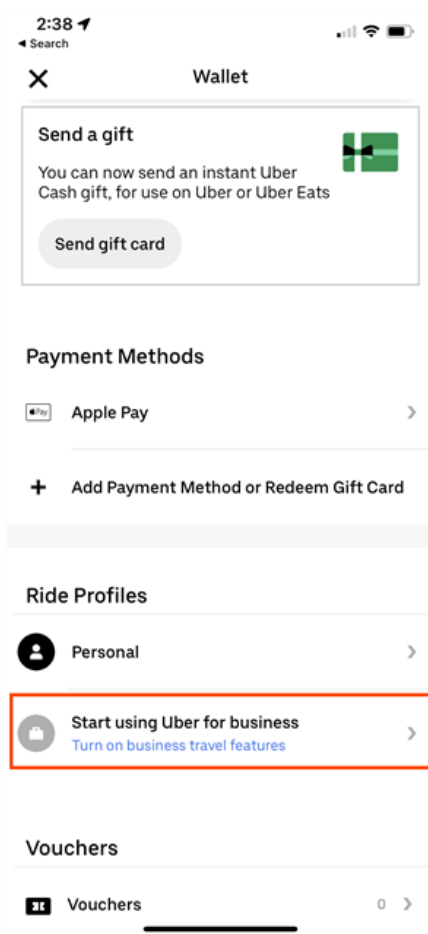
1. Open the Uber app and tap on the Account icon.



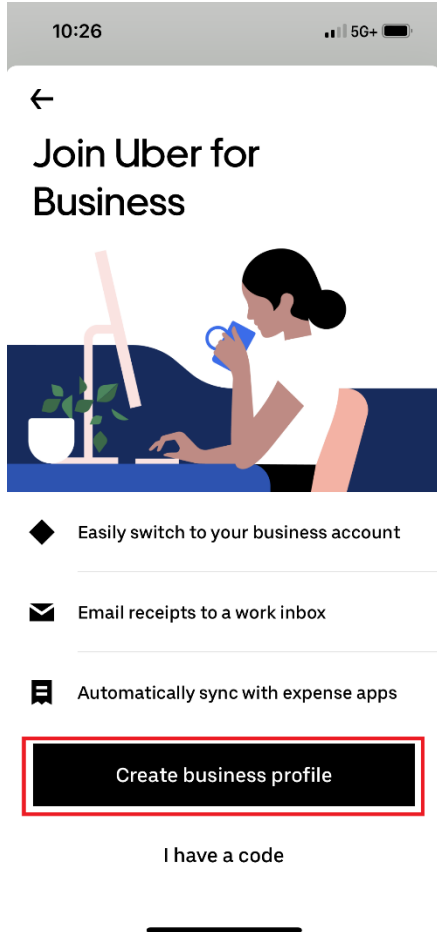
2. Select **WALLET**.



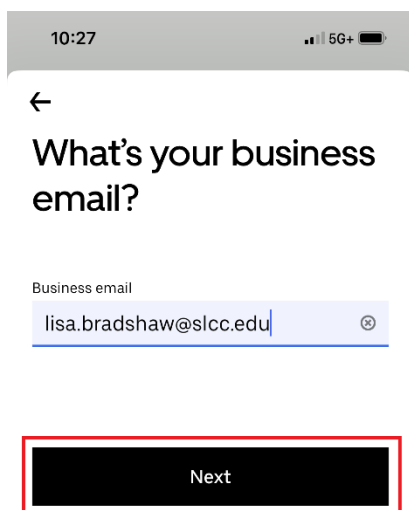
3. Scroll down to the Ride Profiles section and tap on **START USING UBER FOR BUSINESS**.



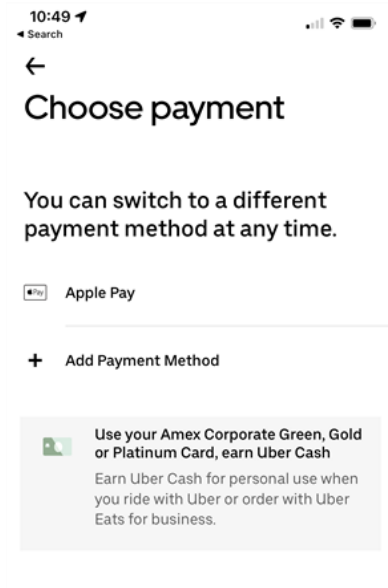
5. Tap **CREATE BUSINESS PROFILE**.



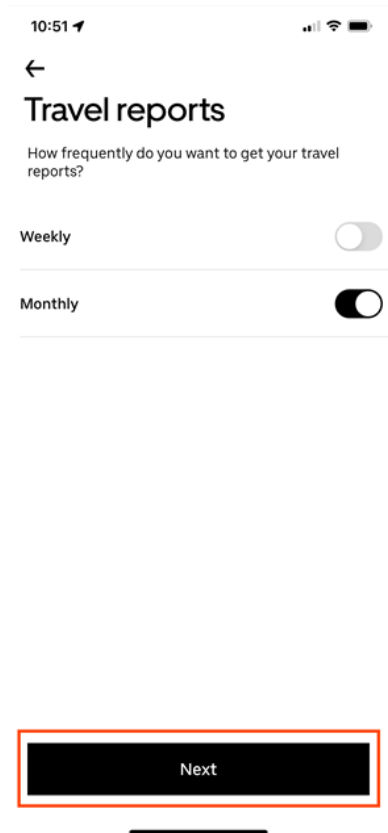
6. Enter your SLCC email address and tap **NEXT**.



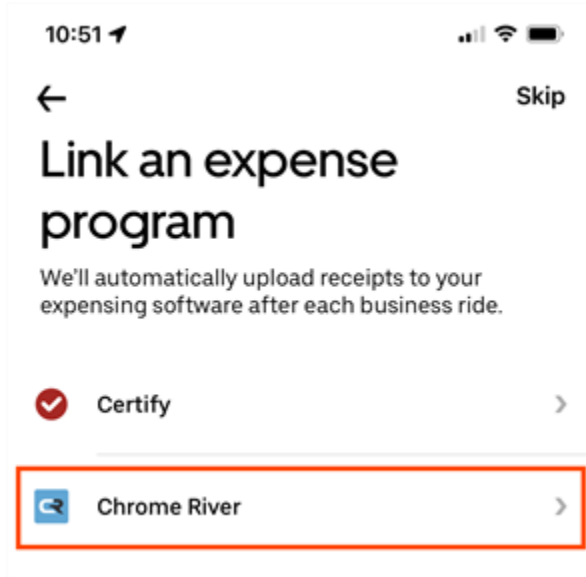
7. Select how you would like to pay for business trips on Uber. You can add your p-card to this profile.



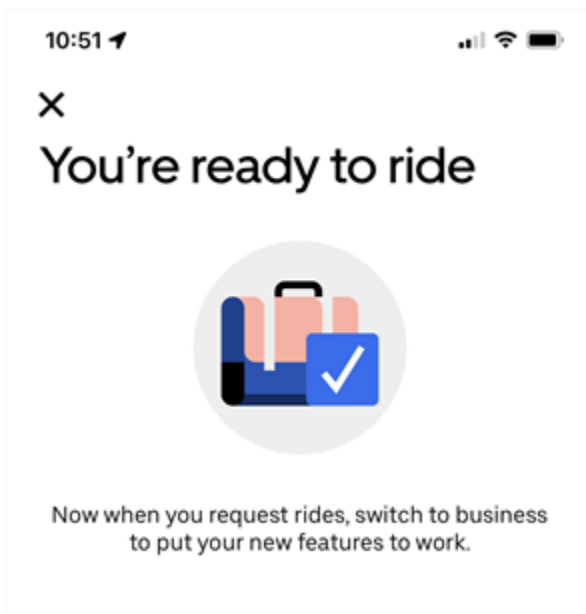
8. Select your desired frequency for receiving Uber travel reports. You may change this later in the Wallet > Ride Profiles > Business > Travel Reports settings. Tap **NEXT**.



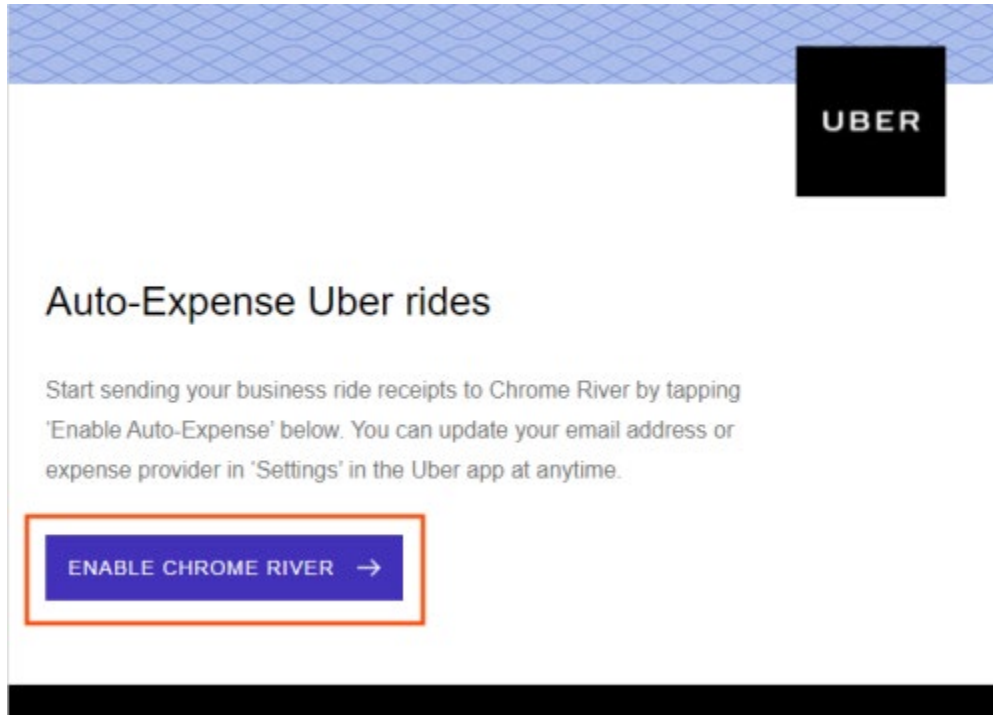
9. Select **Chrome River** from the expense provider list.



10. You will see a confirmation screen, but you will need to verify your email address before you can begin using your Business profile to pay for Uber trips.

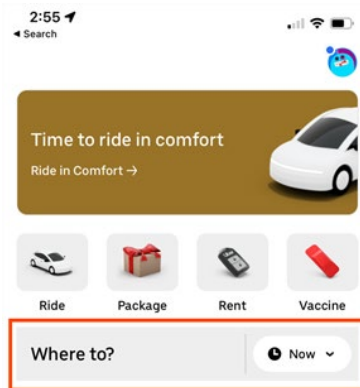


11. Click on the link in the email sent to you by Uber to verify your email address.

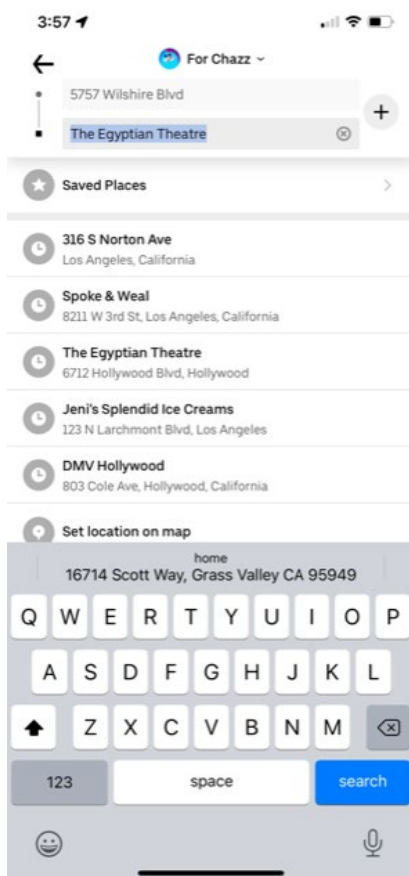


Using Uber for Business

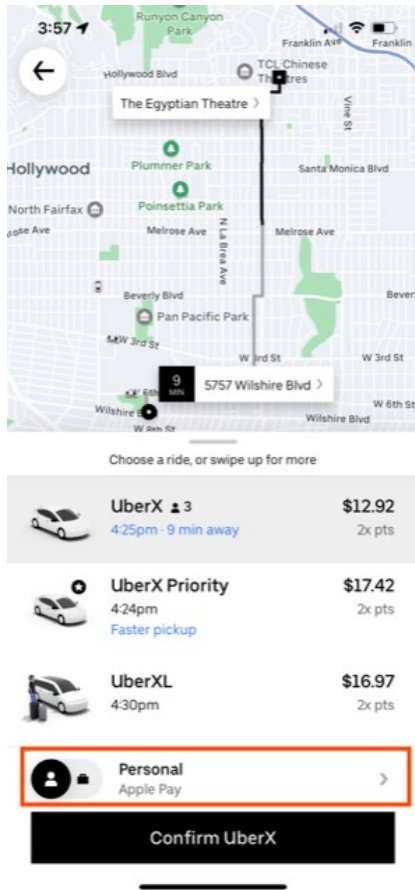
1. Open the app and tap **WHERE TO?** to search for your destination.



2. Enter the desired location name or address.

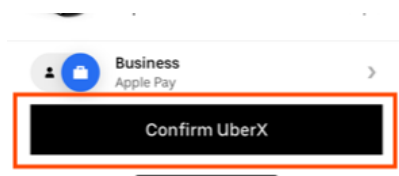


3. Select the desired ride type. If **PERSONAL** is displayed above the Confirm button, tap it to switch to Business.



4. Tap the gray **BUSINESS** button. It will turn blue to indicate the switch.

6. Tap the **CONFIRM** button.



7. Your ride receipt will automatically be sent to your business email address and CCed to Chrome River.

If you add a tip after completing the ride, you will receive a second email with "UBER Tip Charge" in the description. You will see just the tip amount of this second transaction when it appears in Chrome River, and it will be merged with the second credit card charge.