How to set up an Uber Business Account for Chrome River Integration

- Open the Uber Mobile Application
  - o Click on the Menu icon



- From the Menu Screen, Click on Wallet
- From the Wallet Screen, scroll down to the Ride Profiles area
  - $\circ$  Click on Start using Uber for Business

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Start using Uber for business

Turn on business travel features

• On the Simplify business rides screen, select **Create an** individual account

- On the Join Uber for Business screen, click Turn On
- On the next screen, enter in your NAIC/NIPR/IIPRC email address
  - o Click Next to proceed



- On the Choose payment screen, select + Add Payment Method
  - $\circ$  Click Next at the bottom of the screen to proceed

- On the Travel reports screen, select one of the **options** 
  - $\circ$   $\;$  This can be edited after account set up
  - $\circ\quad$  Click Next at the bottom of the screen to proceed
- On the Link an expense program screen, select Chrome River
  - o Click Next at the bottom of the screen to proceed

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Your Uber Business Account set up is complete	11:43 <b>-</b>	
$\circ$ Click on the "X" to exit the screen and return to your Wallet	× You're ready to ride	2:06 1
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		Payment Methods
		Apple Pay
	Now when you request rides, switch to business to put your new features to work.	Add Payment Method or Redeem Gift Card
On the Wallet screen, under Ride Profiles, the <b>Business profile</b> will now be listed		Ride Profiles
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		Personal >
		Business >
<ul> <li>On the Profile settings screen, click on any option to edit the info</li> </ul>		
• For example, you can change the Profile name to NAIC		Profile settings   rofile name   usiness   efault payment   pple Pay   mail for receipt   ravel reports   /eekly

#### How to use your Uber Business Account

- 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
  - Click on the **briefcase icon** to change Personal to Business account

- The account will change to your Business Account
  - $\circ$   $\;$  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

