UBER INSTRUCTIONS:

To start, please go to the menu in the upper right hand corner of your Uber home screen and select “Payments”.

Scroll down to your “Ride Profiles”. If you do not have a business profile already created, please do so at this time by clicking “Start using Uber for business”. If you already have a business account, please select your business profile.
Please add a valid email address to this profile.

Next you will select your method of payment. You can will have the option to add a new credit card or choose one already associated with your account on this screen. If you are entering a new card, please click on “Add Payment Method”. 
Uber will then ask you how often you would like to receive travel reports. These are reports generated directly from Uber. Please make your preferred selection and click “Save”.

Uber will then provide the option to link the expense provider. Please click on the Chrome River option.
Once you have made your selection, a screen will appear so you can confirm the email is associated with your Chrome River account, please adjust if needed. An email will then be sent to this address.

The email may take a few minutes to come in and will come from Uber. The email will ask you to Enable Chrome River. Please click on the link.

Auto-Expense Uber rides

Start sending your business ride receipts to Chrome River by tapping ‘Enable Auto-Expense’ below. You can update your email address or expense provider in ‘Settings’ in the Uber app at anytime.
A new internet browser will open and confirm this process.

**You're now confirmed**

Next time you ride on your business profile, your receipt will be sent to your work email. We hope you find simplified expenseing with business profiles easy and helpful.

Success ✔

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Your Uber receipts, while using your business profile, will then be forwarded directly to your eWallet and can be found in your Receipt Gallery.
LYFT INSTRUCTIONS:

Just as with the Uber application, you will need to set up your Lyft Business Account

Select the menu in the upper left hand corner of the screen

Go into settings
Select the Business Profile section

Follow the prompts to complete your business account. You will want to use the email address associated to your Chrome River account as your email. You will receive an email asking you to confirm the email address. Select “Verify”

YOU'RE ONE STEP AWAY

Verify your email address

To get the most out of your Business Profile and be eligible for benefits that can be provided by your company, you'll need to verify your email address.

VERIFY
If you have a corporate business AMEX card, you will enter the information in Business Payment.

Select “Chrome River” as your expense management company.
Once completed, make sure that you select your business account for any company related rides. Your receipts will be automatically sent to your Chrome River account.