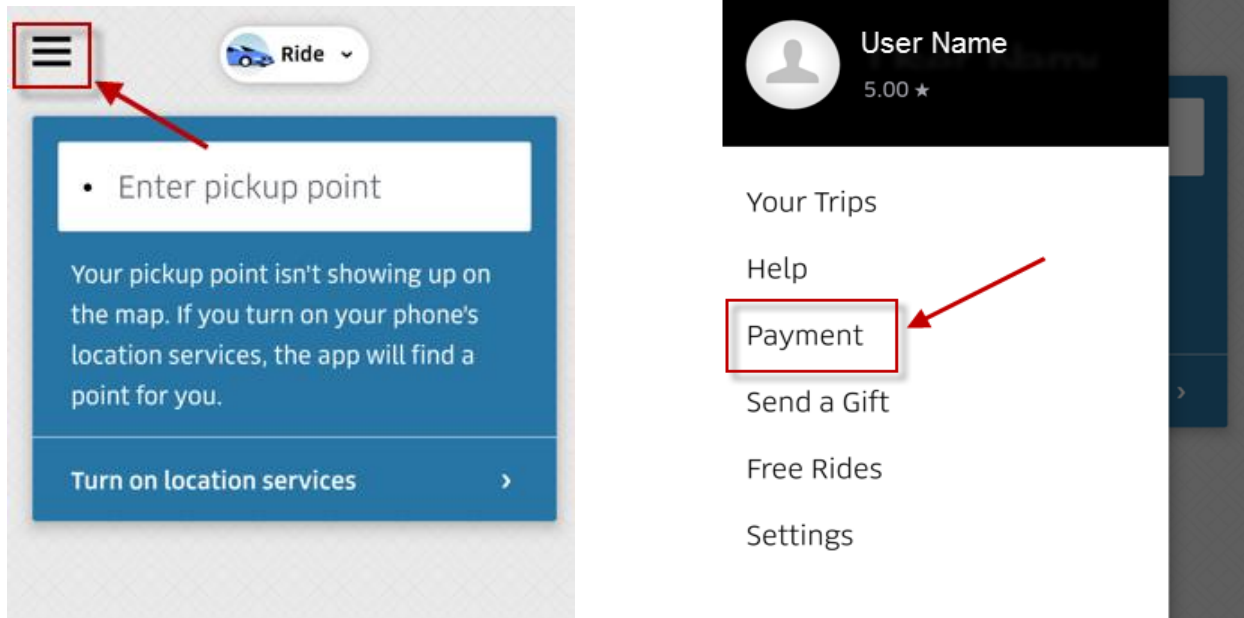


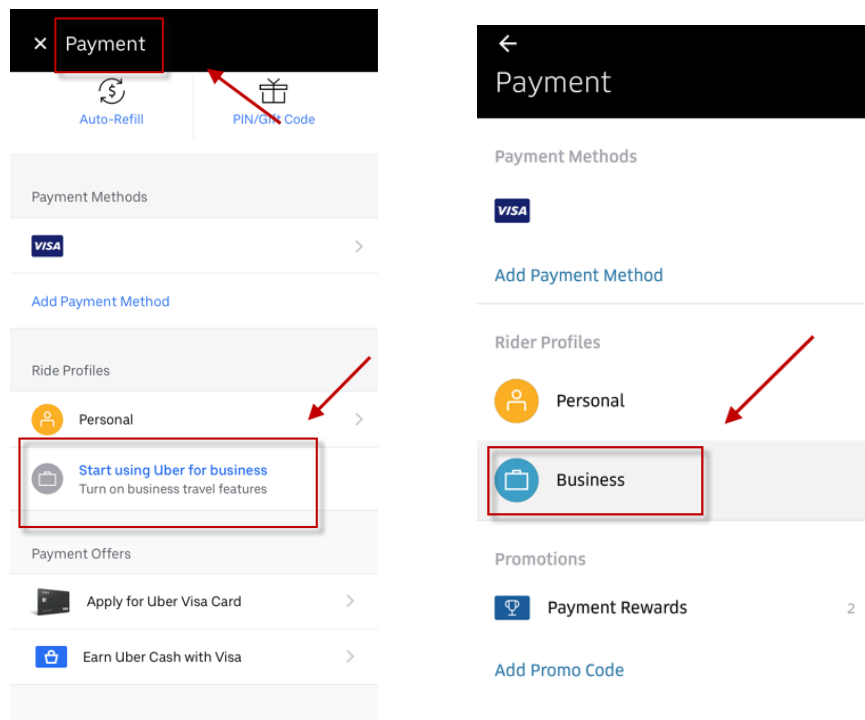
# Link Chrome River to an Uber/Lyft Account

## UBER INSTRUCTIONS:

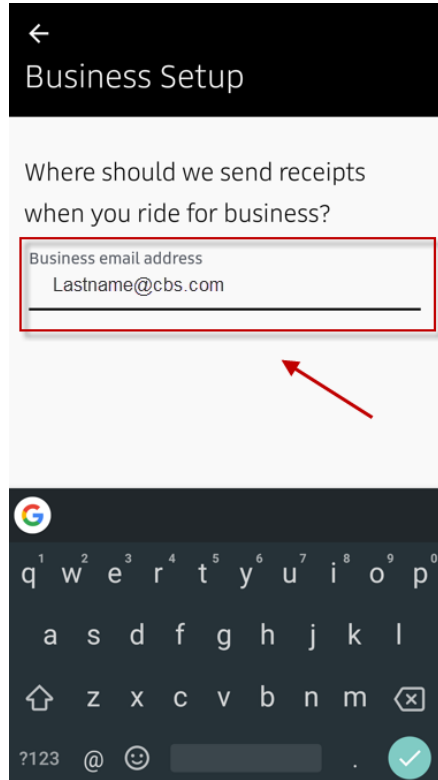
To start, please go to the menu in the upper right hand corner of your Uber home screen and select "Payments".



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.

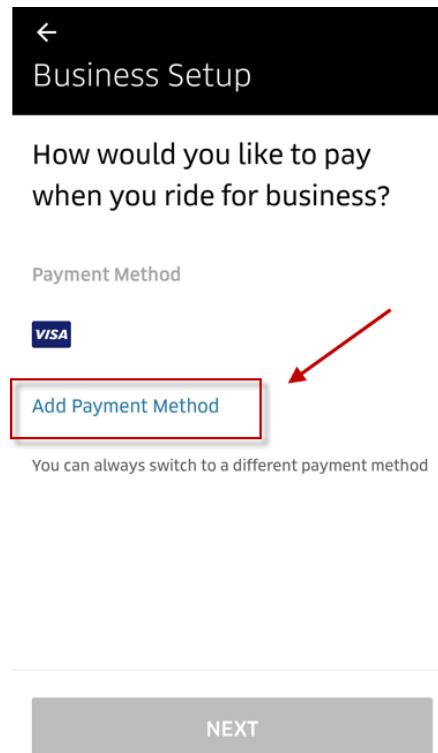


Please add a valid email address to this profile.



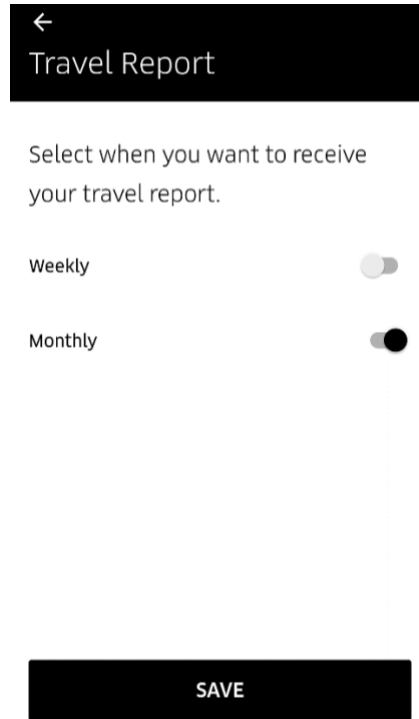
The image shows a mobile application screen titled "Business Setup". At the top, there is a back arrow and the title "Business Setup". Below the title, the text asks "Where should we send receipts when you ride for business?". A text input field is shown with the placeholder "Business email address" and the text "Lastname@cbs.com". A red box highlights the input field, and a red arrow points to it from the right. Below the input field, a portion of a QWERTY keyboard is visible, including keys for 'q', 'w', 'e', 'r', 't', 'y', 'u', 'i', 'o', 'p', 'a', 's', 'd', 'f', 'g', 'h', 'j', 'k', 'l', 'z', 'x', 'c', 'v', 'b', 'n', 'm', and a checkmark button.

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".

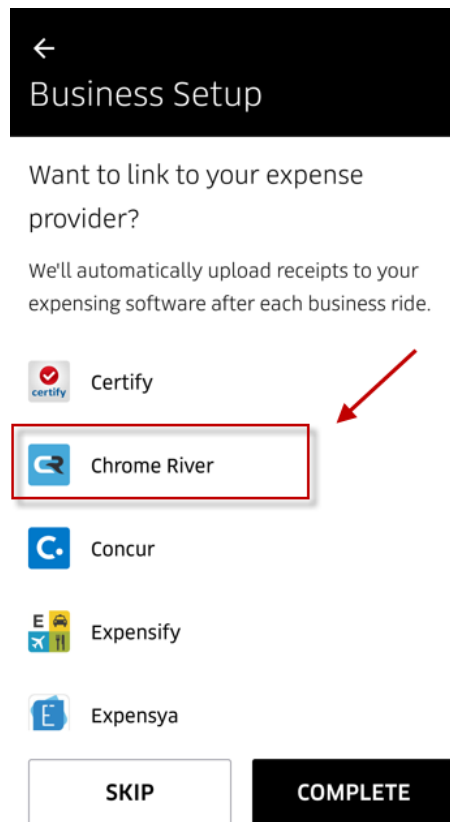


The image shows a mobile application screen titled "Business Setup". At the top, there is a back arrow and the title "Business Setup". Below the title, the text asks "How would you like to pay when you ride for business?". Underneath, the text "Payment Method" is displayed. A "VISA" logo is shown. A button labeled "Add Payment Method" is highlighted with a red box, and a red arrow points to it from the right. Below the button, the text reads "You can always switch to a different payment method". At the bottom of the screen, there is a grey button labeled "NEXT".

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.

← Expense Provider

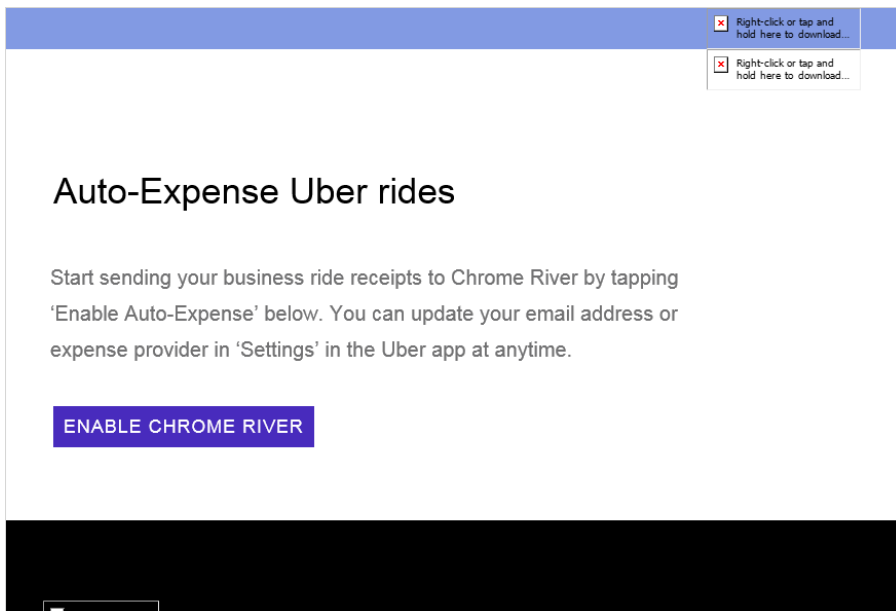
 Confirm the email below is associated with your Chrome River account.

lastname@cbs.com

A verification will be sent to this email address.

CONFIRM

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.



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 expensing with business profiles easy and helpful.

Success 

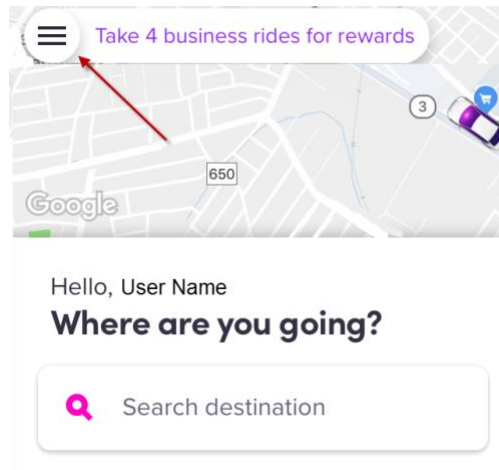
[Terms and Conditions](#) • [Privacy Policy](#)

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

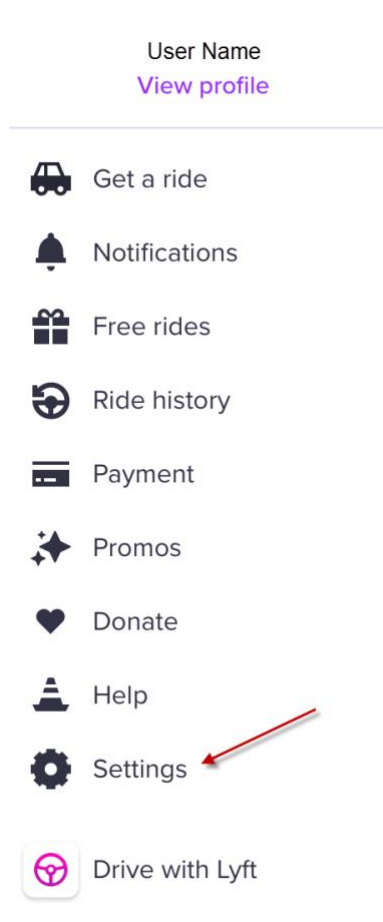
## LYFT INSTRUCTIONS:

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

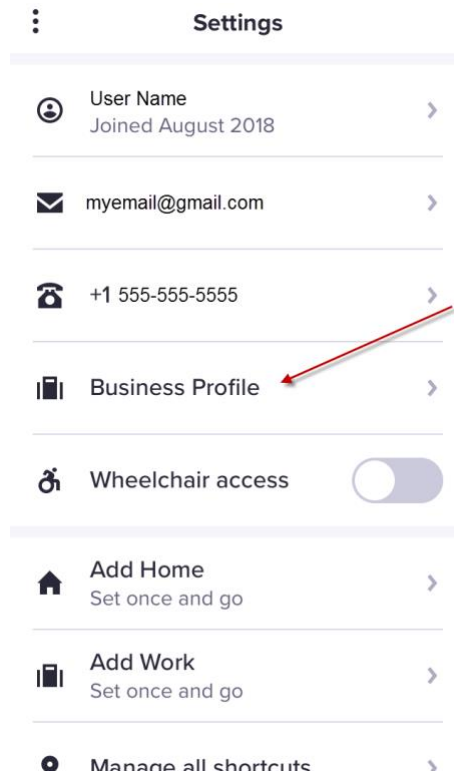
Select the menu in the upper left hand corner of the screen



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”

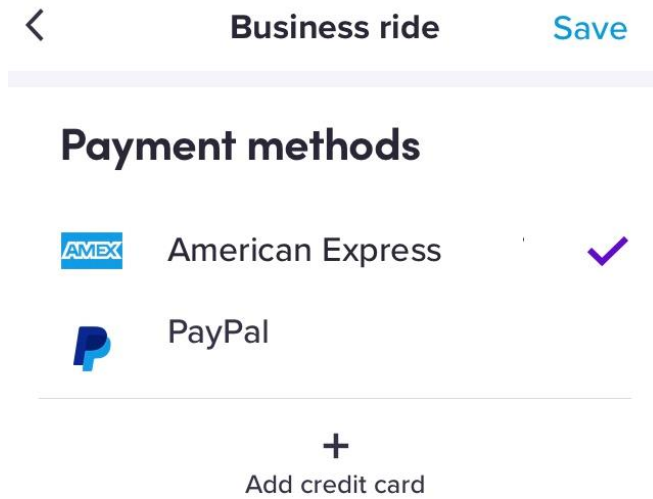
YOU'RE ONE STEP AWAY

# Verify your email address

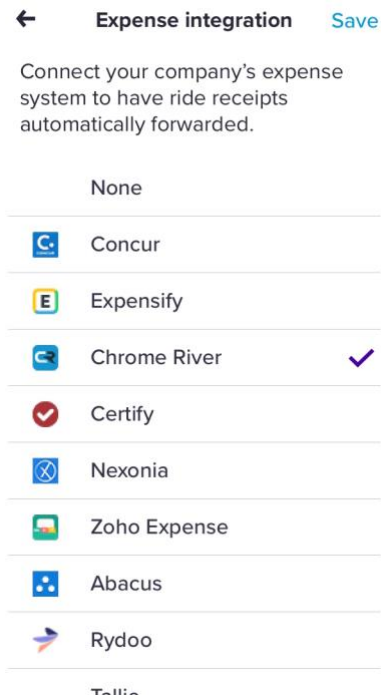
To get the most out of your Business Profile and be eligible for benefits that can be provided by your company, you'll need to verify your email address.

**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.

