How to set up a Lyft Business Account for Chrome River Integration

- Open the Lyft Mobile Application
- Click on the Menu

- From the Menu screen, click on Settings

- On the next screen, click Create Profile
Chrome River: Lyft Business Account Set Up and Application

- On the Work email screen, enter in your NAIC/NIPR/IIPRC email address
  - Click on the arrow to proceed to the next screen

- On the Payment method screen, select or Add a payment method
  - Click the arrow to proceed to the next screen

- On the Expense integration screen, select Chrome River from
  - A check mark will appear next to Chrome River
  - Click the arrow to proceed to the next screen
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- A confirmation screen will display with additional details
  - Click **Done**

- You will receive an email from Lyft in your NAIC/NIPR/IIPRC email
  - Click on the **Verify** link to confirm your work email
  - Complete any additional steps to verify your work email
- Your Lyft Business Account set up is complete
Chrome River: Lyft Business Account Set Up and Application

How to use your Lyft Business Account

- Open the Lyft Mobile Application
- Once your destination details are entered and your Lyft options display, the account options will appear at the bottom of the screen
  - Click on Personal

- On the next screen, the Personal box will be highlighted, click on Business
  - Confirm the Payment method, or Add Payment Method
  - Click Done

- You will be routed back to the prior screen
  - Business is now displayed for the trip
  - Continue with the normal Lyft process for the trip

- Once your trip is complete, the Lyft receipt will automatically be sent to your Chrome River eWallet for expense report creation