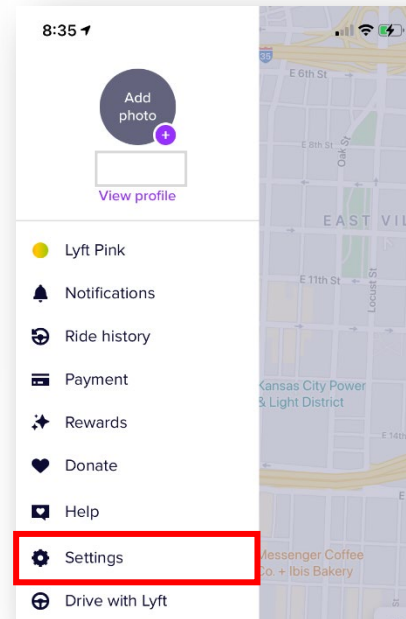
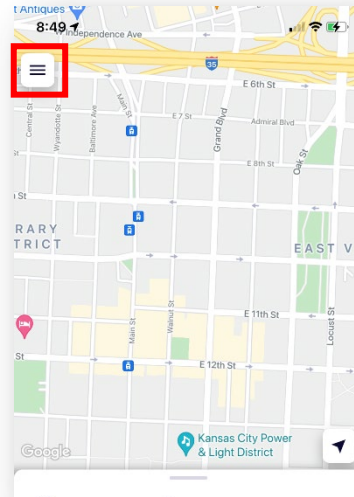


Chrome River: Lyft Business Account Set Up and Application

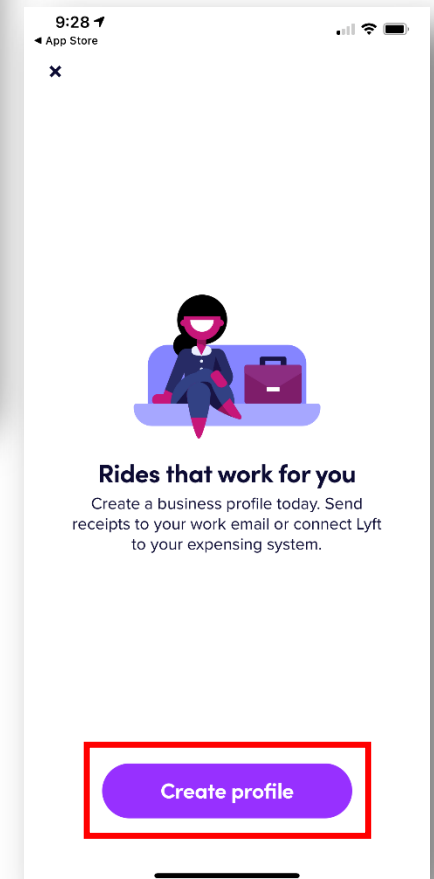
How to set up a Lyft Business Account for Chrome River Integration

- Open the Lyft Mobile Application
- Click on the **Menu**



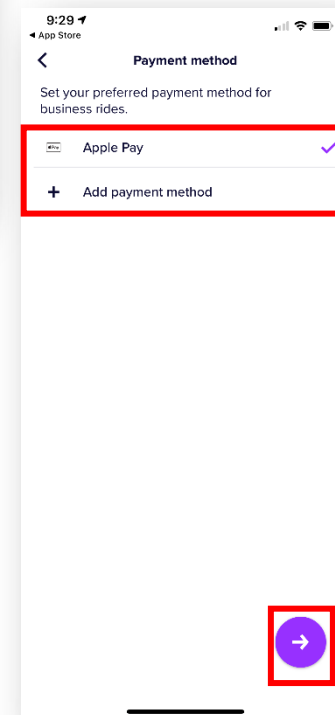
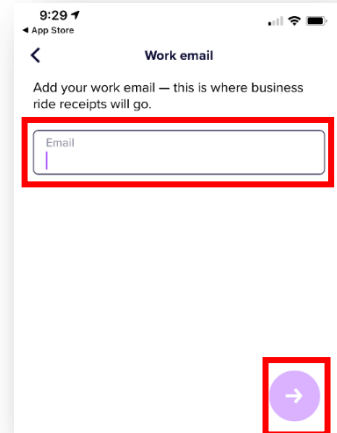
- From the Menu screen, click on **Settings**

- On the next screen, click **Create Profile**

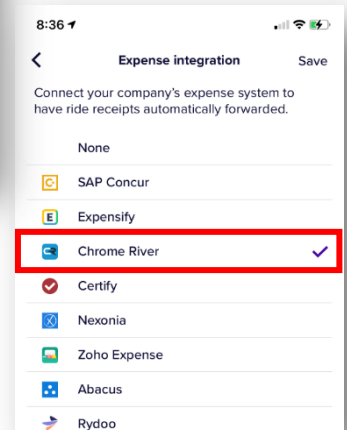


Chrome River: Lyft Business Account Set Up and Application

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



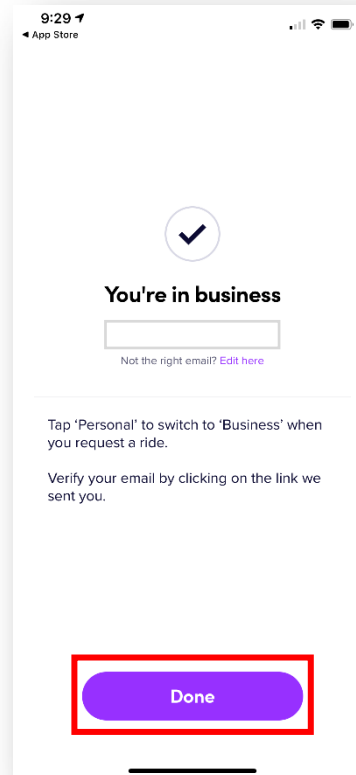
- On the Payment method screen, **select** or **Add a payment method**
 - Click the **arrow** to proceed to the next screen



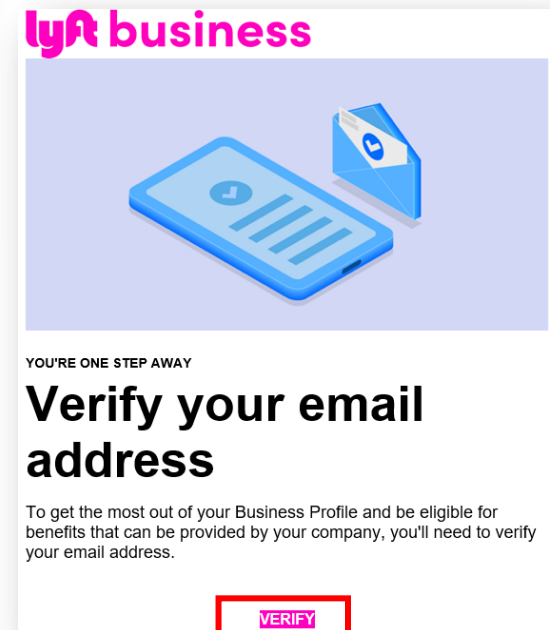
- On the Expense integration screen, select **Chrome River** from
 - A **check mark** will appear next to Chrome River
 - Click the **arrow** to proceed to the next screen

Chrome River: Lyft Business Account Set Up and Application

- 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

