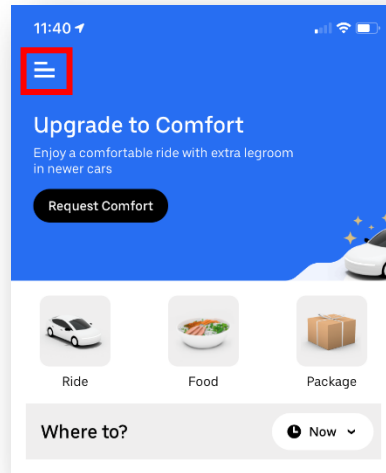


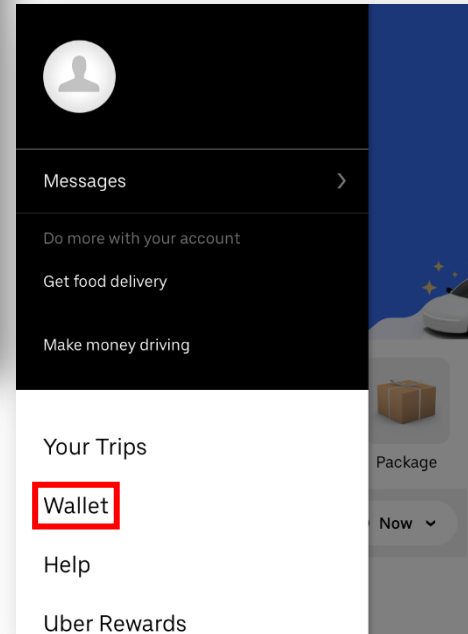
# Chrome River: Uber Business Account Set Up and Application

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

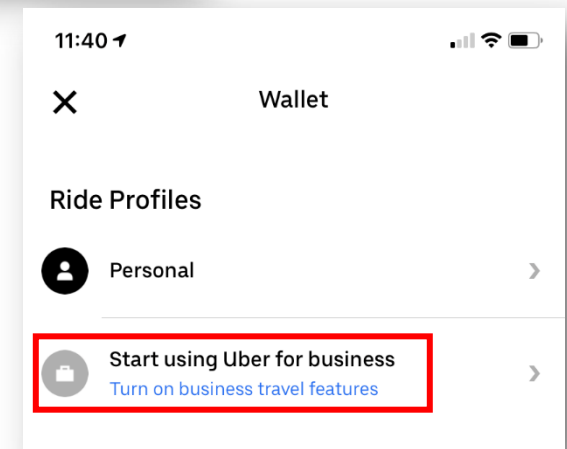
- Open the Uber Mobile Application
  - Click on the **Menu** icon



- From the Menu Screen, Click on **Wallet**

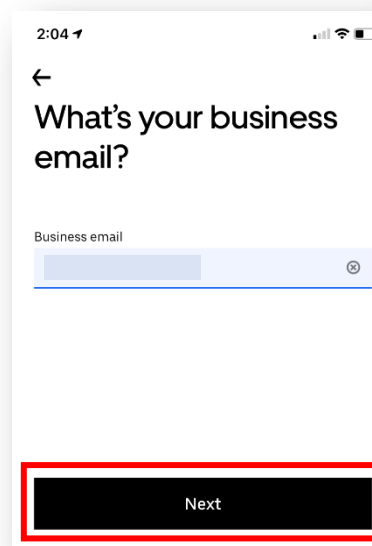
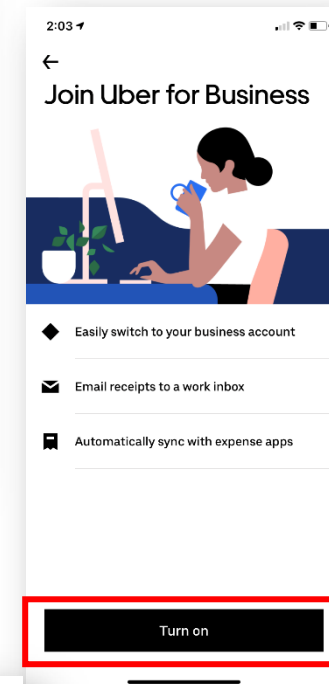
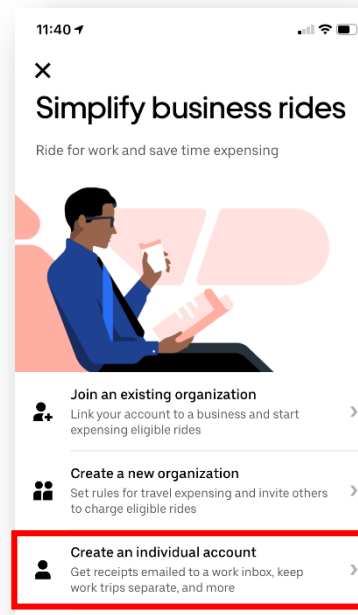


- From the Wallet Screen, scroll down to the Ride Profiles area
  - Click on **Start using Uber for Business**



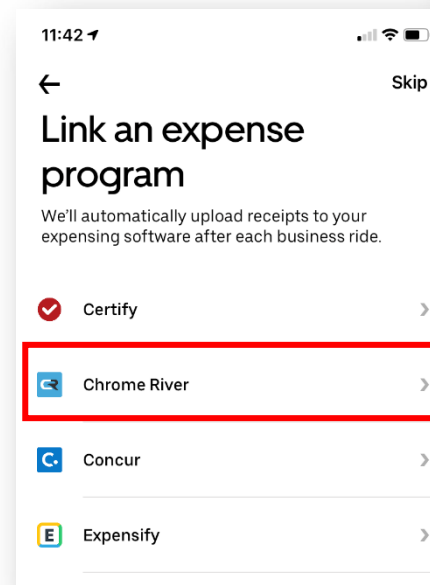
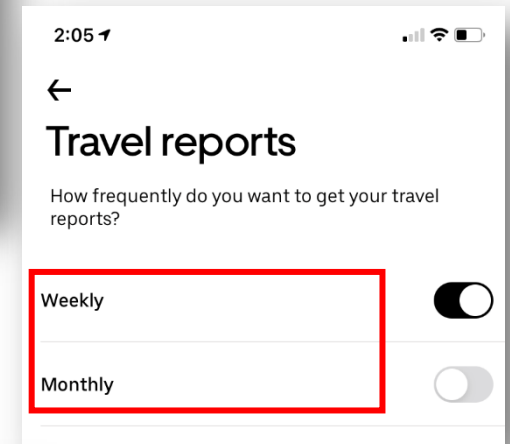
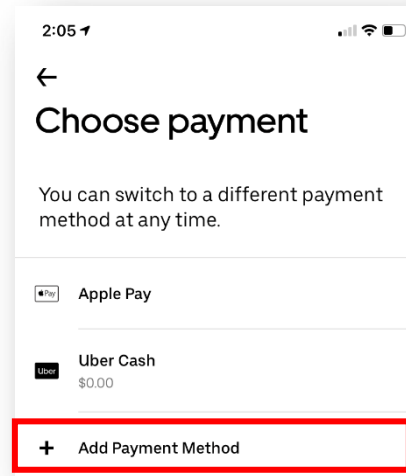
# Chrome River: Uber Business Account Set Up and Application

- 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**
  - Click **Next** to proceed



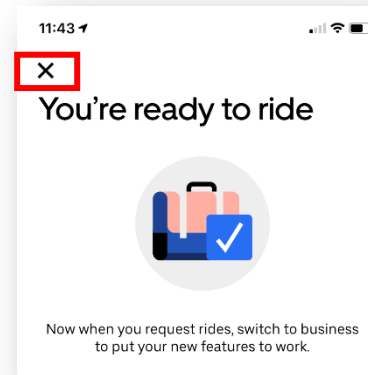
# Chrome River: Uber Business Account Set Up and Application

- On the Choose payment screen, select **+ Add Payment Method**
  - Click **Next** at the bottom of the screen to proceed
- On the Travel reports screen, select one of the **options**
  - This can be edited after account set up
  - Click **Next** at the bottom of the screen to proceed
- On the Link an expense program screen, select **Chrome River**
  - Click **Next** at the bottom of the screen to proceed

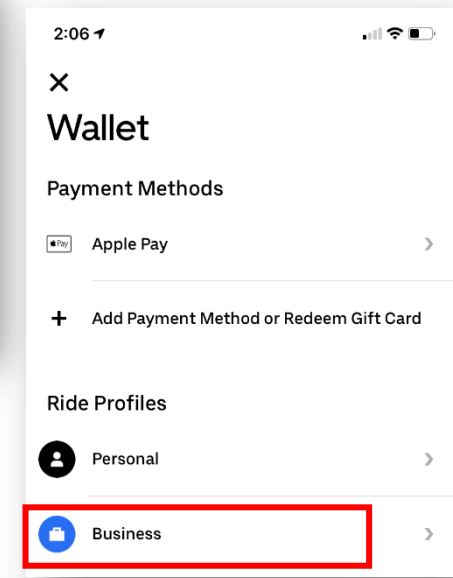


# Chrome River: Uber Business Account Set Up and Application

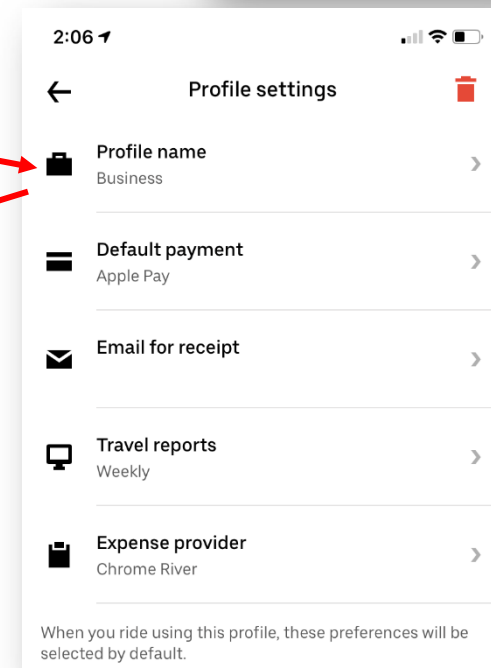
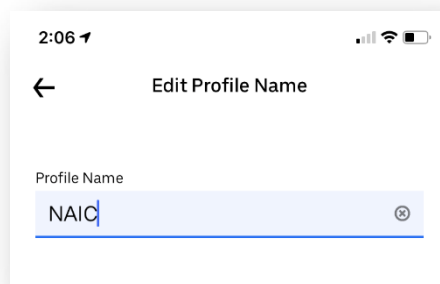
- Your Uber Business Account set up is complete
  - Click on the “X” to exit the screen and return to your Wallet



- On the Wallet screen, under Ride Profiles, the **Business profile** will now be listed



- The **Profile** can be edited by clicking on Business, under Ride Profiles
  - On the Profile settings screen, click on any option to edit the information
    - For example, you can change the Profile name to NAIC



# Chrome River: Uber Business Account Set Up and Application

## 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 bottom of the screen
  - Click on the **briefcase icon** to change Personal to Business account
  
- The account will change to your **Business** Account
  - Continue the normal Uber process for the trip
  
- Once your trip is complete, the Uber receipt will automatically be sent to your Chrome River eWallet for expense report creation

