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
• 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**
  o 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
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
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