## **HUMBOLDT STATE UNIVERSITY**

## Uber for Business

- 1. Go to the App Store or Play Store on your phone and download the Uber App (if you don't already have it)
- 2. Open the Uber App on your phone
- 3. Click on the three lines in the top left corner
- 4. Click on "Payment"



- 5. Click on "Start using Uber for business"
- 6. Click on "Create a profile for me"



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- 7. Add your Humboldt email address and click Next
- 8. Click on "Add Payment Method"



9. Click on "Credit or Debit Card"10. Enter your State Travel card information



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11. Select how frequently you would like to receive your travel report, if any.



- 12. Link Concur to your Uber app by clicking on "Concur"
- 13. You'll see a "You're all set" screen showing you have successfully added your business profile.



14. You'll receive an email from Uber through yourHumboldt email address asking you to verify the address.Click on "Verify email." Your Uber app will now show thatyou are confirmed.

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	e redeem.uber.com	
	Uber	
	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 🕗	
Verify Your Business Email	Terms and Constitions - Privacy Policy	
Click below to verify the email associated with your business profile.		
VERIFY EMAIL	< > ô 🕮 🗗	

When traveling, be sure to select your business profile in Uber BEFORE confirming the ride, and the transactions will automatically feed to Concur.

