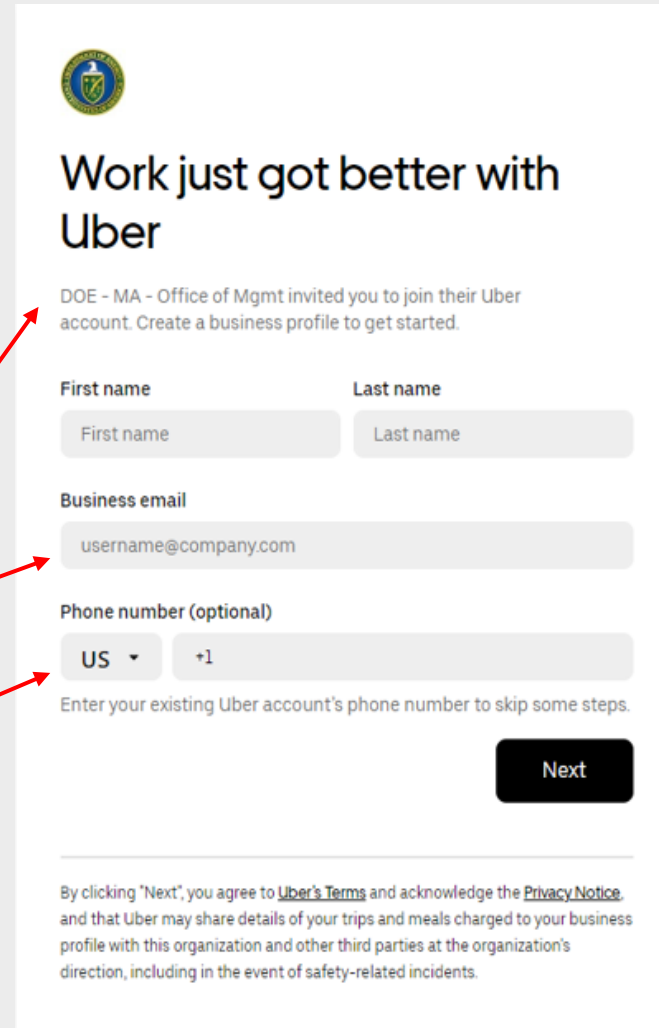


Creating a Business Profile

Uber for Business

Uber for Business

- 1) Click on the Uber for Business link provided by your HQ Rideshare Program Administrator
- 2) Verify the Program Office listed is correct
- 3) Enter your First Name, Last Name, **Department of Energy email address**, and phone number associated with your **PERSONAL** Uber account in the appropriate fields



The screenshot shows the Uber for Business sign-up interface. At the top is the Uber logo and the heading "Work just got better with Uber". Below this is a message: "DOE - MA - Office of Mgmt invited you to join their Uber account. Create a business profile to get started." The form contains several input fields: "First name" and "Last name" (each with a placeholder "First name" and "Last name" respectively), "Business email" (with placeholder "username@company.com"), and "Phone number (optional)" (with a dropdown for "US" and a placeholder "+1"). A "Next" button is located at the bottom right of the form. Red arrows from the instructions point to the "First name" field, the "Business email" field, and the "Phone number (optional)" field.

Work just got better with Uber

DOE - MA - Office of Mgmt invited you to join their Uber account. Create a business profile to get started.

First name Last name

First name Last name

Business email

username@company.com

Phone number (optional)

US +1

Enter your existing Uber account's phone number to skip some steps.

Next

By clicking "Next", you agree to [Uber's Terms](#) and acknowledge the [Privacy Notice](#), and that Uber may share details of your trips and meals charged to your business profile with this organization and other third parties at the organization's direction, including in the event of safety-related incidents.

Uber for Business

- 9) Your Uber for Business profile is complete.
- 10) Please log out of the Uber app on your mobile device and log in again.

A business profile slider should now be visible and available for use (see the Using the Rideshare Apps on a Mobile Device instructions for more details)

