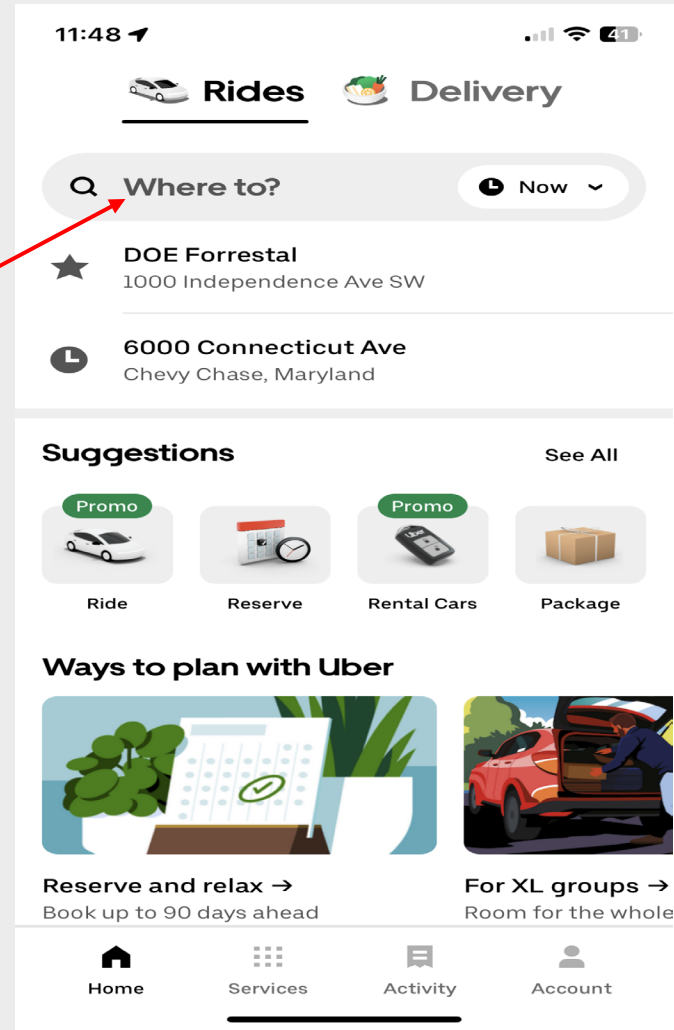


Using the Rideshare App on a Mobile Device

Uber for Business

Uber for Business

- 1) Open the Uber app
- 2) Click on the 'Where to' box to enter your trip details



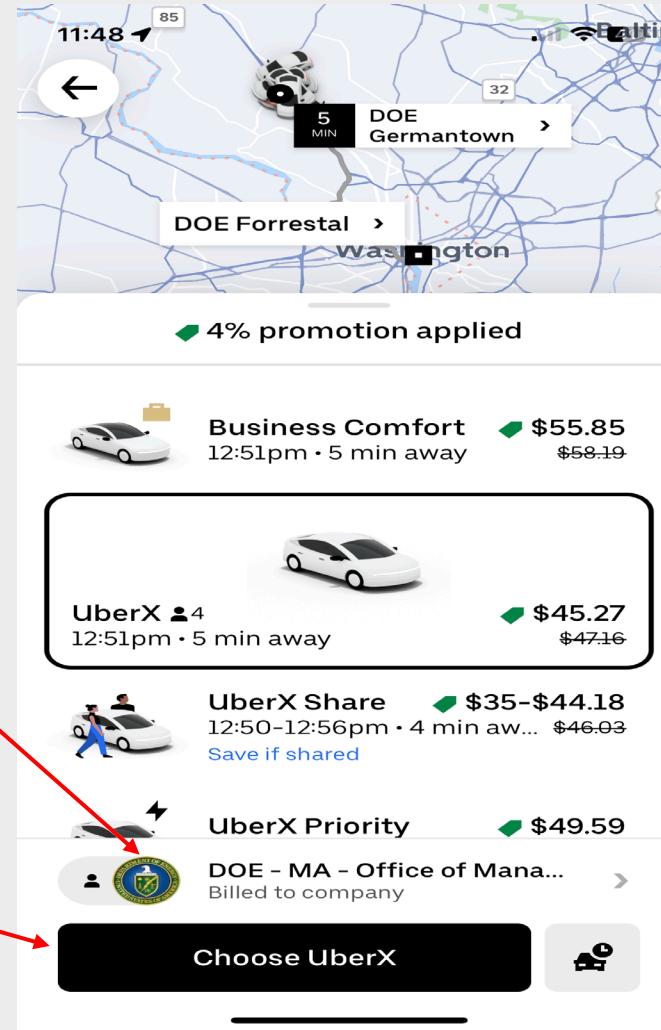
Uber for Business

3) Enter your Pickup Location and Destination in the appropriate fields

The screenshot shows the 'Plan your ride' interface in the Uber app. At the top, the status bar displays the time 2:41, signal strength, Wi-Fi, and 75% battery. Below the back arrow, the title 'Plan your ride' is centered. The interface includes three toggle buttons: 'Pickup now' (selected), 'One way', and 'For me'. Two input fields are visible: 'Current Location' and 'Where to?'. Red arrows from the text '3) Enter your Pickup Location and Destination in the appropriate fields' point to these two fields. Below the input fields is a section titled 'Saved places' with a star icon. It lists three saved locations: 'DOE Forrestal' (1000 Independence Ave SW), '6000 Connecticut Ave' (Chevy Chase, Maryland), and 'DOE Germantown' (19901 Germantown Rd). At the bottom, a standard iOS keyboard is displayed with a 'done' button in blue.

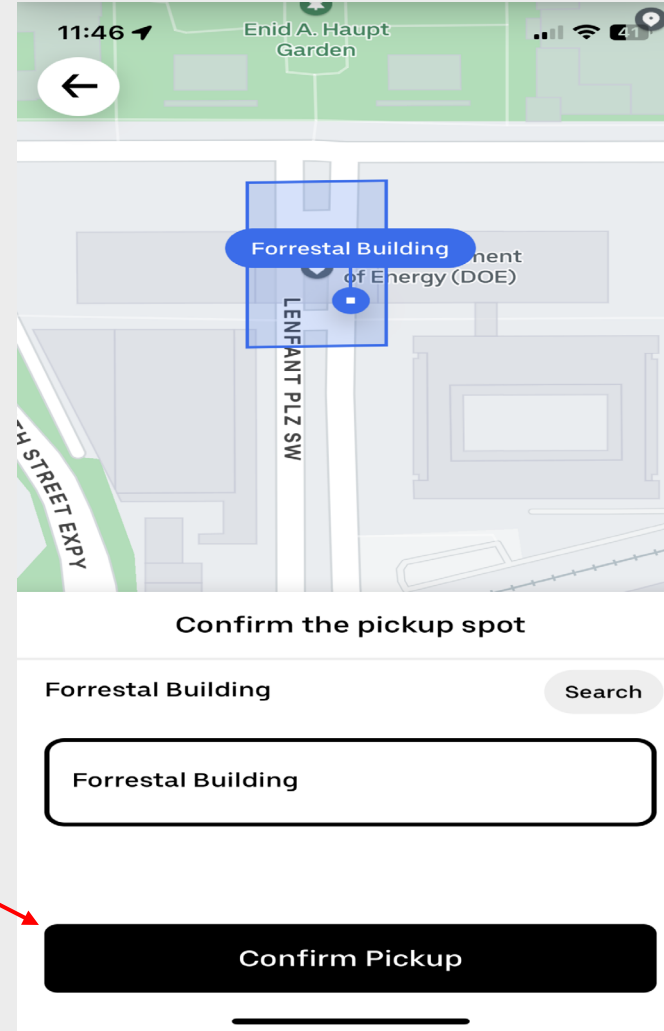
Uber for Business

- 4) Select the most cost-effective option that meets your needs while adhering to the latest approved Business Rules
- 5) Ensure the slider is set to your Business profile
- 6) Click 'Choose Uber'



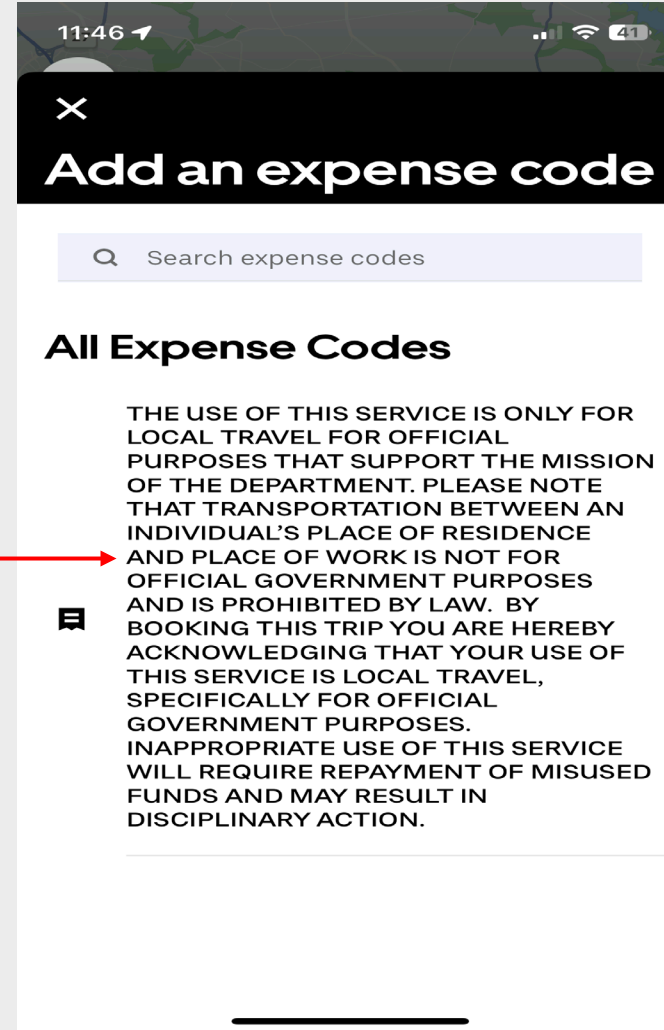
Uber for Business

- 7) If prompted, confirm your pickup spot and click 'Confirm Pickup'



Uber for Business

- 8) To complete the Expense code field, read and click on the disclaimer language to accept and proceed



Uber for Business

- 9) Enter the actual purpose of your trip in the 'memo' field and click 'Done'

11:47

←

Edit expense details

THE USE OF THIS SERVICE IS ONLY F...

Meeting with John DOE for XYZ 131

Your company requires a memo.

Done

"XYZ"

q w e r t y u i o p

a s d f g h j k l

z x c v b n m

123 space done

Uber for Business

- 10) Your trip is now booked. Verify the details of the trip including date, time and address are accurate

