

## Job Aid: Linking Lyft to Concur

# Enabling Lyft to communicate with Concur

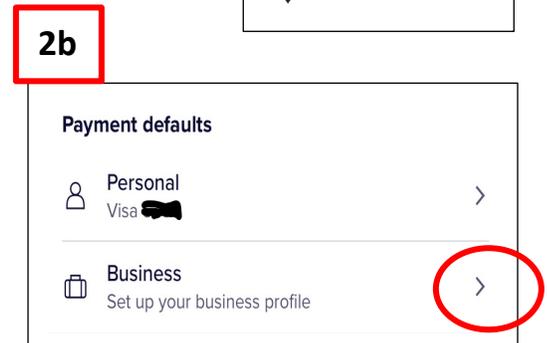
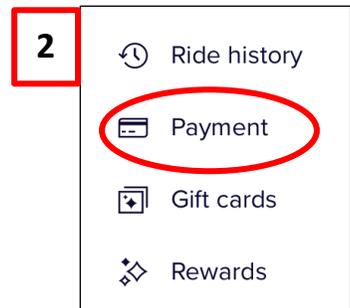
Lyft provides a logical step-by-step process to link your account to Concur.

*These instructions are geared towards iPhones, however, steps to connect to Concur on Androids should be similar.*

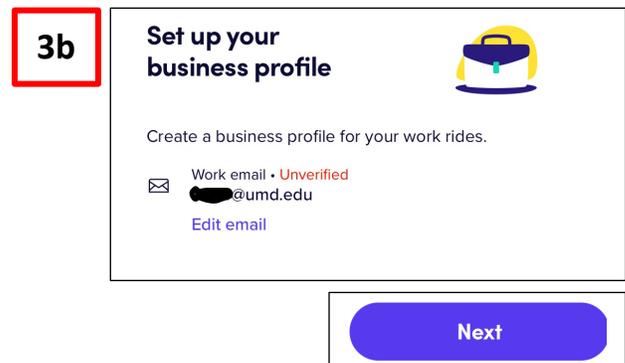
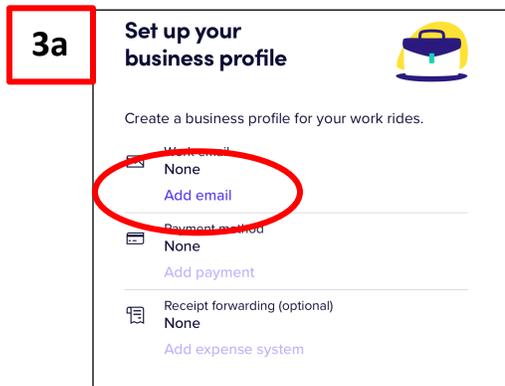
1 – First: Check your **Profile** in Concur and make sure you have verified your **UMD.EDU** email address in the system. You will not be able to complete the linking process without doing this first. For guidance, see the Job Aid: “Setting up your Concur User Profile”

2 - Open the **Lyft app**, click the three short horizontal bars on the upper left of the screen to open the navigation menu, scroll down to **Payment** and click it.

2b - On the next screen, under **Payment Defaults**, you will see Personal and Business. Click the Business arrow to set up your business profile.

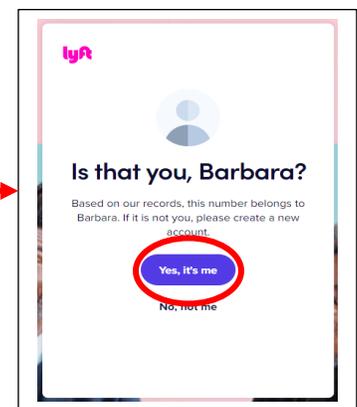
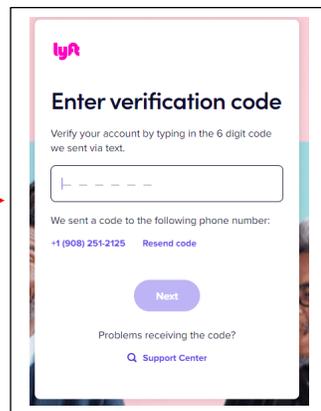
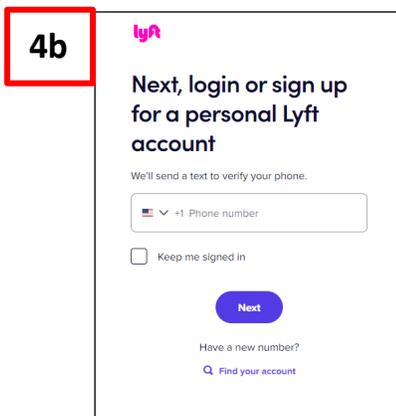
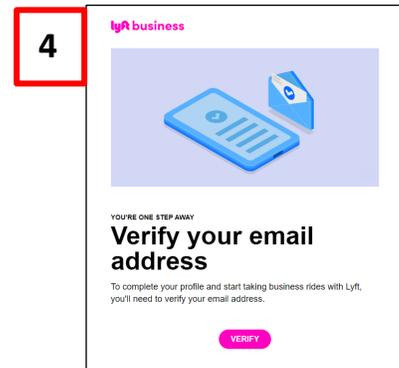


3a/b – Add your UMD Work email address, which will be “Unverified” at first, then click the Next button

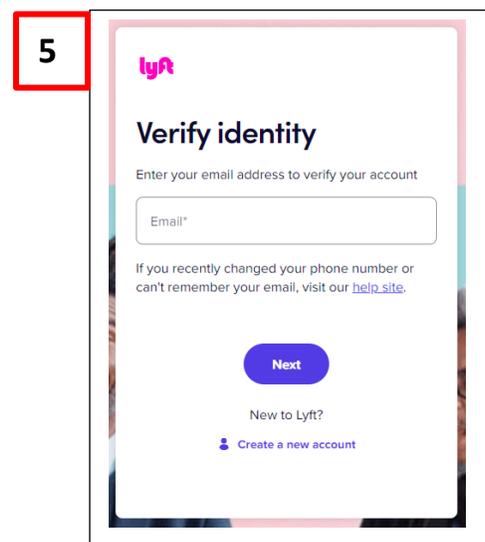


**4 – Verify your email address - Check your UMD email for a message from Lyft that will direct you through several steps to complete the process.**

**4b - Add your cell phone number that is associated with your Lyft account. A 6-digit code **verification code** will be texted to you to confirm your account. Enter that number in the provided field.**



**5 – Verify identity - To further verify your identity, enter the email address associated with your existing Lyft account. This is likely a personal email and not the UMD email you entered to start this process. If you don't already have a Lyft account, this screen gives you the option to create one.**



**6 – Set up your business profile** - Once you have been verified, you can add your **Tcard** number as your preferred business payment method.

**6**

## Set up your business profile

Create a business profile for your work rides.

Profile email  
[redacted]@umd.edu

Your preferred business payment method

Select payment method  
Visa [redacted]

Or add a new card

+ Add payment method

Receipt forwarding (optional)

Select a provider

**6b** – At the bottom of the screen, under Receipt forwarding (optional), click the arrow to open the drop down and select SAP Concur.

Click the button: **Link SAP Concur**

**6b**

Receipt forwarding (optional)

Select a provider ^

SAP Concur



Receipt forwarding (optional)

Select a provider SAP Concur • Unverified

Link SAP Concur Not now