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.

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**