Job Aid: Linking Uber to Concur

Enabling Uber to communicate with Concur

You will need to create a business profile in Uber and link that to Concur.

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

1 – First: Check your Profile in Concur and make sure you have <u>verified</u> your UMD.EDU email address. 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"



3 – That will bring you to "Simplify business rides." Click **Create an individual account.** On the new page **"Join Uber for Business"** click the **Turn on** button to get the new screen. Enter your UMD email address and click **Next**.



4a - On the next page Choose Payment, click on your Tcard or enter it 4c .ul 🗢 🔳 now via the Add Payment option. Skip Link an expense 4b - On the Travel Reports page, select how frequently you want to program receive a travel report (Weekly or Monthly). Click Next. We'll automatically upload receipts to your expensing software after each business ride. 4c – On the following page "Link an expense program" click Concur. 📀 Certify > The confirmation page will say "You're ready to ride," however you are not finished. Chrome River > C. Concur 4a Choose payment 4b E Expensify **Travel reports** ← You can switch to a different w frequently do you want to get your travel Expensya > reports? payment method at any time. 💦 Happay > Weekly (UMD Test Account) 🔝 🛛 Receipt Link Monthly VISA Rydoo > Caulia Zana Add Payment Method

5a - At this point you will immediately receive an email "Login to SAP Concur" <u>at your UMD email address</u> saying **Uber wants to access your SAP Concur account**. Click the button **Sign in With SAP Concur**. (Do not delay taking this step as the login link will expire.)

5b - Uber will then ask you for the mobile number associated with your Uber account. If you don't yet have an Uber account, you can create one from this page. Click **Next** ->.

5a	SAP Concur 🖸	5b	Uber
	Uber wants to access your SAP Concur account. H Barbara, You requested a one-time link to connect your SAP Concur account to Uber. To alow access, click the button below. If you do not wish to grant access, please ignore this email. If you did not authorize this application to access SAP Concur, or would like to view or manage applications that have access to your account, visit <u>App. Center</u> in your SAP Concur Profile. In With SAP Concur This link will be active for 24 hours and can only be used once.	50	UDER Welcome back, Sign in with the mobile number associated with your personal Uber account Email or mobile number Next → New to Uber? Create an account.

- **6a** Then enter your <u>Uber password</u> to sign in.
- **6b** You will be sent a 4-digit SMS code for verification. Enter that code on the next page and click **Verify**.
- 6c You should see a confirmation page that Your accounts are now linked.

Congratulations, you have completed the process!

6a	Uber	6b	Uber
	Welcome back,	L	
	Enter your password to sign in.		2-Step Verification - SMS
			Enter the 4-digit code sent to you
	Next \rightarrow		Verification Code
	Forgot Password?		7019
			Verify \rightarrow
			Resend code by: SMS Voice
			Having trouble? Get help
		l	
6c			
	Your accounts are now linked		
	Now when you ride for work, your receipts will		

automatically be sent to Concur.

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