

## Job Aid: Linking Uber to Concur

### Enabling Uber to communicate with Concur

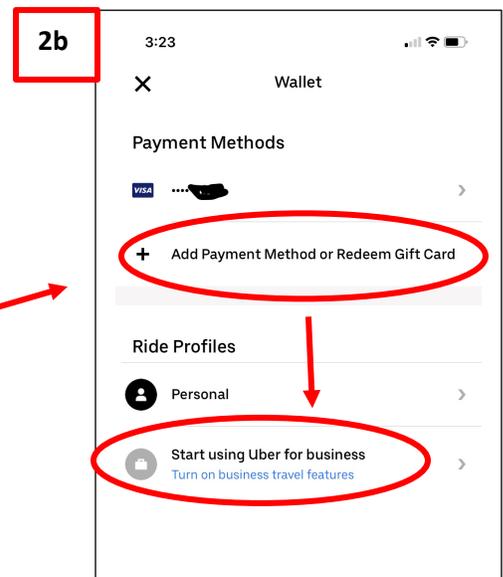
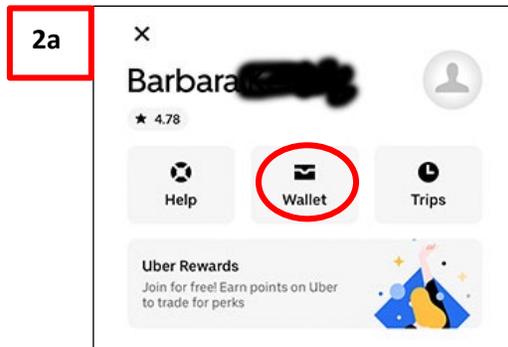
You will need to create a business profile in Uber and link that to Concur.

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

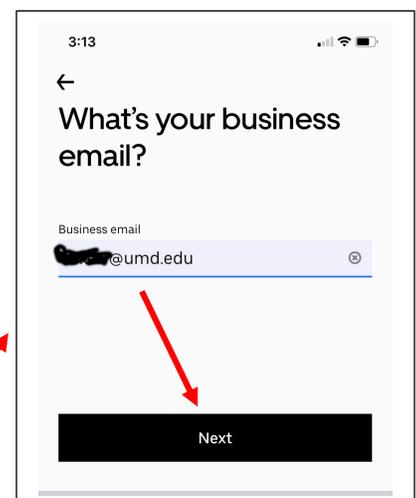
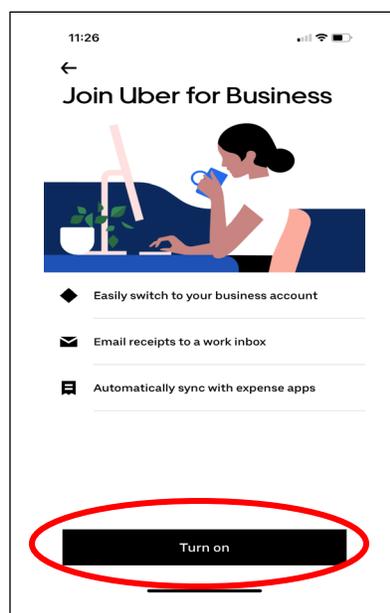
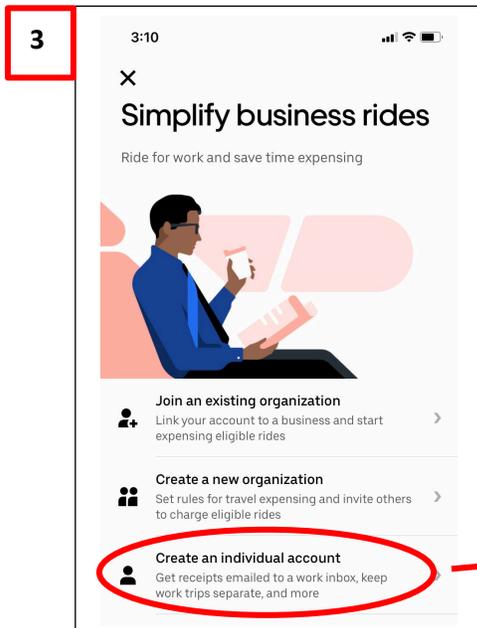
**1** – First: Check your Profile in Concur and make sure you have verified your UMD.EDU email address. You will not be able to complete the linking process without doing this first. For guidance, see the Job Aid: “Setting up your Concur User Profile”

**2a** – Click your avatar icon (upper right), to open the navigation, then click **Wallet**.

**2b** – On the Wallet page, scroll down to **Payment Methods** and add your Tcard information. Then, under **Ride Profiles**, click **Start using Uber for Business** (Turn on business travel features).



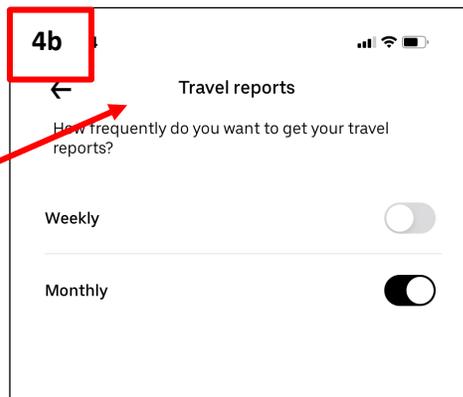
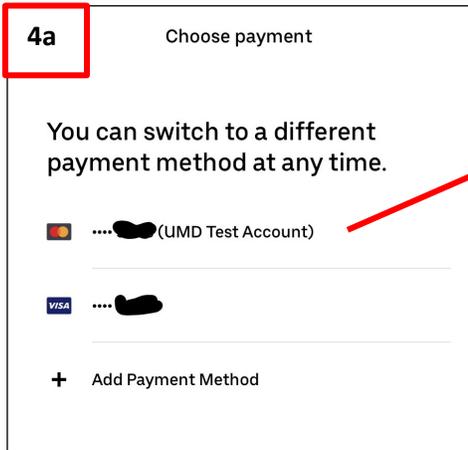
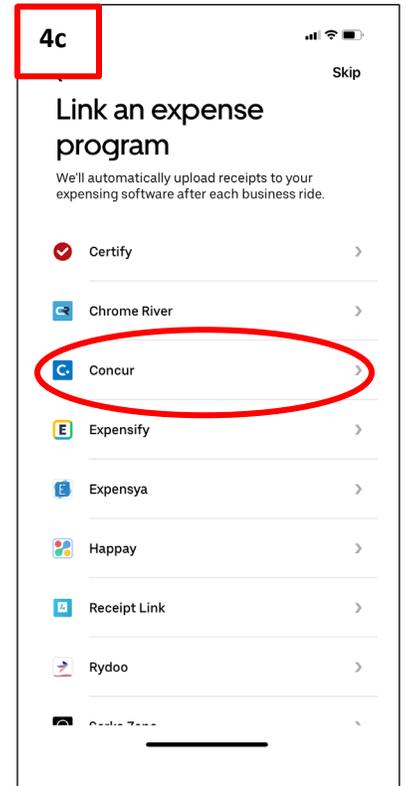
**3** – That will bring you to “Simplify business rides.” Click **Create an individual account**. On the new page “Join Uber for Business” click the **Turn on** button to get the new screen. Enter your UMD email address and click **Next**.



**4a** - On the next page **Choose Payment**, click on your **Tcard** or enter it now via the **Add Payment** option.

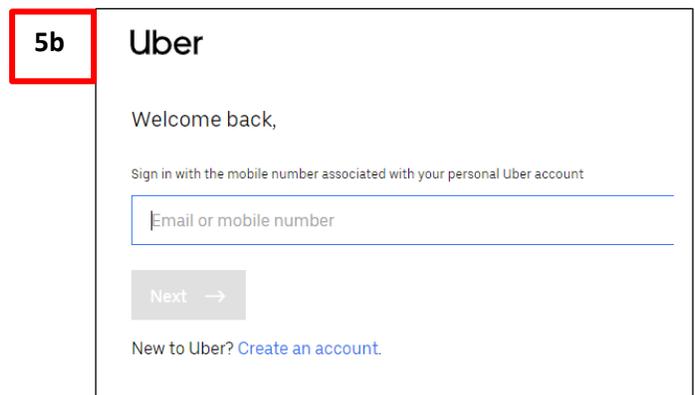
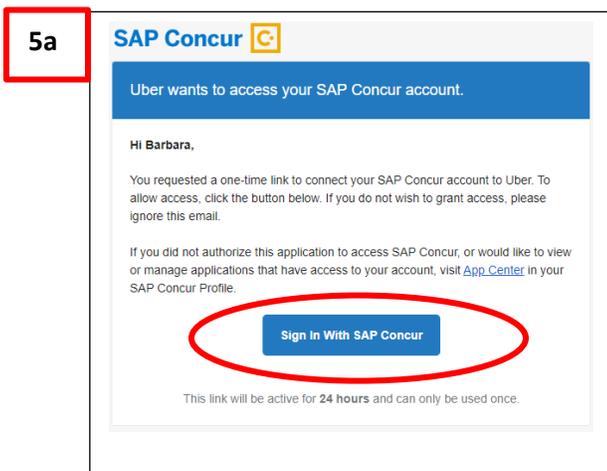
**4b** - On the **Travel Reports** page, select how frequently you want to receive a travel report (Weekly or Monthly). Click **Next**.

**4c** - On the following page "**Link an expense program**" click **Concur**. The confirmation page will say "You're ready to ride," however you are not finished.



**5a** - At this point you will immediately receive an email "Login to SAP Concur" at your UMD email address 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** ->.



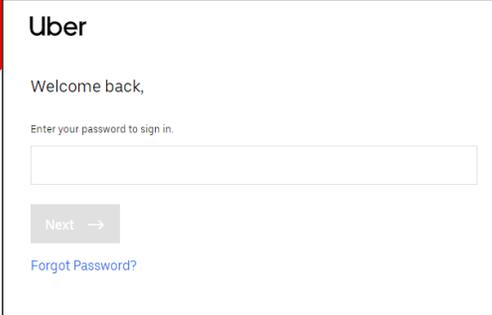
**6a** - Then enter your Uber password to sign in.

**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

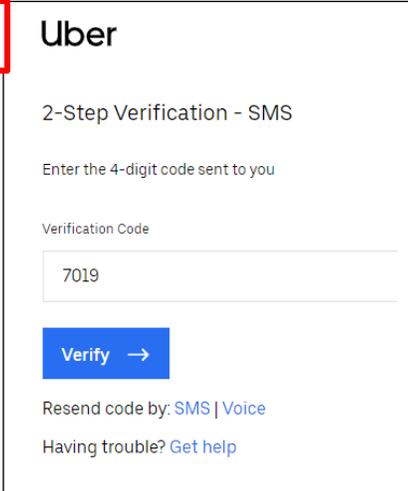
Welcome back,

Enter your password to sign in.

Next →

[Forgot Password?](#)

**6b**



Uber

2-Step Verification - SMS

Enter the 4-digit code sent to you

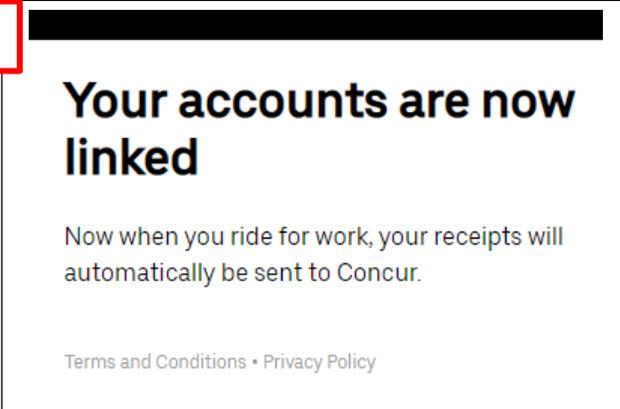
Verification Code

Verify →

Resend code by: [SMS](#) | [Voice](#)

Having trouble? [Get help](#)

**6c**



Uber

# Your accounts are now linked

Now when you ride for work, your receipts will automatically be sent to Concur.

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