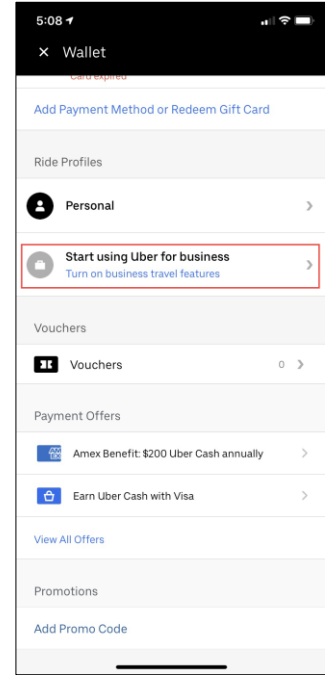
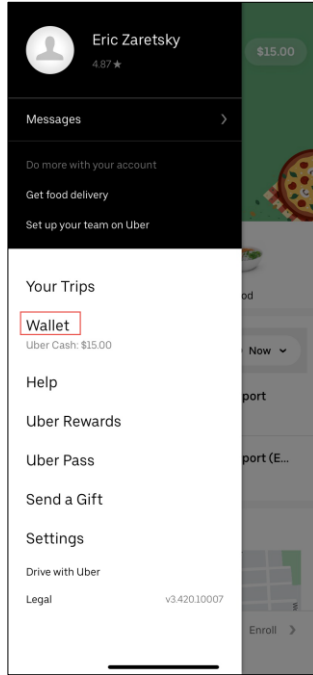
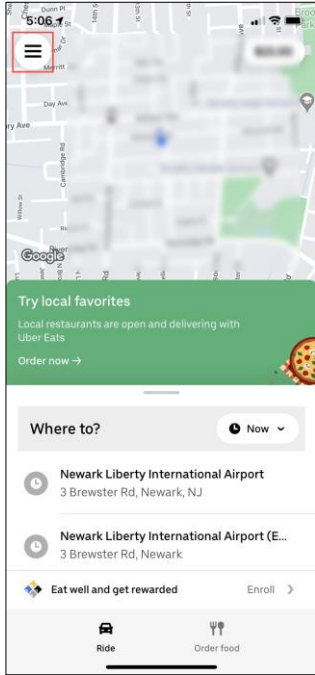


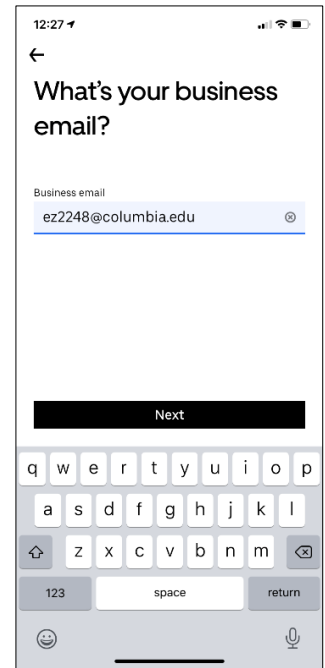
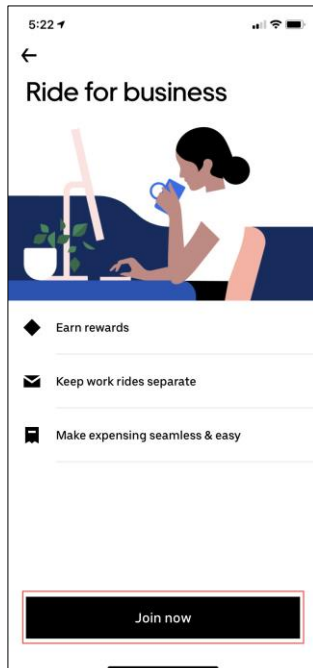
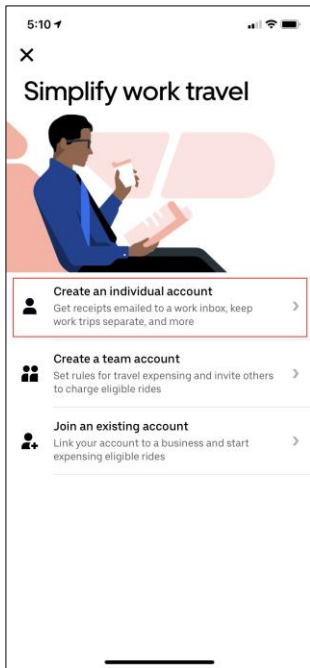
This job aid covers the steps for connecting your Uber and Lyft apps to Concur. By connecting your ride apps, your trip receipts will automatically be sent to Concur Expense and Expense Items will be automatically generated.

Connecting Uber to Concur

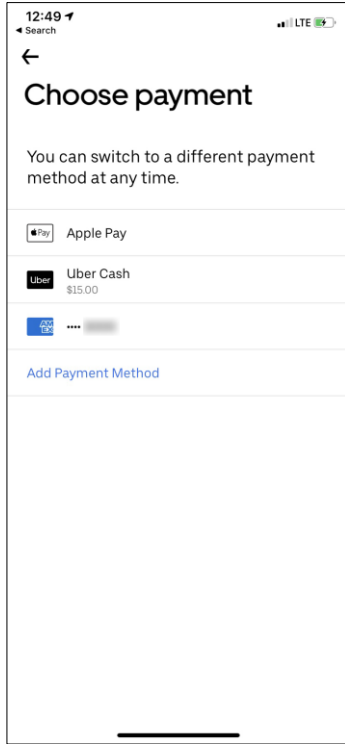
1. Open the **Uber** app on your smartphone and select the **Profile** menu from the upper left corner.
2. Select **Wallet**.
3. Select **Start using Uber for business**.



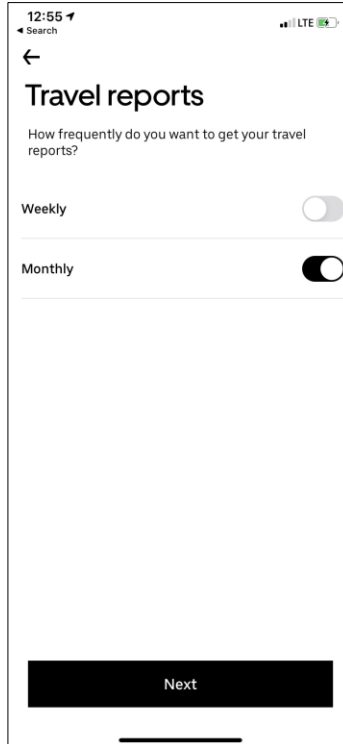
4. Select **Create an individual account**.
5. Select **Join Now**.
6. Enter your **Columbia email address** associated with your Concur account and select **Next**.



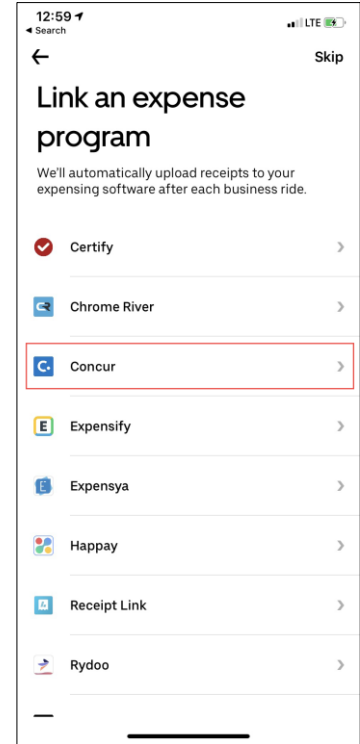
7. Select a previously added payment method or select **Add Payment Method**. If you have a Columbia Travel and Expense Corporate Card, you can add it here.



8. Optionally, you can choose the frequency of Travel (Uber ride) reports. Select **Next**.

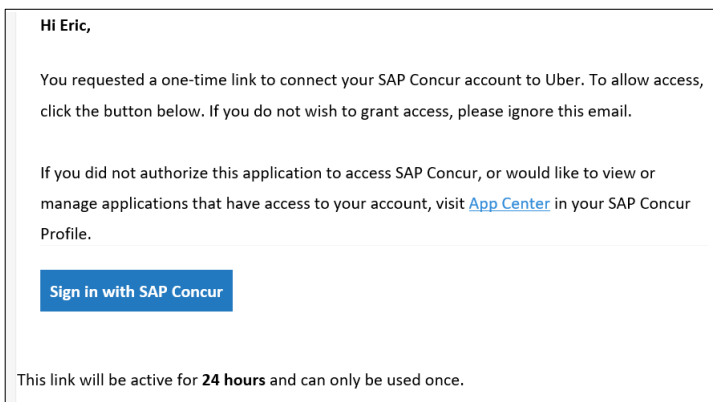


9. Select **Concur** from the list of available expense programs. Go to your desktop to complete the process.

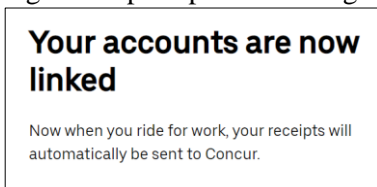


Completing the Uber Connection to Concur

1. You will receive an email containing a button to **Sign in with SAP Concur**. On your desktop email application, click the button.

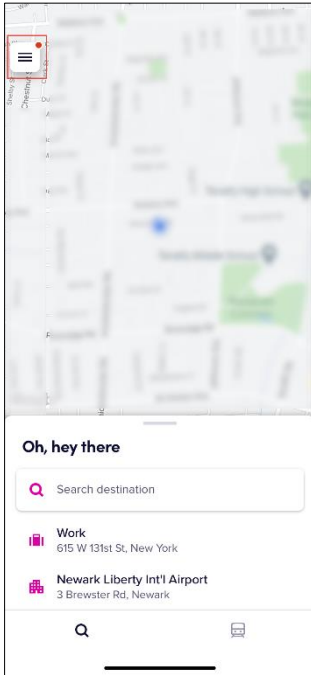


2. Sign-in as prompted. After signing-in, you will receive the following message.

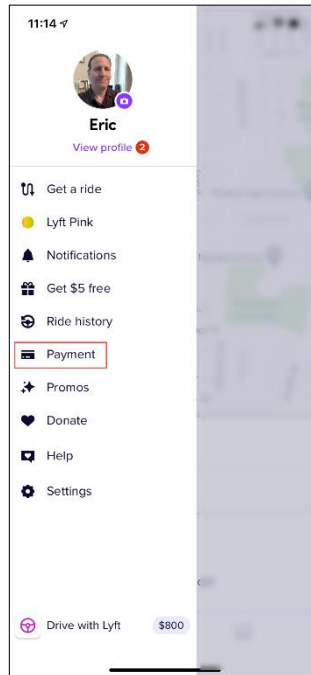


Connecting Lyft to Concur

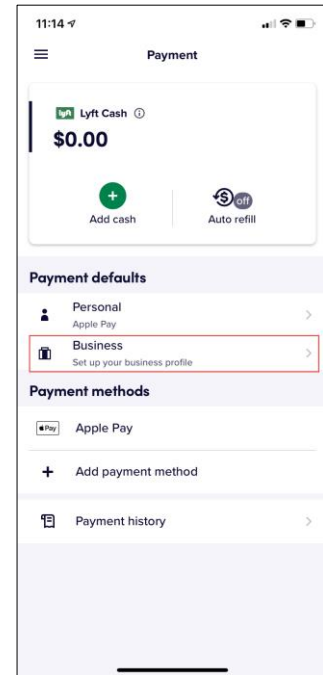
1. Open the **Lyft** app on your smartphone and select the **Profile** menu from the upper left corner.



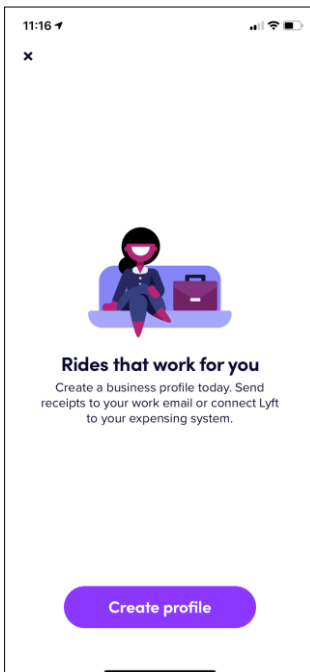
2. Select **Payment**.



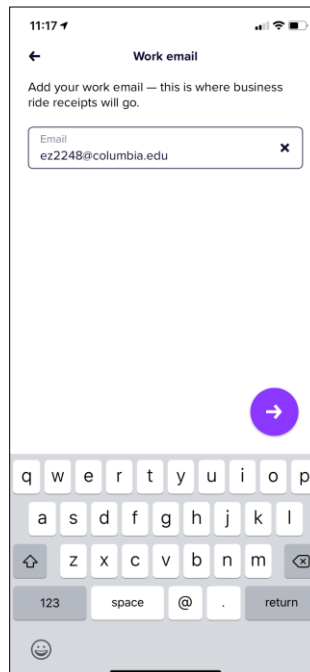
3. Select **Business**.



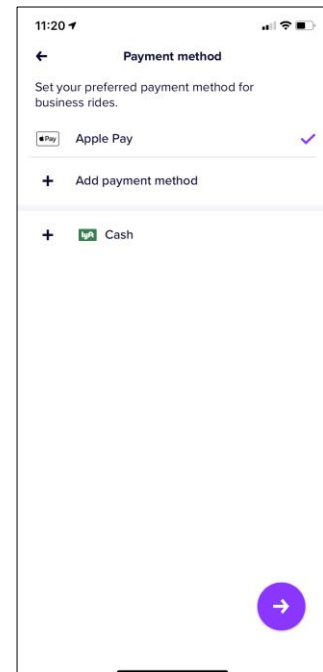
4. Select **Create profile**.



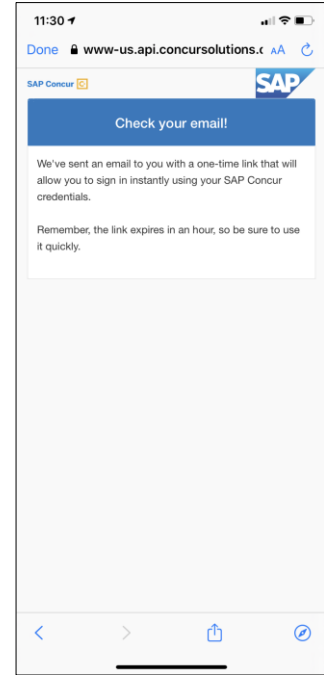
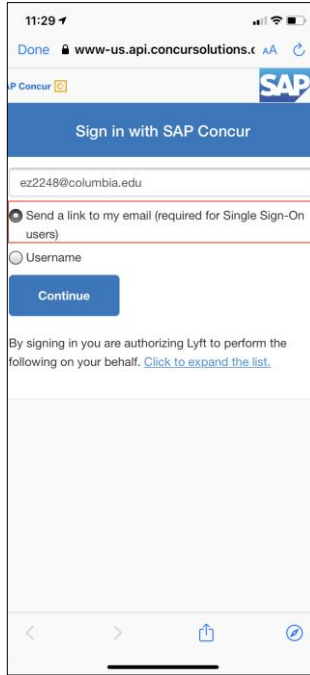
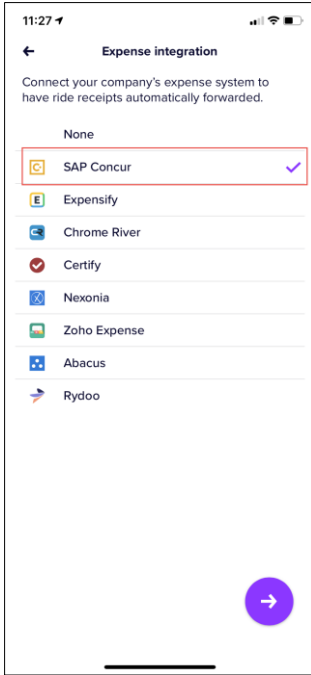
5. Enter your **Columbia email address** associated with your Concur account and select the **Next** button. You will receive an email to verify your address.



6. Select a previously added payment method or select **Add payment method**. If you have a Columbia Travel and Expense Corporate Card, you can add it here. Select the **Next** button

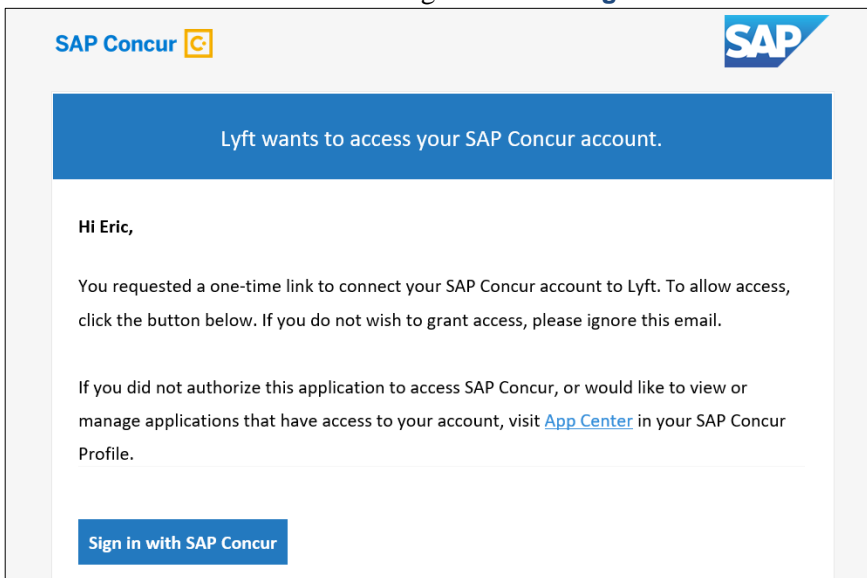


7. Select **SAP Concur** from the list of available expense programs and select the **Next** button.
8. Enter your **Columbia email address** associated with your Concur account. Select the option to **Send a link to my email (required for Single Sign-On)**. Select **Continue**.
9. Go to your desktop to complete the process.

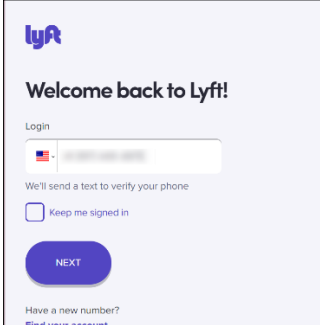
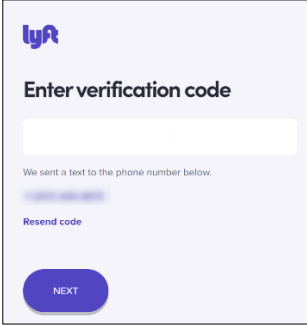
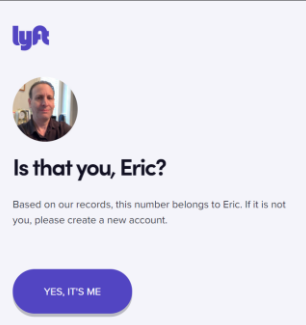
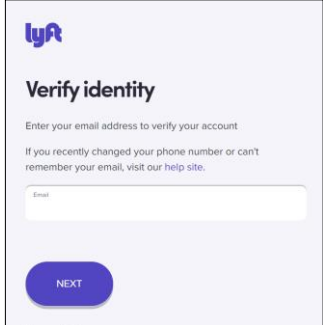


Completing the Lyft Connection to Concur


1. You will receive an email containing a button to **Sign in with SAP Concur**.



2. Follow all the steps to verify your identity:

<p>Enter your phone number associated with your Lyft account. Click Next. You will receive a verification code text message.</p>  <p>The screenshot shows the Lyft login interface. At the top is the Lyft logo. Below it is the heading "Welcome back to Lyft!". There is a "Login" section with a phone number input field. Below the input field, it says "We'll send a text to verify your phone". There are two checkboxes: "Keep me signed in" (unchecked) and "Resend code" (checked). A blue "NEXT" button is at the bottom. At the very bottom, there is a link: "Have a new number? Click here to sign up."</p>	<p>Enter the verification code from the text you received and click Next.</p>  <p>The screenshot shows the Lyft verification code screen. At the top is the Lyft logo. Below it is the heading "Enter verification code". There is a text input field for the code. Below the input field, it says "We sent a text to the phone number below." There is a "Resend code" link. A blue "NEXT" button is at the bottom.</p>	<p>Click Yes, it's me.</p>  <p>The screenshot shows the Lyft identity verification screen. At the top is the Lyft logo. Below it is a circular profile picture of a man. Below the picture is the heading "Is that you, Eric?". Below that, it says "Based on our records, this number belongs to Eric. If it is not you, please create a new account." A blue button with the text "YES, IT'S ME" is at the bottom.</p>	<p>Enter your personal email address associated with your Lyft account and click Next.</p>  <p>The screenshot shows the Lyft "Verify identity" screen. At the top is the Lyft logo. Below it is the heading "Verify identity". Below that, it says "Enter your email address to verify your account". Below that, it says "If you recently changed your phone number or can't remember your email, visit our help site." There is an email input field. A blue "NEXT" button is at the bottom.</p>
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After completing the sign-in/verification process, you will get the confirmation screen.



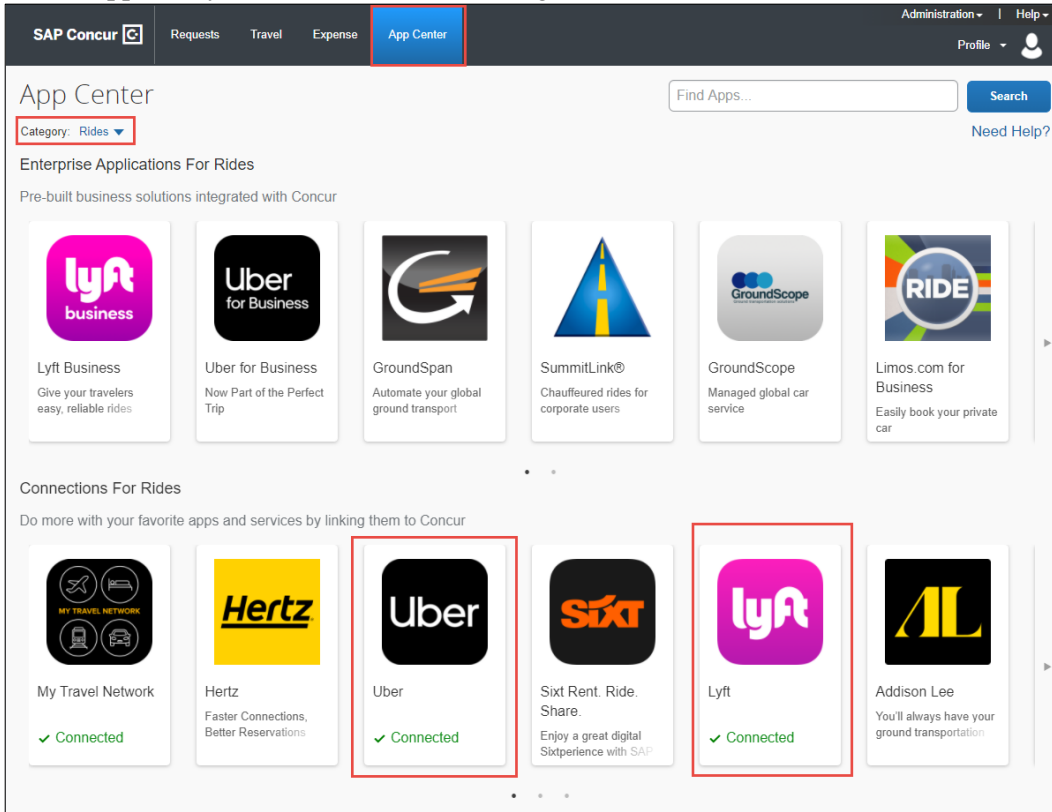
The image shows a woman with short red hair sitting in the driver's seat of a car. She is looking at a screen that displays the Lyft logo and the Concur logo. The Lyft logo is on the left and the Concur logo is on the right, with a small 'x' between them.

Your Lyft Business Profile and Concur account are now connected!

When taking rides with your business profile, the Lyft receipts and trip notes will now be sent to Concur. To change this, go to Settings > Business Profile > Expense Management in your Lyft app.

Confirming Your Uber or Lyft Connections in Concur

1. In Concur, click the **App Center**.
2. Select **Rides** from the **Category** dropdown. The Uber and Lyft icons will appear under **Connections For Rides** and the apps that you have linked will be designated as **Connected**.



Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>