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.

   **Hi Eric,**
   
   You requested a one-time link to connect your SAP Concur account to Uber. To allow 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 App Center in your SAP Concur Profile.
   
   ![Sign In with SAP Concur](button)
   
   This link will be active for 24 hours and can only be used once.

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

   **Your accounts are now linked**
   
   Now you can ride for work, your receipts will automatically be sent to Concur.
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.

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**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:

<table>
<thead>
<tr>
<th>Enter your <strong>phone number</strong> associated with your Lyft account. Click <strong>Next</strong>. You will receive a verification code text message.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the <strong>verification code</strong> from the text you received and click <strong>Next</strong>.</td>
</tr>
<tr>
<td>Click <strong>Yes, it's me</strong>.</td>
</tr>
<tr>
<td>Enter your <strong>personal email address</strong> associated with your Lyft account and click <strong>Next</strong>.</td>
</tr>
</tbody>
</table>

After completing the sign-in/verification process, you will get the confirmation screen.

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