



## **Connecting your Uber account to Concur SAP**

For Uber e-receipts, in order for travelers to connect to Uber, they must install the latest version of Uber from their mobile phones.

- 1) On the Concur SAP App: Go to the Menu > Connect to Apps tab.
- 2) Locate Uber and click Learn More.
- 3) Click Connect. This will prompt the user to enter a phone number/login/email address and a password. If new to Uber, users can create their account from here.
- 4) Once logged in, the Uber and Concur accounts will connect. When users go back into the App Center, they will see a green checkmark next to the Uber app listing indicating they are connected.

These steps are required for e-receipts to flow to Expense. If you have this setup and e-receipts are still not flowing to your Concur account, then you'll need to contact the Vendor directly. To reach out to the app center vendor.