

Email to coordinators

If you enrolled in Uber Central, use the template below as an outline for what to communicate to guest ride coordinators. Feel free to modify the suggested email content to fit your needs, but be sure to include the “Important steps for getting started”.

Subject line

Sign up for [YOUR COMPANY NAME]'s Uber for Business account

Body of email

We're excited to announce that we're now using Uber for Business to provide transportation for our customers and guests.

Important steps for getting started:

1. Look out for an Uber for Business email

Follow the steps in the invitation to link to the business account. Don't forward the invite link to others, as the URL is customized to your email address.

2. Sign in to your existing account

If you already have an Uber account, sign in with your existing credentials (your personal email address or phone number). Otherwise, you'll need to create an Uber account at get.uber.com/new-signup.

3. Confirm your coordinator access

Sign in to central.uber.com to make sure you can access [YOUR COMPANY]'s Uber Central dashboard. You'll have coordinator access, which means you'll be able to request rides for others through the [NAME OF COMPANY ACCOUNT] account.

4. Learn how to request a ride

Find instructions in the coordinator Help Center at uberforbusinesshelp.com/coordinators.

5. For more tips

See the employee guide to Uber for Business at uber.com/business/resources/employee-guide.

Need more help?

Feel free to reach out to me with any general questions.

For more information about requesting rides for guests, visit the Uber for Business Help Center at uberforbusinesshelp.com/coordinators or reach out to business-support@uber.com for 24/7 business support.

[SIGNATURE]