

Email to employees

Use the template below as an outline for what to communicate to employees. 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 for company ground transportation. After you accept your email invitation (see below), Uber trips will automatically be charged to the [COMPANY NAME] corporate account, so you'll no longer have to keep track of receipts.

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 account linking

Go to the “Payment” section of your Uber app to ensure that the new business profile was added. If you don't have the app, download it for iOS or Android.

4. Select the [NAME OF COMPANY ACCOUNT] profile for business trips

Make sure the trip complies with our company travel policy [[LINK TO COMPANY TRAVEL POLICY](#)].

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 riding with Uber, visit the Uber Help Center at help.uber.com.

[SIGNATURE]