

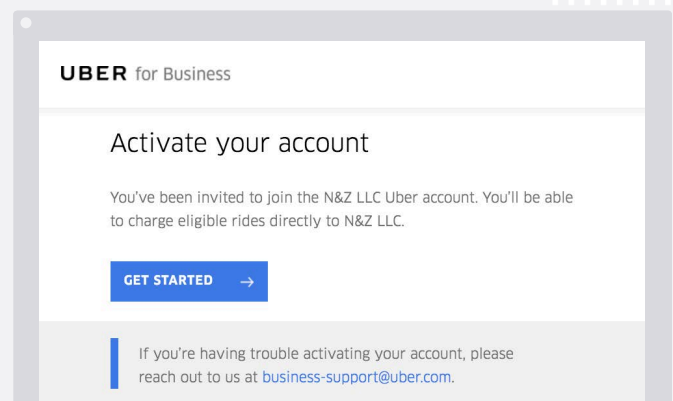
Uber Central

# Operator Guide

Start requesting rides for others with Uber Central. This step-by-step guide will tell you what you need to get started.

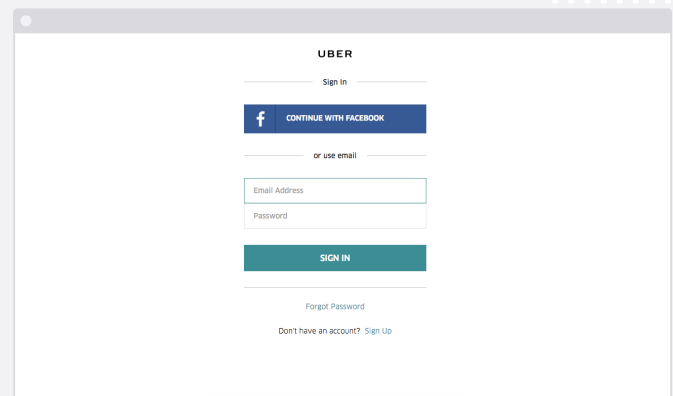
1. **Activate your Uber Central account**  
You'll receive an email invitation to join your company's Uber for Business account. Click "Get Started" and sign in using your personal Uber account. This is necessary to authenticate you to use Uber for Business.

Note: You will receive an email invitation to activate your business email address.



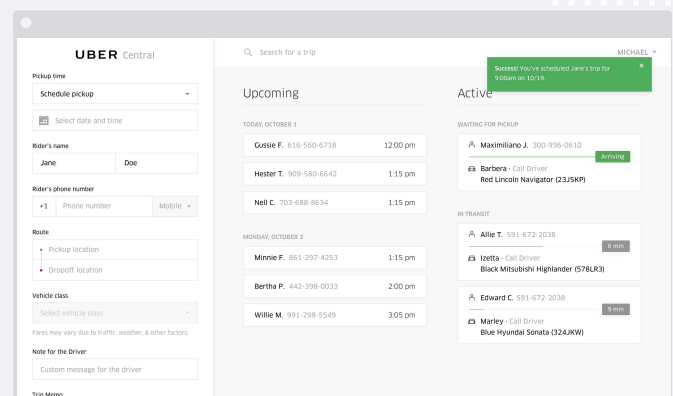
2. **Login to central.uber.com**  
Using your personal Uber login, sign-in to central.uber.com to start requesting rides for others.

Note: You will need to use your personal Uber login to access central.uber.com. Your personal account information will not be shared with your Uber for Business account.



3. **Enter customer trip details**  
To request a ride on behalf of a customer or guest you will be asked to enter the following information:

- Rider Name
- Rider Mobile Phone Number
- Rider pick-up location
- Rider drop-off location
- Vehicle class

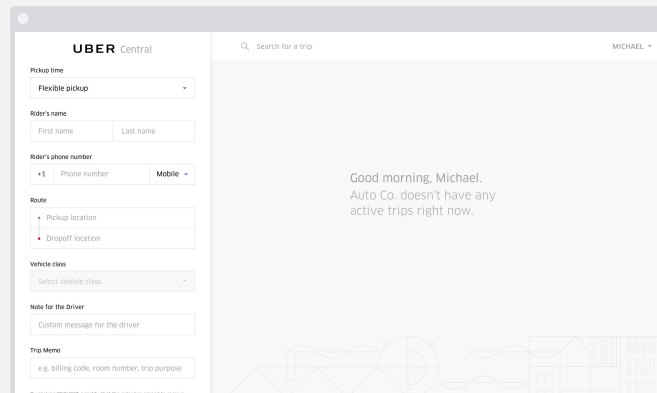


4. Select the right type of ride:

As an operator, you have 3 ways to arrange a ride for a guest or client:

- On-Demand: Request an immediate ride for your rider
- Flexible Pick-up: Request a ride that allows your rider to control the exact pick up time.
- Scheduled Ride: Arrange a ride for a specific date and time up to 90 days in advance

TIP: You may add an expense code, a client ID number, or other cost tracking number in the Trip Memo area. This will make reporting and cost reconciliation easier to manage.



5. Track all guest rides

You'll be able to monitor the trip status in the waiting for upcoming and active transit sections of the portal. You can click scheduled rides to edit trip details. And, you can see all previous rides in the "Past Trips" section.

Date and time	Rider	Pickup location	Dropoff location	Driver	Amount
Complete 4/1/17, 9:33pm	Agnes Gonzales 235-550-8760	3260 Yundt Street New York, NY 10006	008 Rita Road New York, NY 10006	Alisa	\$9.30
Complete 3/31/17, 1:04pm	Annie Schmidt 119-546-8301	6554 Schaefer Plaza New York, NY 10006	836 Pine Street New York, NY 10006	Julio	\$10.22
Complete 3/31/17, 12:01pm	Elijah Gross 580-629-1120	472 Walter Road New York, NY 10006	976 Drury Lane New York, NY 10006	Gwen	\$23.31
Complete 3/31/17, 11:55am	Troy Adams 230-629-2809	451 Collier Ave Brooklyn, NY 11217	78 Grove Street Brooklyn, NY 11217	Jessica	\$8.17
Complete 3/30/17, 11:40am	Olive Brock 474-896-1294	3191 Stokes Street Brooklyn, NY 11217	37 Howell Boulevard Brooklyn, NY 11217	Betety	\$9.81

3 helpful things to tell your riders

1. Riders will not need to use an Uber app or provide payment to the driver.
2. Trip details will be sent to their phone via SMS text. (If those details are incorrect, they'll need to tell you immediately so you can edit the trip).
3. Uber drivers can only wait 2 minutes at the appointed pick-up spot. It's best to arrive at the assigned pick-up location before a ride is requested.