# How To Get Started

1. Download the Uber App from the Android or Apple Store (if you don't already have it). If you have ever used Uber with your current phone number, you will already have an account. If you already have an account, go to *step 2 of How To Get Started*... A

2. Create an account using your phone number and email address.

3. After your account is created, find the invite that was sent to you via email/text. This will allow you to join the <u>do it outdoors media Corporate Uber</u> program.

4. Follow the instructions in the email/text and accept the invitation.
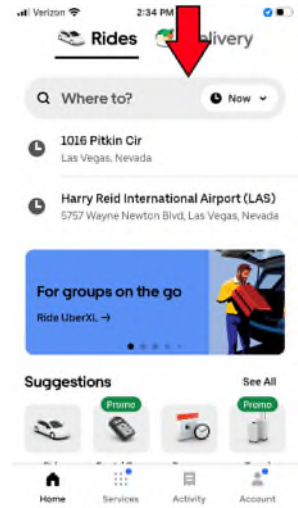
Booking A Business Uber with do it outdoors

1. In the box that says "Where to" type in the address that you would like to go to.
   (See Figure A) B

2. Select the briefcase icon near the bottom of the screen. This will change the payment method to **do it outdoors**.
   (See Figure B)

3. After you have completed steps 1 & 2, confirm the payment method is changed and select "Confirm Uber X."

4. Your Uber is now on its way. Track the driver via the Uber app and make sure you are on time to meet your driver. C
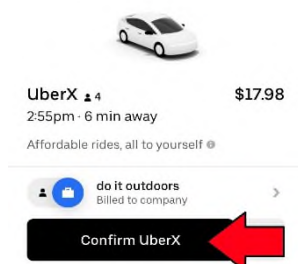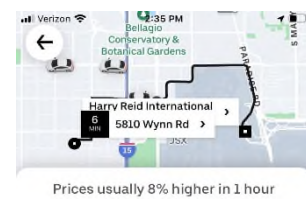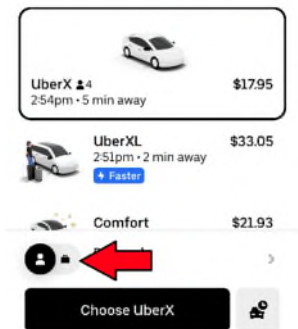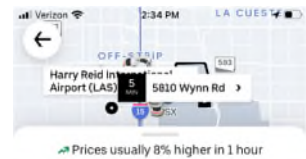
Uber Rules & Regulations

- Uber rides to/from the airport and rental car facilities (Enterprise) to/from home are a valid business expense and will be approved. Previously, rides from the airport to home were the only ones allowed. Of course, If you do have the ability to get a ride from a family member/friend to or from the airport/rental car, it will be very much appreciated.

- Rides to pick-up/drop off units at repair shops are approved.

- Rides to/from in-market storage facilities for campaign days are not approved. This is considered a normal commute to work.

- Rides for personal use while out-of-market on campaign and rides in-market for personal use while you are at home are not approved.

- **Tipping is prohibited when taking a business Uber**.

- In the event that a tip is paid out by **do it outdoors** on a driver's behalf, that employee will need to have a discussion regarding this matter with an Operations Manager.

- Repeated tipping will result in disciplinary action and/or loss of Business Uber privileges.

- Drivers are a direct representation of **do it outdoors media** at all times. Please remain kind, courteous, and respectful when traveling in a company Uber ride. Any negative feedback from Uber regarding a **do it outdoors media** employee will be investigated and may result in disciplinary action.

- In the event that you do not feel safe in an Uber ride, please cancel the ride and politely ask to exit the vehicle. THESE EVENTS MUST BE REPORTED IMMEDIATELY.

Expense Codes & Memos

- Drivers must use detailed expense codes & memos that provide a clear explanation of the ride's purpose. Some examples are as follows:

  - Airport to hotel to pick-up unit XYZ Walmart campaign
  - Airport to home from Cricket campaign
  - Enterprise to airport to go home from Under Armour campaign.
  - Spring storage to airport -- drop off unit XYZ after Buchanan campaign.
  - Vegas office/York office to airport after Verizon campaign
  - To airport for Target campaign
  - Pick-up unit XYZ at repair shop for High Noon campaign

OMT needs accurate, specific information in the expense column to help us approve the ride without further questions or unnecessary follow-up.

Ride Choice

- We have pared down the menu of approved rides to 2 choices -- Uber X and Comfort.
- We want Uber X to be the 1st choice for almost all rides.
- Comfort will be allowed for rides **where you have baggage** and are going to pick-up a rental car or a ride to/from the airport.
  - As an example, if you are going from the hotel to the repair shop to pick up your unit, we should not see Comfort used.
  - Another example – you have no baggage or a small, carry-on bag only. You should be using Uber X for your ride.
- In the event multiple drivers need a ride to the same place, we ask that you contact a Lead Driver or a member of OMT to order a SUV.
- Lead Driver's MUST notify a member of OMT before ordering a SUV.