

STANFORD HEALTH CARE – Guidelines for UBER Users

SHC will be piloting the use of UBER as a means for transportation home **when you are too tired to drive home**. As an authorized user, you will receive an invitation from UBER to complete the setup of your Stanford account.

Please observe the following guidelines when using your SHC UBER account. GME will monitor usage and review the UBER report monthly and a formal policy will be created using the same guidelines.

- If you have both a personal and SHC business account with UBER, select the SHC account only for its intended purpose. As a reminder, **UBER is only to be used if you are too tired to drive home**. It is not to be used if your car is being repaired or for any other reasons.
- You must limit the car selection to UBER X.
- Pickup point must be limited to 300 Pasteur Drive.
- You must limit the destination to your home address.
- You must limit the return point to within 0.25 miles of 300 Pasteur (in case your car is parked off premises).
- You should not ask UBER to make personal stops e.g. dry cleaners, fast food, post office, etc.

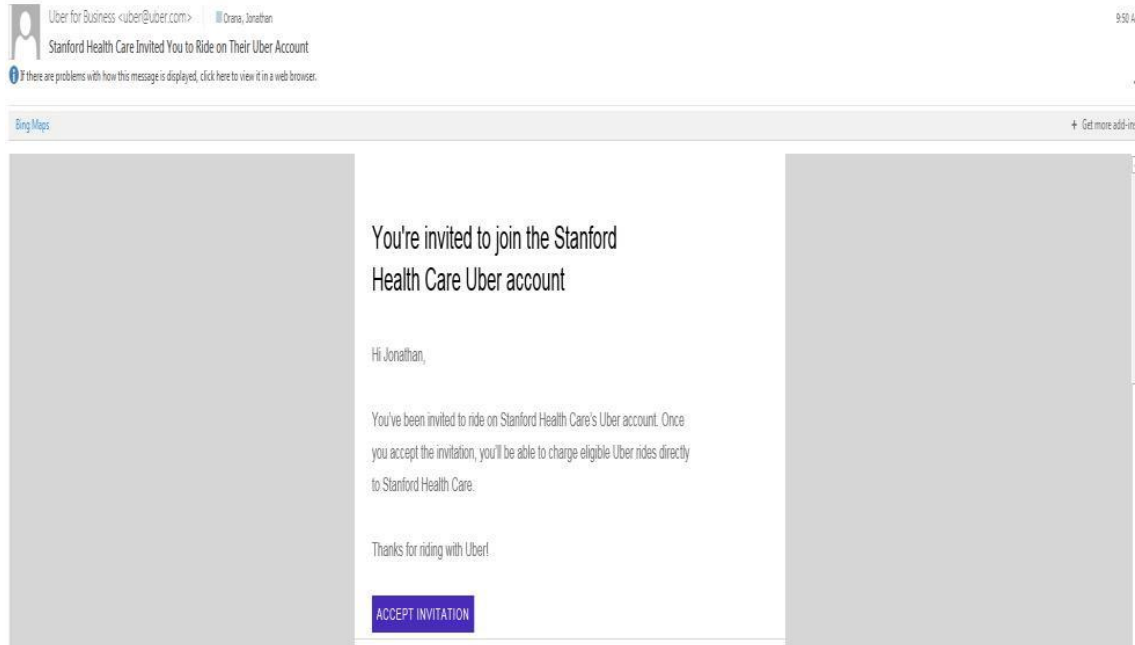
Keep in mind that cab vouchers will continue to be available in GME and the Security Offices at SHC and LPCH.

For any questions on your UBER account, please contact Timothy Fok or Manali Parmar with the Controller's Office at FinanceOperations@StanfordHealthCare.org or (650) 498-2456.

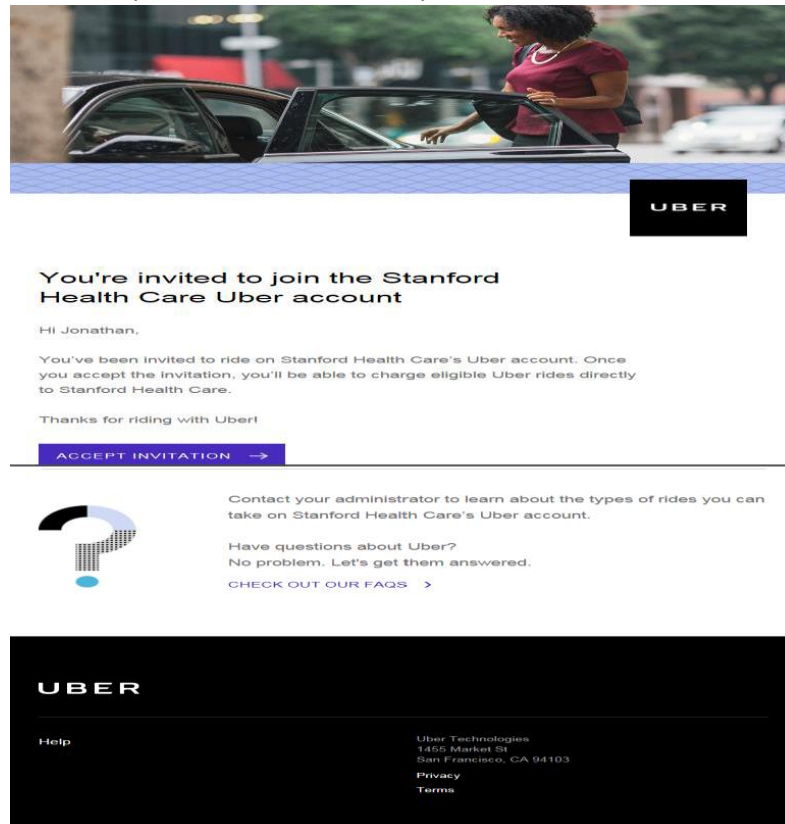
STANFORD HEALTH CARE – Guidelines for UBER Users

How to setup your Stanford Health Care Business UBER Account:

1. Authorized users will receive an email from UBER with Subject line “Stanford Health Care Invited You to Ride on Their UBER Account.”

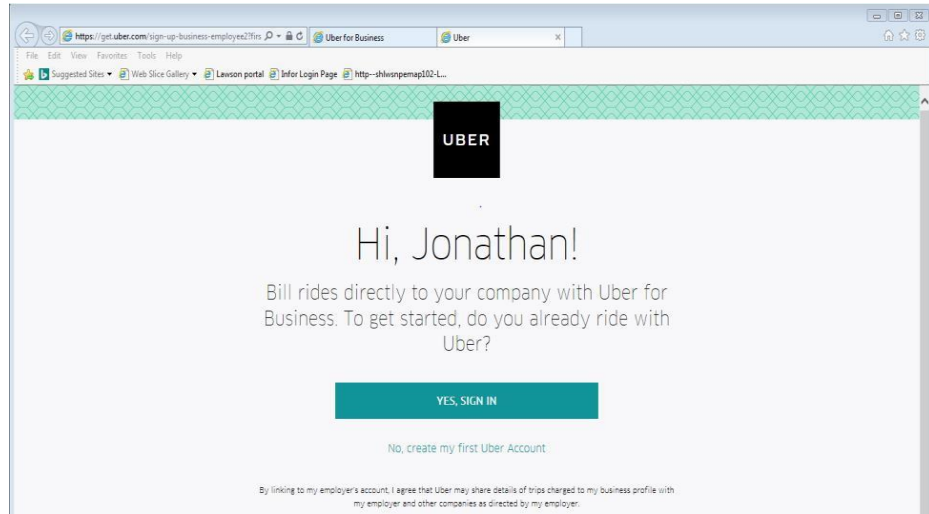


2. Open the email and click Accept Invitation – this will open the UBER browser.

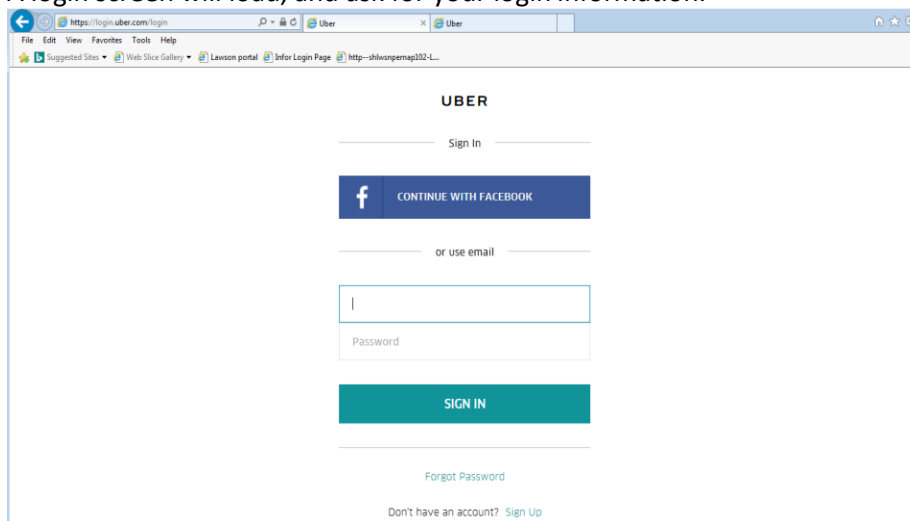


STANFORD HEALTH CARE – Guidelines for UBER Users

3. On the UBER browser, click “Yes, Sign in” if you already have a personal UBER Account. Click “No, create my first UBER account” if you do not have an existing UBER account.

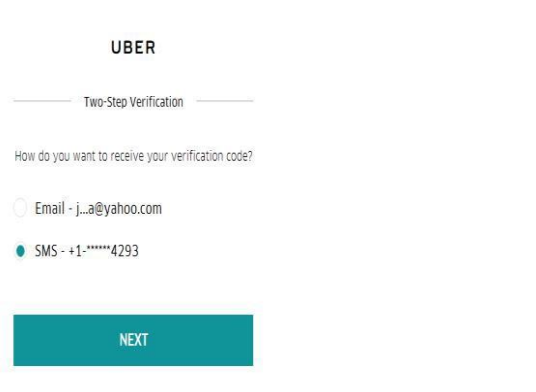


4. If you click “Yes, Sign In”, link the SHC business account to your Personal UBER Account as follows.
 - a. A login screen will load, and ask for your login information.



STANFORD HEALTH CARE – Guidelines for UBER Users

- b. UBER will ask you to verify the account.
 - i. Via SMS
 1. If you select SMS – Click next



2. You will receive a text message with a code. Enter the code then click Submit.
3. The page will refresh and confirm that you are now ready to use the SHC UBER business account.



- ii. Via Email
 1. Select Email, then click next.
 2. You will receive an email with a code. Enter the code then click Submit.

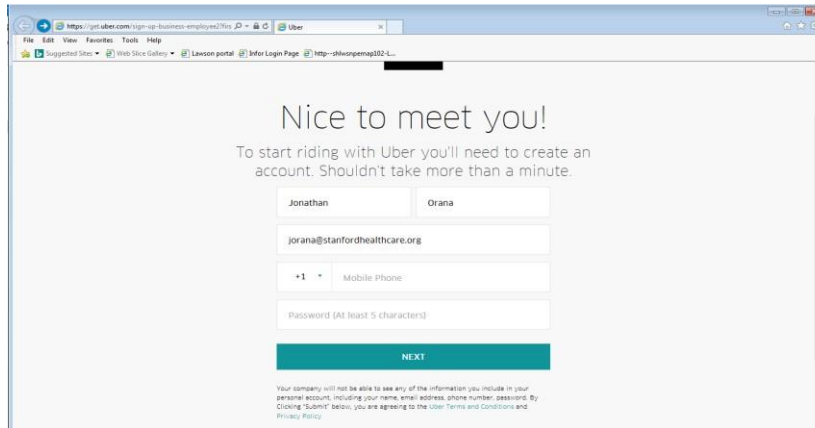
Your Uber verification code
Today at 10:57 AM

Thanks for getting in touch. Your Uber verification code is 567558. Sign in to your app and enter this code to verify your account.

3. The page will refresh and confirm that you are now ready to use the SHC UBER business account.

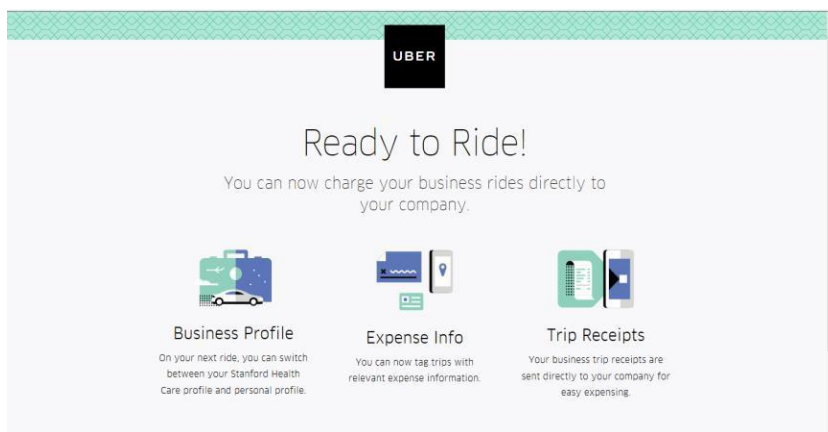
STANFORD HEALTH CARE – Guidelines for UBER Users

5. If you click “No, create my first UBER Account”, register for SHC business account as follows.
 - a. A login screen will load and you will be asked to register for an account.



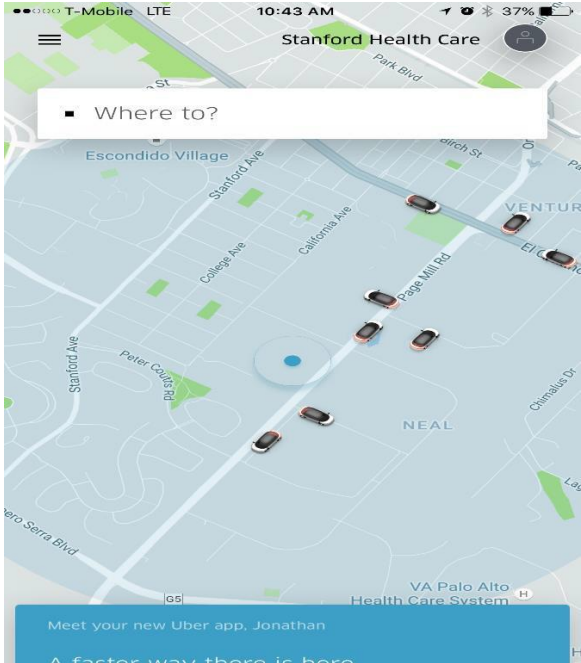
The screenshot shows a web browser window with the URL <https://get.uber.com/sign-up-business-employee?flow=JD>. The page content includes the heading "Nice to meet you!" and the text "To start riding with Uber you'll need to create an account. Shouldn't take more than a minute." Below this is a registration form with the following fields: "Jonathan" and "Orana" (first and last name), "jorana@stanfordhealthcare.org" (email), "+1" (country code) and "Mobile Phone" (phone number), and "Password (At least 5 characters)". A green "NEXT" button is at the bottom of the form. A small disclaimer at the bottom states: "Your company will not be able to see any of the information you include in your personal account, including your name, email address, phone number, password. By clicking 'Submit' below, you are agreeing to the Uber Terms and Conditions and Privacy Policy."

- b. After completing the registration, click Next.
 - c. You will receive a text and an email confirmation that you are now ready to use the SHC UBER business account.

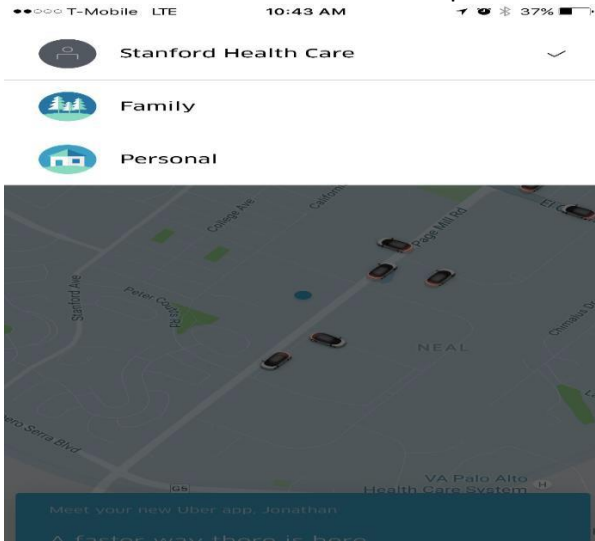


How to request a ride using SHC UBER Business Account:

1. Install the UBER app on your phone.
2. Open the UBER app.
3. On the UBER map, locate the profile icon (top right corner).

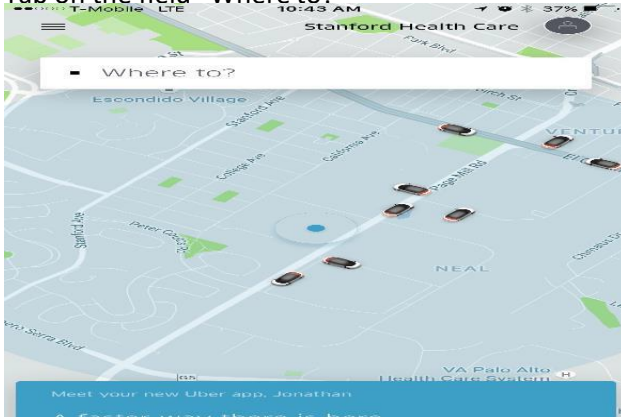


4. Select Stanford Health Care from the profile list.

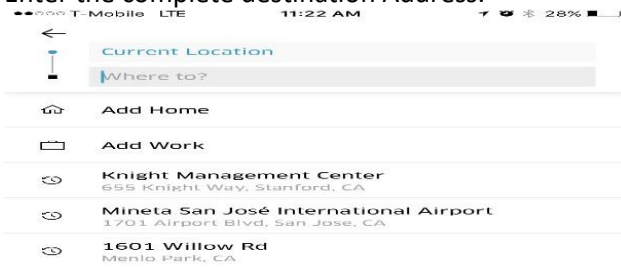


STANFORD HEALTH CARE – Guidelines for UBER Users

5. Tap on the field “Where to?”

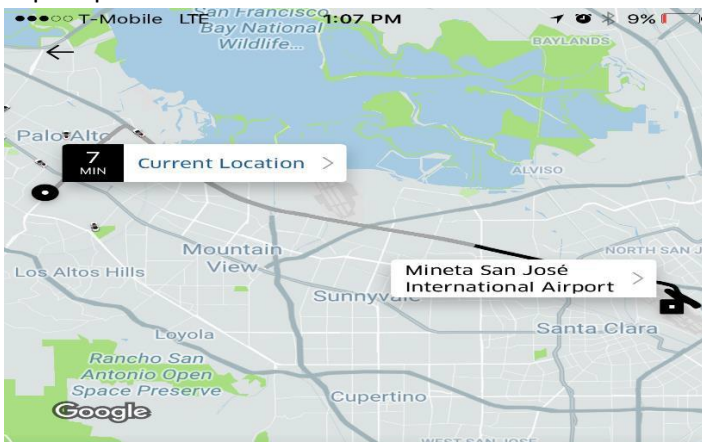


6. Enter the complete destination Address.



7. Select Economy UBERX as allowed under the pilot SHC UBER policy.

8. Tap Request UBERX.



Economy Pren



\$16.99
1:49pm



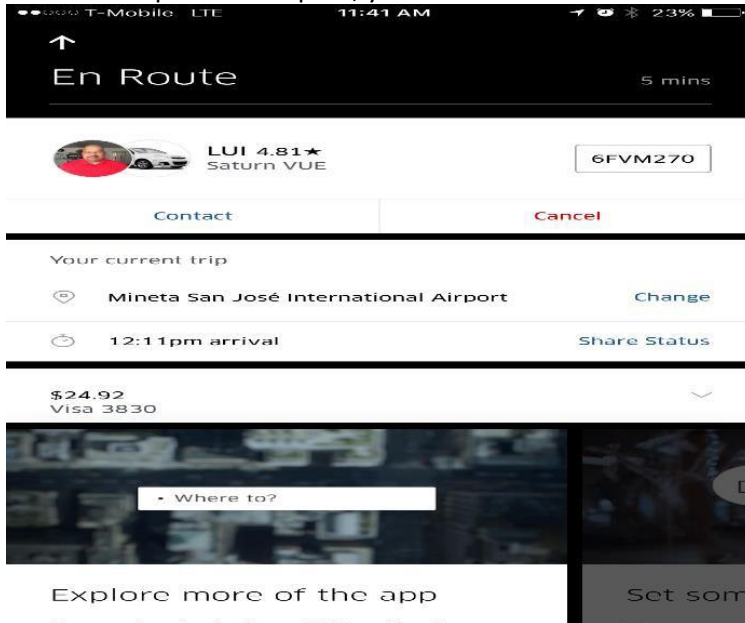
\$28.39
1:47pm

Stanford Health Care 1-4

REQUEST UBERX

STANFORD HEALTH CARE – Guidelines for UBER Users

9. Confirm the pickup location if needed.
10. Once the request is accepted, you will see driver information along with estimated time of pickup.



11. To cancel a request, tap on the request and select Cancel.