ACTIVATING AND USING THE UCSF COVID-19 CAMPUS COMMUTING PILOT PROGRAM WITH UBER

Activation: What to do when you receive the activation email?
Tap the link in the invitation email and follow the steps in this guide to connect to the “UCSF COVID-19 Campus Commuting” profile. For the best experience, complete this process on your mobile phone. (When requesting access from your manager, please ensure that the email address you provided can be accessed on your phone.)

Getting Started: Already have a personal Uber account?
Check your email for an invitation from “Uber for Business” with the subject line “join your team.” If you are asked to sign into Uber, please use your original Uber credentials.
Getting Started: New to Uber?

Check your email for an invitation from “Uber for Business” with the subject line “join your team” and set up a new account.

Activation Complete: How to check if your account is activated?

Once you have completed the above steps, you may need to update your app. It may take a while for your profile to be activated, so please complete the activation at least 2 hours before your first use. To check if activation has been successful, open your Uber app menu, go to ‘Payment’, scroll down to the ‘Rider Profiles’ section, and you will be able to see the “UCSF COVID-19 Campus Commuting” & personal profiles.
**Reporting:** What do I need to ask or tell my manager?

The manager who added you to the pilot program will be provided a weekly report of your use. As such, there is no need to request approval for each ride. If your manager is concerned about your use, they will address it with you. Abuse of this pilot program will constitute removal. **PLEASE NOTE: if you also use your Uber app for personal use, please be sure to select your personal profile for those rides.**

**Use:** How to use when you are ready to ride?
Once set up, seamlessly switch between personal and business travel by selecting the “UCSF COVID-19 Campus Commuting” profile in the Uber app.

Only trips with the following criteria will be allowed:

- **Regular commute** during the period that public transportation is impacted by COVID-19 (currently May 3rd)*

- To or from one of the following **UCSF campuses**:
  - Parnassus
  - Mission Bay
  - Mount Zion
  - China Basin
  - Laurel Heights
  - Brisbane
  - ZSFG

- Limited to **two fares a day** to/from your residence within the Bay Area and place of work

*If the above criteria is not met/selected when scheduling your ride, the “UCSF COVID-19 Campus Commuting” profile will not be available for use.

Anything outside of the terms of use constitutes abuse and removal from the pilot program.
*Due to the changing nature of this pandemic, criteria and availability of this pilot program may change.