

UAB-Uber Coordinator Guide 'Getting Started'

As a study coordinator utilizing UAB Uber Health, you will be able to order and monitor rides for qualified participants, from a single dashboard.

STEP 1: JOIN YOUR RESEARCH UNIT'S ACCOUNT

Accept your invite: When you're added to the organization's account, you'll receive a message from Uber for Business at your work email inviting you to join. Follow the instructions in the email to set up your account, so you can arrange rides.

Separate work account: When you receive your email invite, create a new Uber account using your work email address to establish your login credentials.

Confirm access: Sign in to health.uber.com using your Uber login credentials to access the Uber Health dashboard.

STEP 2: SET UP YOUR FIRST RIDE

Sign in to the dashboard: Sign in to health.uber.com using credentials created in step 1.

Fill out the trip details: Enter the rider's name and phone number, pick-up and drop-off address, and research unit.

Select a way to arrange the ride: Choose to schedule the ride immediately and select the lowest priced car.

Confirm and schedule ride: Click the 'schedule ride' button

STEP 3: PROVIDE PARTICIPANT WITH DRIVER INFORMATION

Fill out Uber driver information: After ordering the Uber ride, ride details should be provided to you including the following: driver name, make and model of car, color of car, and license plate number. Use these to complete the bottom portion of the rider information subtitled "To be filled out by guest service representative."

Return rider information sheet: Provide participant with the completed ride information sheet. The participant will use this sheet to identify and confirm his/her ride.

Communicate: Let the participant know the estimated Uber arrival time.