How To Enroll in Lyft Auto Pay

After receiving an invitation to join a Lyft Auto Pay account, follow these steps to designate Auto Pay as your preferred payment method for Lyft Business rides.

1. **Download the Lyft app.**

2. **Create a Lyft Business profile.** To create a Lyft Business profile, either follow the prompt in your Auto Pay email invitation or visit lyftbusiness.com and click "Get Started."

3. **Navigate to "Payment"**
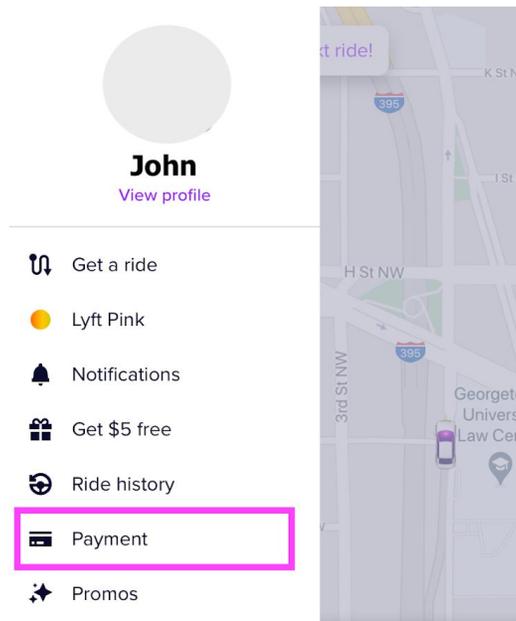
4. **Under "Payment defaults", select "Business"**

5. **Look for your Auto Pay account name in the list of available payment methods.** Click on the name and a purple checkmark should appear next to it, indicating that it is the new default payment method for your business rides. Click "Save".
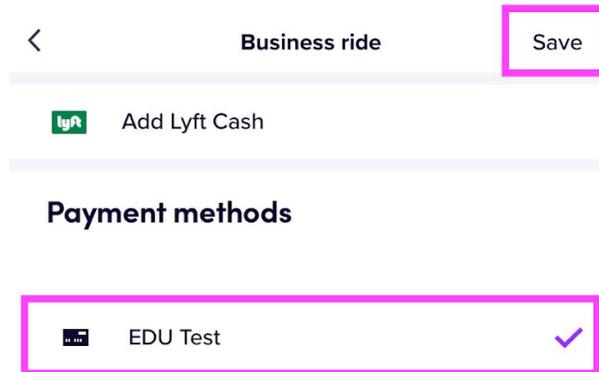
6. Now when you [request a ride using your Business profile](#), your university's Auto Pay account will be charged directly for the ride.
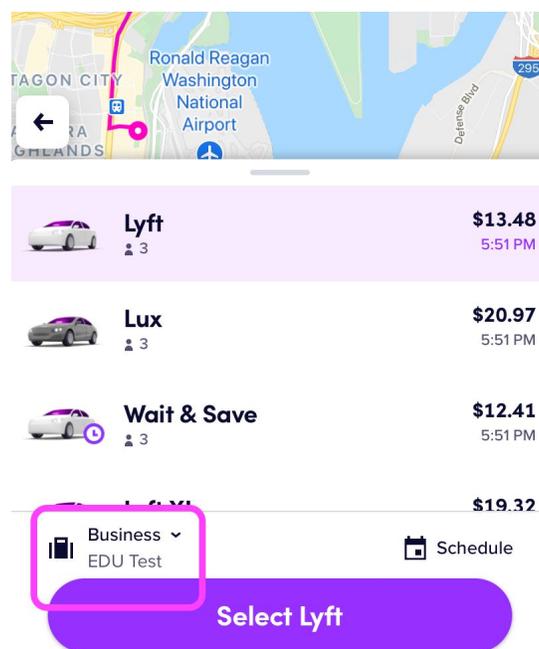
7. When requesting a ride in your Business profile, **you'll need to provide an Expense Code and Expense Note**, selecting the reason for your ride from the drop-down menu of pre-approved options. If you do not see these prompts, return to the ride request screen and ensure you're requesting a ride from your Business profile.