carta

ONDEMAND

POWERED BY **Uber** | **lyft**

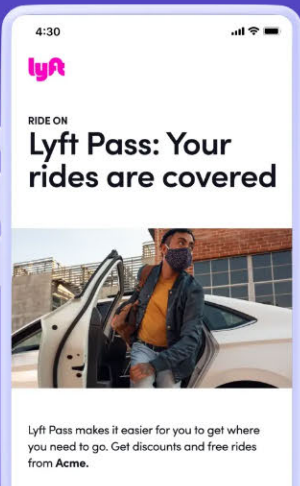# HOW TO USE ONDEMAND SERVICES for LYFT

Nice! Your rides are covered

Lyft Pass lets organizations cover all or a portion of the cost of your ride, so it's easier for you to get from A to B. And don't worry about a thing — eligible rides apply the pass automatically.

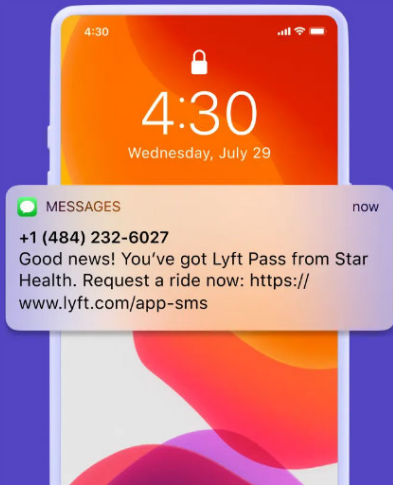## CLAIM YOUR LYFT PASS WITH A TAP

There are three ways an organization can share a Lyft Pass with you. If you can't find your invitation, ask your organization's ride program manager for more details.
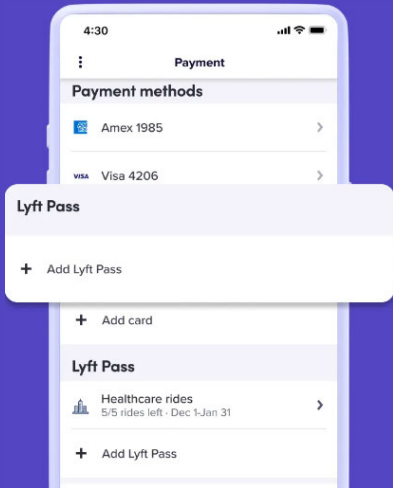
EMAIL

If your organization shared a Lyft Pass via email, check your inbox for the invitation.

Tip: *Use your mobile device for the best experience. Can't find your invitation? Search 'Lyft Pass' in your inbox to find it.*
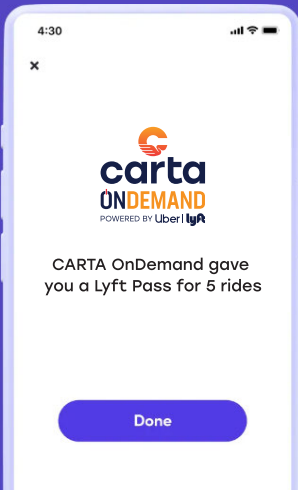
PHONE NOTIFICATION

If your organization shared your pass to your mobile phone, you may get a text or push notification from Lyft inviting you to claim the pass. Go to the 'Payment' tab from the app menu. Your pass will appear in the Lyft Pass section.

PASS CODE

If your organization shared a Lyft Pass code with you, you'll need to enter the code in the Lyft app to claim your pass.
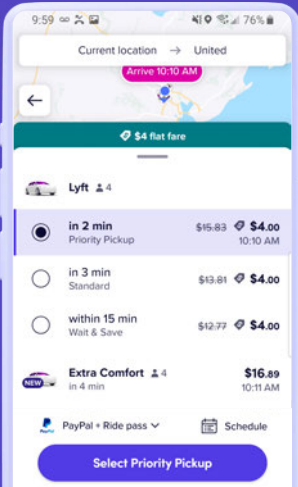
Here's how: Go to the 'Payment' tab from the app menu. Find the Lyft Pass section, then tap 'Add Lyft Pass' to add your code. Tap 'Add Pass' to finish.
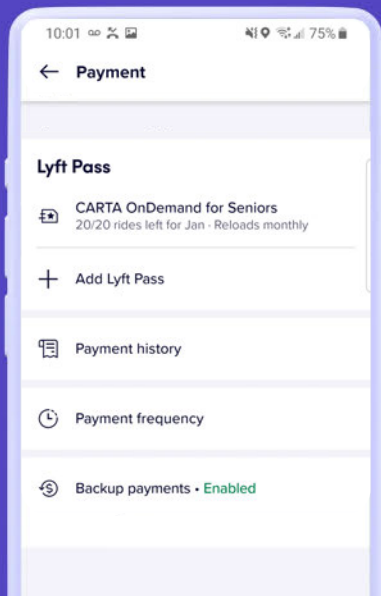
IT'S OFFICIAL

Nicely done. You're all set to ride.

Tap 'See details' to view all of the rules for your Lyft Pass so you'll always know when your rides are eligible.

GET A RIDE

When you're ready, take an eligible ride – Lyft Pass will be applied automatically. Be sure to ride in personal mode (and not your Lyft business profile).

CHECK WHAT'S COVERED

You can see your Lyft Pass rules and keep track of your remaining rides or credits in the Lyft Pass section of the 'Payment' tab at any time.