

UBER Ridesharing Setup Request Form & Instructions

Palco has established a system and process for Pennsylvania Participant Directed Service recipients to utilize their approved ride sharing benefits through Uber. The following form provides the information required by Palco to establish Uber services under the Palco business account.

Rideshare Setup Information	
Participant Full Name	Palco ID
Email Address	CLE Full Name

Once this form is submitted, Palco will verify that the Participant has the appropriate authorized service code (W7272) in their plan prior to registering them under Palco's Uber account. Please allow 3-5 business days for processing. Palco will bill the Participants service authorization at the end of each month in which services are utilized. Any authorization that is low on units will have the ride sharing services suspended immediately to prevent over utilization.

Once Registered, the Participant will receive an email from Uber stating Palco Inc. has enrolled you for Uber benefits. Follow these instructions to link your account and use the services.

- 1) Click on "activate your account" in the body of the email.
- 2) You will be prompted to login to your already established Uber account.
- 3) Once logged in, you will be asked to join the Palco, Inc. account.
 - a. Click on "Join Now"
- 4) Once joined, you will have the option to select "personal" or "business" when requesting a ride. Select the "business" option to charge the ride to Palco's account.

This option should only be selected when you are taking a ride for a purpose approved in your individual service plan (ISP) and within the authorized frequency and duration.

The Common Law Employer will be registered as a reviewer of all rides the Participant utilizes under the Palco business account. The Common Law Employer will receive a ride report from Uber every Monday via email. The report will show all rides the Participant utilized in the previous week. The Common Law Employer is responsible for keeping record of these reports.

Attestation: By signing below, the PAR/CLE agrees to only utilize the Uber ridesharing service as specified, approved/authorized in the ISP. The CLE acknowledges that any misuse of the service or overutilization that results in Palco's inability to be reimbursed fully can result in charges being passed on to the CLE for payment and services to be immediately suspended. The CLE understands that Uber is a third-party organization and is not affiliated with Palco in any way, the Participant agrees to ride and utilize the service at their own risk.

CLE Signature

Date

Please return this form to via email to accounting@palcofirst.com or via fax to 1-877-859-8757