Welcome to Grab for Business

Thank you for signing up with Grab for Business! You now have access to our tools to improve productivity and cost efficiency with Grab services.

Start with 3 basic steps to begin your journey

1. Set up a Payment method
2. Invite employees
3. Start riding!
Setting up a payment method

Choose between corporate credit card, reimbursement or corporate billing

1. Got a Credit Card? Add it Now!
   - Click on "Add it Now"

2. Corporate Card Details
   - Enter the Credit Card details

3. Ready? Submit Your Application Now!
   - Click on "Submit Application Now"
   - Employee will see the payment options enabled under their company account

4. Authorisation Required
   - There may be a reroute to authorisation page

5. Company Billing Details
   - Submit Company's Billing and Person-in-Charge details

6. Documentation Approval
   - Grab receives applications & requests for documents to do a credit check

*If your company decides to go with reimbursement, you can skip this step!
Invite and add new employees

Bulk Upload
Click *Download CSV Template*

- Fill up the CSV Template (Bulk Upload)
  - Please remove the sample data and input your company data.
  - Keep columns empty if you have nothing to input.
  - First 2 columns (name, email) are compulsory.
  - Groups is an additional column that you can use to label the departments, teams.

Upload Manually
You can add employee manually and assign them to existing employee groups you have created or create a new group label.

If you have created a new group label, please click on employee groups after to select it to be assigned.
Getting employees onboard

Your employees will receive a verification email to link their account

1. Click on the verification link sent to employee

2. Input mobile number linked to employee Grab mobile app

3. OTP will be sent to the Grab app under “Notifications”

4. Start riding and tagging their rides

5. Access the portal via business.grab.com to set up a password for subsequent logins

GrabforBusiness
Tagging Grab rides

They can start tagging their Grab rides in the app!

1. Input pick up and drop off location
   - 38 Cecil Street, Cecil Court
   - Enter destination

2. Change personal tag to corporate tag
   - Personal

3. Choose assigned corporate tag
   - Corporate Billing
     - Trip code
       - Trip description

4. Click on payment type
   - Card
   - Promo
   - Other

5. If your company is on corporate billing, you may choose that option