**How to make a reservation through Enterprise or National Car Rental**



Enterprise Rent-a-Car:

1. Go to [www.enterprise.com](http://www.enterprise.com)
2. Type in the dates/times/and location where you would like to rent the vehicle as well as the Corporate Discount Code you are looking to use (ex: Main State of CO code, XZ12450)
3. On the next page you will select the exact location you are looking to rent
4. On the next page you will select the car class you would like to reserve
5. On the next page you will select if you would like to add any additional options ahead of time (i.e. GPS, Child Seats, etc).
	1. Damage Waiver, Liability and Roadside are already included in the price
6. On the next page you will type in the name of the person who will be picking up the vehicle (must match the name of the credit card that will be paying for the rental), phone number, and email address
	1. You may also sign into your Enterprise Plus or National Emerald Club membership here as well
7. It will then ask you if you are traveling on behalf of the corporate code that you typed in originally
	1. Select “yes”
8. It will then bring up a prompt that asks if you are authorized to bill this rental to the corporate account
	1. If you select “yes”, you must have the billing number associated with that corporate account code
	2. If you select “no”, the person that is physically picking up the vehicle must bring a credit card in their name to rent the vehicle
9. At the bottom, select “reserve now”
10. You should receive a confirmation on the next page and an email will be sent to the email provided.

If you ever have trouble booking a vehicle through this method or see a “no cars available message,” please reach out to Emma Shelander at Emma.J.Shelander@ehi.com and she can help.



National Car Rental:

1. Go to [www.nationalcar.com](http://www.nationalcar.com)
2. Login to your Emerald Club account if applicable
3. Type in the dates/times/ and location where you would like to rent the vehicle as well as the Corporate Discount Code you are looking to use (ex: Main State of CO code, XZ12450)
	1. It will ask you if you would like to sign in if you have not already or if you would like to “continue as guest”. Select whichever applies
4. On the next page you will select the exact location you are looking to rent or the car class if the location is obvious (like an airport)
5. On the next page you will select the car class you would like to reserve
	1. Please note: If you are signed up for Emerald Club and want to access the Emerald Aisle, you will want to rent the midsize/intermediate car class. If you need a specific car class, you will want to select that specific class (for example, if you need a pickup truck, you will want to book a pickup truck). If you do not need a specific car class, booking a midsize will allow you to skip the counter and pick and choose any vehicle you would like at the price of a midsize car (excludes exotic vehicles).
6. On the next page you will select if you would like to add any additional options ahead of time (i.e. GPS, Child Seats, etc).
	1. Damage Waiver, Liability and Roadside are already included in the price
7. On the next page you will type in the name of the person who will be picking up the vehicle (must match the name of the credit card that will be paying for the rental), phone number, and email address
8. At the bottom of the page it will state the payment information
	1. If you select “use other billing number”, you must have the billing number associated with that corporate account.
	2. If you select, “Pay at counter”, the renter must provide a credit card in their name when they arrive to pickup the vehicle.
9. Click “reserve for $$”
10. You should receive a confirmation on the next page and an email will be sent to the email provided.

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