



Thank you for choosing National Car Rental and Enterprise Rent-A-Car's Car and Truck Rental Billing Program. Below you will find a brief description of how to use your new program along with some helpful tips. I have also listed your billing number, which has been set up to rent with National Car Rental, Enterprise Rent-A-Car, and Enterprise Truck Rental on a nationwide level.

PEPPERDINE UNIVERSITY

CD #: XZ33641

National Car Rental

- To set up a rental reservation **by phone** simply call 1-800-CAR-RENT and give the booking agent the company Corporate Discount number (**CD # XZ33641**).
- To set up a rental reservation by **TMC** simply instruct your booking agent to include your Corporate Discount number (**CD # XZ33641**).

To set up a rental reservation **online**:

Without an Emerald Club Number:

1. Go to www.nationalcar.com
2. Screen: Enter location, dates, and account number (**XZ33641**).
 - a. Select "Go" – this will prompt you to join Emerald Club. Select "Continue as a guest"
3. Screen: Choose Vehicle - select the vehicle type
4. Screen: Optional items: review optional products (then click "continue") or click "no thanks, Skip to Review"
5. Screen: Review & Reserve:
 - a. Rates, Taxes and Fees – details the estimated cost of the rental
 - b. Driver Information – enter in your renter's name and email address
 - c. To complete the reservation, select "Reserve"

With an Emerald Club Number

1. Go to www.nationalcar.com
2. Click on "Sign In/Enroll". Enter UserName/Member Number and Password and click "Sign In"
3. Screen: Reservations
 - a. Enter the (pick up/return location, dates, and times)
 - b. Under Special Rates and Contracts, enter **XZ33641** in the "Contract ID" field
 - c. Under Emerald Club, enter Renters Name and Emerald Club Number
 - d. Select "Start Reservation" – this will prompt you to log in to Emerald Club select "No thanks"
4. Screen: Choose Vehicle: select the vehicle type
5. Screen: Optional items: review optional products (then click "continue") or click "no thanks, Skip to Review"
6. Screen: Review & Reserve:
 - a. Rates, Taxes and Fees – details the estimated cost of the rental
 - b. Contact & Payment Information
 - i. Driver Information – This should show your renter and their Emerald Club number
 - c. To complete the reservation, select "Reserve"

Enterprise Rent-A -Car

- To set up a rental reservation by **phone** simply call 1-800-RENT-A-CAR and give the booking agent the company Corporate Discount number (**CD# XZ33641**).
- To set up a rental reservation by **TMC** simply instruct your booking agent to include your Corporate Discount number (**CD# XZ33641**).
- To set up a rental reservation **online**, go to www.enterprise.com, enter the location, date and time and your **Account# XZ33641** for the rental and click "Continue" to search for available vehicles. Choose the car class that's preferred. The next screen will be the Extra's screen, click on "Continue to review" button. On the next screen, put in the renter's name, phone, and email address. Underneath that, it will ask you to confirm if this is a business rental, click "yes". It will then ask you if you are authorized and choosing to bill your company for this rental. Click "Yes". This will prompt you to enter the billing number in a new field that opens. On the next screen, click on "Reserve Now" to complete the reservation.

Enterprise Truck Rental

- To set up a rental reservation by **phone**, simply call **1-888-736-8287** and give the booking agent the Account Number (**XZ33641**).

- To set up a reservation through a **Travel Management Company**, simply instruct your booking agent to include your Account Number **(XZ33641)**.
- To set up a rental reservation **online**, follow the instructions below:
 1. Go to www.enterprisetrucks.com enter the location, date, and time for the rental, along with your Account Number **(XZ33641)**, then click "Continue."
 2. Choose the preferred car class from the available vehicles.
 3. Select any optional equipment and click "Continue to Review."
 4. On the next screen, put in the renter's name, phone, and email address.
 5. Underneath that, it will ask you to confirm if this is a business rental. Click "Yes," then "Yes" again when asked if you are choosing to bill your company for this rental.
 6. Click "Reserve Now" to complete the reservation.

Once you have placed the reservation either by phone, TMC or online, your employee will need to simply give their name, confirmation number from the reservation, and present a valid driver's license when picking up the vehicle.

We hope you find this information helpful and look forward to providing you with the best direct bill solution available. If you have any questions regarding your nationwide rental program, please let me know.