



Thank you for choosing National Car Rental and Enterprise Rent-A-Car's Car Rental Corporate Program. Below you will find a brief description of how to use your new program along with some helpful tips.

National Storytelling Network

CD #: XZ5D354

National Car Rental

- To set up a rental reservation **by phone** simply call 1-800-CAR-RENT and give the booking agent your company Corporate Discount number **XZ5D354**.

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 **XZ5D354**
 - 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 **XZ5D354** 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 mid-size vehicle type (unless specific vehicle is needed then choose that type of vehicle)
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 your company Corporate Discount number **XZ5D354**.
- To set up a rental reservation **online**, go to www.enterprise.com, enter the location, date and time and your **Account# XZ5D354** 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. On the next screen, click on "Reserve Now" to complete the reservation.

If you have additional questions please reach out to Lance Dick at lance.m.dick@ehi.com