

Reservation Guidelines at www.Enterprise.com

Start A Reservation:

- Start your reservation with rental pick up location, dates, and times.
- Be sure to add your Account # associated with your Department.
- If your Division requires billing, the correct Account # must be referenced.
- Your Department's assigned Account # will match rates referenced on 975B.

START A RESERVATION OR [VIEW / MODIFY / CANCEL](#)

LOCATION
Raleigh, NC

Return to a different location [Use my current location](#)

PICK-UP RETURN
30 Dec 2015 12:00 PM → 31 Dec 2015 12:00 PM

Insert your assigned Account Number here **CONTINUE**

[+] We are always listening! Please share your feedback.

- Select Continue.
- On the next screen you should see your **DEPARTMENT** name appear in the top left hand corner.
- If the DEPARTMENT name does not appear, then your account number was not accepted or entered correctly. Please retry on the homepage.
- Next, you will be asked to select your preferred car class, **Click Select**.
- On the next page you will be asked to “Add Extras”, if you do not need any additional products listed please select **Continue to Review**.
- The next page will ask you to **Review & Reserve**. Review your total charges and scroll down.
- Next you will need to add **Contact Details**. If you are booking on behalf of the renter, feel free to add your email address so you receive the copy of the reservation and can forward to traveler.
- Scroll down to **Confirm Trip Details**. (See screenshot below)

Renter Details

All fields are required except those marked optional

CONTACT DETAILS

First Name: Last Name:

Phone Number:

Email Address:

Sign up for Enterprise Email Specials

By selecting this checkbox you are confirming that you would like to receive email promotions and offers from Enterprise. You can unsubscribe at any time by using the links provided in the emails. [View our Privacy Policy](#)

CONFIRM TRIP PURPOSE

Your Account is associated with _____. Are you traveling on behalf of _____?

- Yes
- No

Select: YES

By selecting **YES**, you are opting into the rates referenced on 975B with insurance inclusive.

BILLING

I am authorized for billing privileges and am choosing to bill _____ for this rental.

- Yes

Please provide a billing number.

Select: YES

- Enter Billing Number

Add **billing number** as account requires to proceed.

- No

Your Division shall be Direct Billed please Select YES in the billing section.

ADDITIONAL DETAILS

Additional Details required, please provide Fund Code and Employee's full name for your Division. You will be advised if this section is required to complete reservation.

Your reservation is now complete-Click **RESERVE**

RESERVE NOW