



Thank you for choosing National Car Rental and Enterprise Rent-A-Car's Car 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 and Enterprise Rent-A-Car on a nationwide level.

**Western University of Health Sciences**

**CD #: XZ32Q46**

**Billing #: 16801539**

**National Car Rental**

**\*\*Please note that advanced reservations are required for all Billing Account rentals\*\***

- To set up a rental reservation by phone simply call 1-800-CAR-RENT and give the booking agent the Billing # 16801539 as well as your company Corporate Discount number (CD # XZ32Q46).
- To set up a rental reservation by TMC simply instruct your booking agent to include your **Billing # 16801539** in their "ID" field as well as your Corporate Discount number (CD# XZ32Q46).

To set up a rental reservation online, go to [www.nationalcar.com](http://www.nationalcar.com)

**Without an Emerald Club Number**

1. Go to [www.nationalcar.com](http://www.nationalcar.com)
2. Screen: Enter location, dates, and contract ID (XZ32Q46).
  - a. Select "Start Reservation" – this will prompt you to join Emerald Club. Select "No thanks"
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. Payment Information - IF billing....select **Billing Account** from the drop down menu. Enter **16801539** in the "Billing Number" field that populates.
  - d. To complete the reservation select "Reserve"

**With an Emerald Club Number**

1. Go to [www.nationalcar.com](http://www.nationalcar.com) and click on "Add more information to your reservation" (located under the green "start your reservation" bar).
2. Screen: Reservations
  - a. Enter the (pick up/return location, dates and times)
  - b. Under Special Rates and Contracts, enter XZ32Q46 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"
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. Contact & Payment Information
  - i. Driver Information – This should show your renter and their Emerald Club number
  - ii. Payment information - IF billing....select **Billing Account** from the drop down menu. Enter **16801539** in the “Billing Number” field that populates.
- 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 **Billing Number# 16801539** as well as your company Corporate Discount number (CD# **XZ32Q46**).
- To set up a rental reservation by TMC simply instruct your booking agent to include your **Billing Number # 16801539** in their “ID” field as well as your Corporate Discount number (CD# **XZ32Q46**).
- To set up a rental reservation **online**, go to [www.enterprise.com](http://www.enterprise.com), enter the location, date and time and your **Account# XZ32Q46** 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. Enter your **Billing Account# 16801539** and click on “continue”. On the next screen, click on “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...they will **NOT** need a personal credit card in order to complete this transaction.

***We recommend providing these numbers only to those individuals in charge of making reservations for your company...it should not be given to all employees. Any employee or previous employee making a reservation via internet or phone, using this billing number for an unauthorized rental will be the responsibility of your company.***

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.