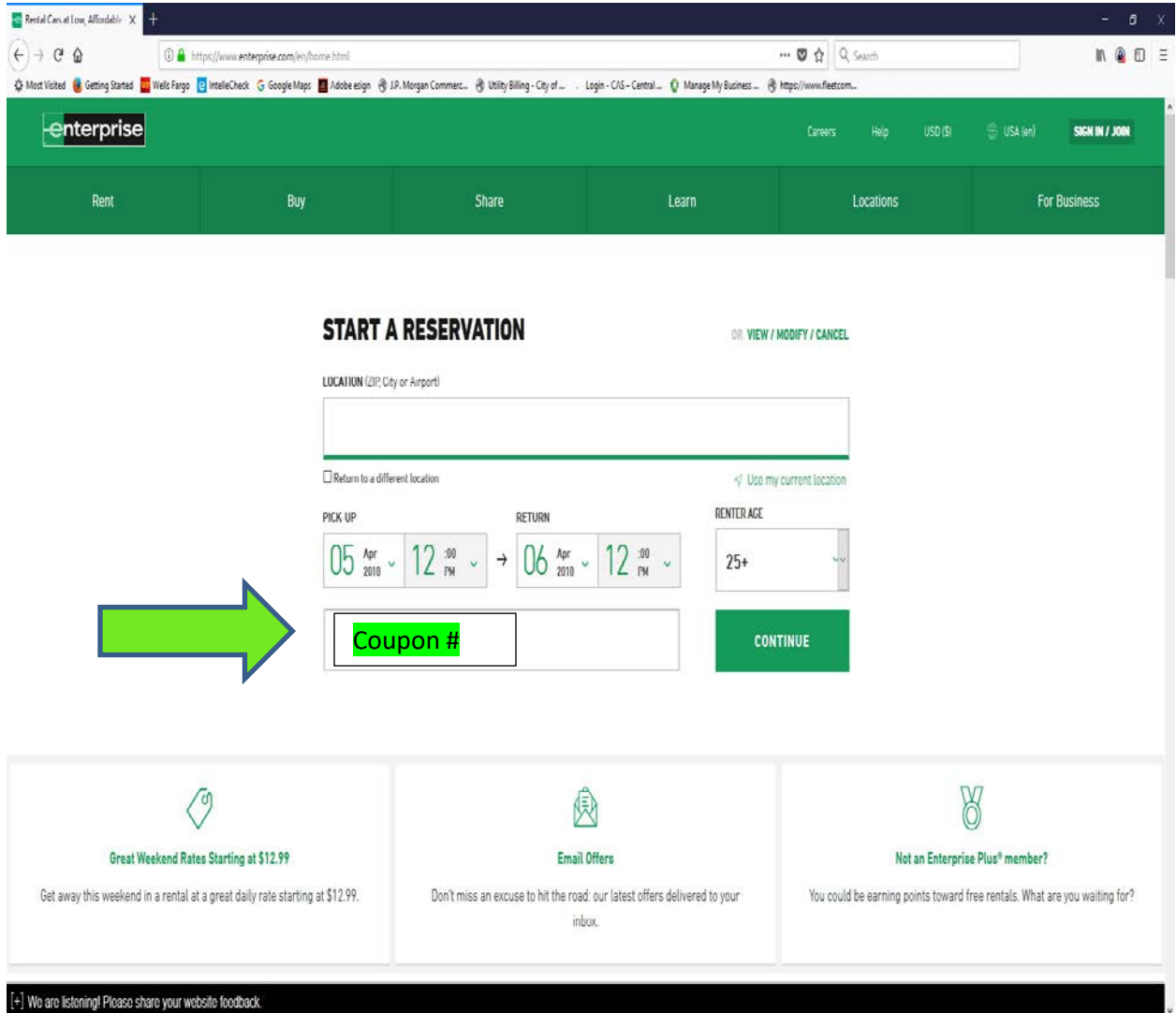


## Renting a Vehicle through Enterprise

1. Go to [www.enterprise.com](http://www.enterprise.com)
2. Enter pick up location, dates, and preferences on Vehicle Class.
3. For Optional: Coupon, Customer or Corporate: Enter **coupon #** to get state rates. Ask your Liaison or call Accounts Payable for this number.
4. Click on **Search>**.



The screenshot shows the Enterprise website's reservation process. At the top, there's a navigation bar with the Enterprise logo and links for 'Rent', 'Buy', 'Share', 'Learn', 'Locations', and 'For Business'. Below this is a 'START A RESERVATION' section with a 'VIEW / MODIFY / CANCEL' link. The form includes a 'LOCATION (ZIP, City or Airport)' field, a checkbox for 'Return to a different location', and a 'Use my current location' link. The 'PICK UP' and 'RETURN' dates and times are set for April 5th and 6th, 2010, at 12:00 PM. The 'RENTER AGE' is set to 25+. A green arrow points to the 'Coupon #' input field. A 'CONTINUE' button is visible. Below the form are three promotional banners: 'Great Weekend Rates Starting at \$12.99', 'Email Offers', and 'Not an Enterprise Plus® member?'. At the bottom, there's a footer with a feedback link: 'We are listening! Please share your website feedback.'

5. You will be given a choice of vehicles to select from. Click **Select** on the vehicle you wish to rent.

The screenshot shows the Enterprise website's vehicle selection interface. At the top, there's a navigation bar with the Enterprise logo, account information for 'STATE OF ARIZONA MAIN', and a total price of \$0.00. Below this, a breadcrumb trail shows 'RENTAL DETAILS' (Mon, Apr 16 - Thu, Apr 19, 12:00 PM), 'PICK-UP & RETURN' (Prescott), and 'VEHICLE Select'. The main heading is 'CHOOSE A VEHICLE CLASS' with filters for 'VEHICLE TYPE' and 'PASSENGER CAPACITY'. The vehicles are sorted by price and presented in three columns:

- Economy:** Mitsubishi Mirage or similar. Price: \$29.73/Day, \$101.76 Total.
- Compact:** Nissan Versa or similar. Price: \$29.73/Day, \$101.76 Total.
- Intermediate:** Hyundai Elantra or similar. Price: \$31.33/Day, \$107.23 Total.

Each vehicle card includes a 'SELECT' button and a 'Details' link.

The screenshot shows the 'ADD EXTRAS' section of the Enterprise website. It includes a banner for 'Damage Waiver' with an image of a car and the text 'Get a Standard for only \$ 5.47 more (\$ 107.23 total). UPGRADE NOW'. Below this is a 'Protection Products' table:

Product	Price	Status	Action
Damage Waiver	--	Included ✓	DETAILS

Below the table is an 'Equipment' section with two items:

Item	Price	Status	Action
Sirius XM® Radio	\$ 5.99 / day, \$ 49.98 / max		DETAILS, ADD
Greenhouse Gas Emissions Offset	\$ 1.25 / rental		DETAILS, ADD

A 'CONTINUE TO REVIEW' button is located at the bottom right of the page.

6. Extras are not covered by Yavapai College.

7. Enter your name, phone number, and email address. "Visa" is a default and you can leave this as is.
8. Enter the **travel #** assigned by the Business Office as the Agency Code.
9. Click "**Yes**" for Traveling on behalf of STATE OF ARIZONA MAIN.
10. Click "**Yes**" when asked if you are authorized and choosing to bill the STATE OF ARIZONA MAIN.
11. Contact your Liaison or Accounts Payable for the **billing number**. Click **Continue>**

12. Verify the information shown. Do not choose any of the Protection Products on the right for Yavapai College business rentals.
13. Click on **Reserve Now>**
14. You will receive a confirmation page. Click on **Print Confirmation>**
15. You can chose to email this confirmation to another person from this screen.

Now that the vehicle is rented, you should call the local office closer to your travel day, remind them of your reservation and request a full tank when picking up. This is not the prepaid fuel option. The phone number from the location you chose is on your confirmation.

When you pick up the vehicle, the tank should be full. Again, this is not the prepaid fuel option and you should never use the Prepaid Full Option. You are picking up with a full tank and will have to return with a full tank.

When you return you will need to fill up the tank before returning to Enterprise. If you return your vehicle after hours and do not get a receipt, you can go online and get a receipt. There may be a delay in availability before 48 hours. Receipts are available for six months.

1. Go to [www.enterprise.com](http://www.enterprise.com)
2. Under Business Rentals at the bottom of the page chose **“Print Your Receipt”**

