Cal Maritime Business Use Rental Car Reservation Instructions

Follow the instructions below when renting a car for business use. Use either a ProCard or personal card to pay. For reimbursement for charges to a personal credit card, follow the Travel Policy and use the Travel Expense Claim Form.

You will need a PIN available from your department Administrative Assistant, AP or Procurement.

Customer Pay, Business Use Account Number: XZCS003

1. **Log on** to Enterprise Rent-A-Car’s or National Car Rental’s Web Site at [www.enterprise.com](http://www.enterprise.com) or [www.nationalcar.com](http://www.nationalcar.com).

2. **Start a Reservation**, please enter the following:
   a. Rental Location where you would like to pick up your rental vehicle (if entering a ZIP code or city, you will be able to select the location to use on the next page);
   b. Pick Up and Return Dates and Times;
   c. **Account Number** XZCS003 in the “Corporate Account Number or Promotion Code” (Enterprise); “Account Number” (National);
   d. Click on “Continue”.
   e. Enter PIN number (Available from your Administrative Assistant, A/P, or Procurement – not posted for security purposes.)

3. **Choose a Vehicle Class**, please click “Select” under the vehicle class you would like to rent.

4. **Add Extras**, please click “Continue to Review”.

5. **Review & Reserve**, please enter the following:
   a. **Renter’s Detail** (an email must be entered here for an email confirmation to be sent);
   b. **Save Time at Counter** – Enter additional information here to speed up the rental process;
   c. Scroll to the bottom of the page and click on “Reserve Now”.

6. **Reservation Confirmed** will display with the information regarding your reservation as well as options to modify/cancel the reservation.

7. You will need to have a valid Driver’s License, Credit Card, and Reservation Number to pick up the vehicle. If the Reservation is set up without a Billing Number, you will also need a Credit Card at the time of rental.