

HSU Reservation Guide

Attached you will find guidelines to follow when booking a rental vehicle through Enterprise Rent-A-Car for business use. This guide will also prove helpful when booking a vehicle for personal use as well, as it will require less information when booking for a personal use trip.

*** There are two locations to serve you:**

1. 110 5TH St Eureka, Ca 95501 Phone: 707.443.3366
2. 350 I St Arcata, Ca 95521 Phone: 707.826.9090

*** Corporate Code to use when renting:**

Please contact Business Services at extension: 3512

*** 3-Digit Code:**

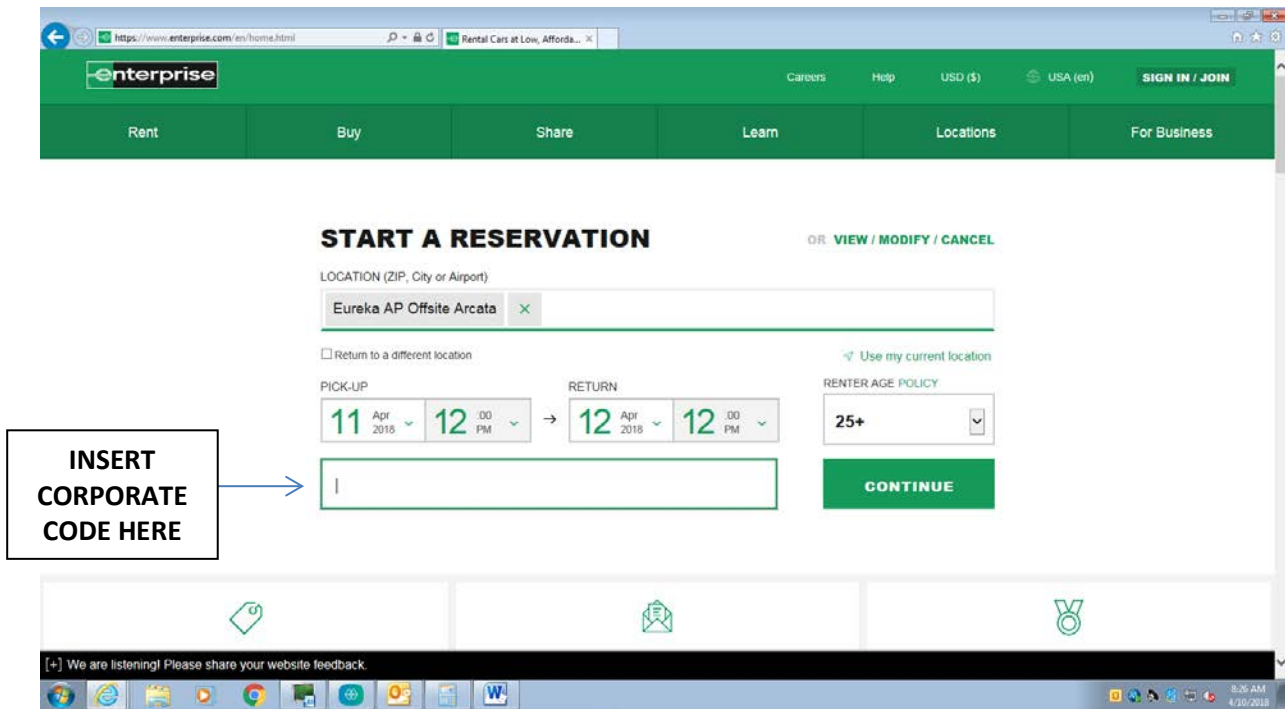
You may be asked to provide a 3-digit code when booking. Please contact Business Services for this 3-digit code at extension: 3512

****PLEASE NOTE ENTERPRISE WILL ASK TO VERIFY HSU AFFILIATION ON EACH RENTAL – TWO FORMS OF I.D. ARE REQUIRED e.g. - IDENTIFICATION BADGE, STAFF I.D., BUSINESS CARD, RECENT PAYCHECK STUB (PREFERRED)****

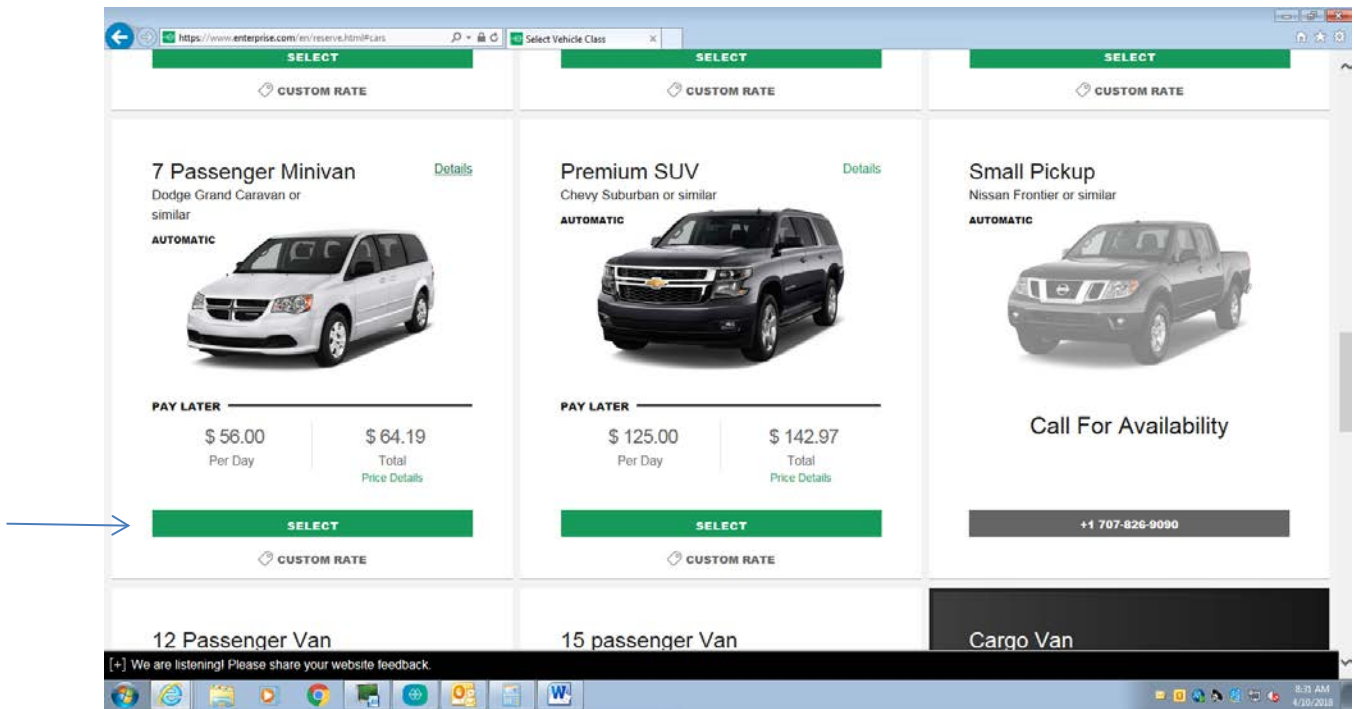
Please do not hesitate to reach out to the branch manager with any questions.

Matthew Amaral - 707.443.3366 (work) 209.505.1895 (cell)

1. Log into WWW.ENTERPRISE.COM and apply corporate code



2. Select car class



3. Continue to review

enterprise /CSU HUMBOLDT Account Number Added TERMS & CONDITIONS / POLICIES Total \$64.19

RENTAL DETAILS Wed, Apr 11 12:00 PM - Thu, Apr 12 12:00 PM → PICK-UP & RETURN Eureka AP Offsite Arcata → VEHICLE 7 Passenger Minivan → EXTRAS Select

ADD EXTRAS CONTINUE TO REVIEW

Extras included in your reservation (at no additional cost): Damage Waiver, Roadside Protection

Protection Products

Damage Waiver	--	--	DETAILS	Included ✓
Roadside Protection	--	--	DETAILS	Included ✓

Equipment

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

4. Contact information (Please ensure correct information as we may need to contact customer)

Review & Reserve

Contact Details

First Name* Last Name*
Phone Number*
Email Address*
name@domain.com

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 /CSU HUMBOLDT. Are you traveling on behalf of /CSU HUMBOLDT for this rental?

Yes

VEHICLE

7 Passenger Minivan \$56.00 Included
Unlimited Mileage

EXTRAS

9 Additional Drivers Included
Roadside Protection Included
Damage Waiver Included

TAXES & FEES

Tour Rec (3.5%) \$ 1.96
Veh Lic Recovery \$ 1.47
Sales Tax (8.5%) \$ 4.76

CUSTOM RATE

ESTIMATED TOTAL \$64.19

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

5. Add billing information (chartfield, ex: 606001.HM500.D30020)

The screenshot shows a web browser window with the URL <https://www.enterprise.com/en/reserve.html#Commit>. The page is titled "Review & Reserve".

Additional Details

Chartfield

Enter as follows: Account.Fund.Department.Program.Class.Project

Flight Details

Optional - providing your flight information will help us keep your car ready upon arrival

Airline Name Flight Number (Optional)

I don't have a flight
My airline isn't listed

Complete Your Booking

Payment Method To Be Determined

7 PASSENGER MINIVAN
EUREKA AP OFFSITE ARCATA
Wed, Apr 11, 2018 @ 12:00 PM
Thu, Apr 12, 2018 @ 12:00 PM

..
/CSU HUMBOLDT (Account Number Added)

Rental Terms ✓

KEY RENTAL FACTS
An overview of your rental terms.
• Inclusions and exclusions
• Potential additional costs and more
[Read Key Rental Facts](#)

RENTAL POLICIES

> [Rental Terms and Conditions](#)
> [After Hours Service](#)

Please see your negotiated contract agreement for rental policies.

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

8:45 AM
4/10/2018

6. Complete booking

The screenshot shows the same web browser window as in step 5. The "Additional Details" section is now collapsed, and the "Flight Details" section is expanded, showing the "I don't have a flight / My airline isn't listed" option.

Complete Your Booking

Payment Method To Be Determined

Read Key Rental Facts

RENTAL POLICIES

> [Rental Terms and Conditions](#)
> [After Hours Service](#)

Please see your negotiated contract agreement for rental policies.

RESERVE NOW

enterprise

RESERVATIONS
Start a Reservation
View/Modify/Cancel
Get a Receipt
Start a Moving Truck or Van Reservation
Short Term Car Rental

VEHICLES
Cars
SUVs
Trucks
Minivans & Vans
Moving Trucks & Vans

PROMOTIONS
All Deals & Coupons
Sign Up For Email Specials
Partner Rewards Programs

BUSINESSES
Solutions for Business
Global Franchise Opportunities
General Aviation
Enterprise Truck Rental
Travel Administrator

CUSTOMER SERVICE

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

8:47 AM
4/10/2018