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](http://www.enterprise.com) and apply corporate code

![Image of reservation page](image1.png)

**INSERT CORPORATE CODE HERE**

2. Select car class

![Image of car selection page](image2.png)
3. Continue to review

4. Contact information (Please ensure correct information as we may need to contact customer)
5. Add billing information (chartfield, ex: 606001.HM500.D30020)

6. Complete booking