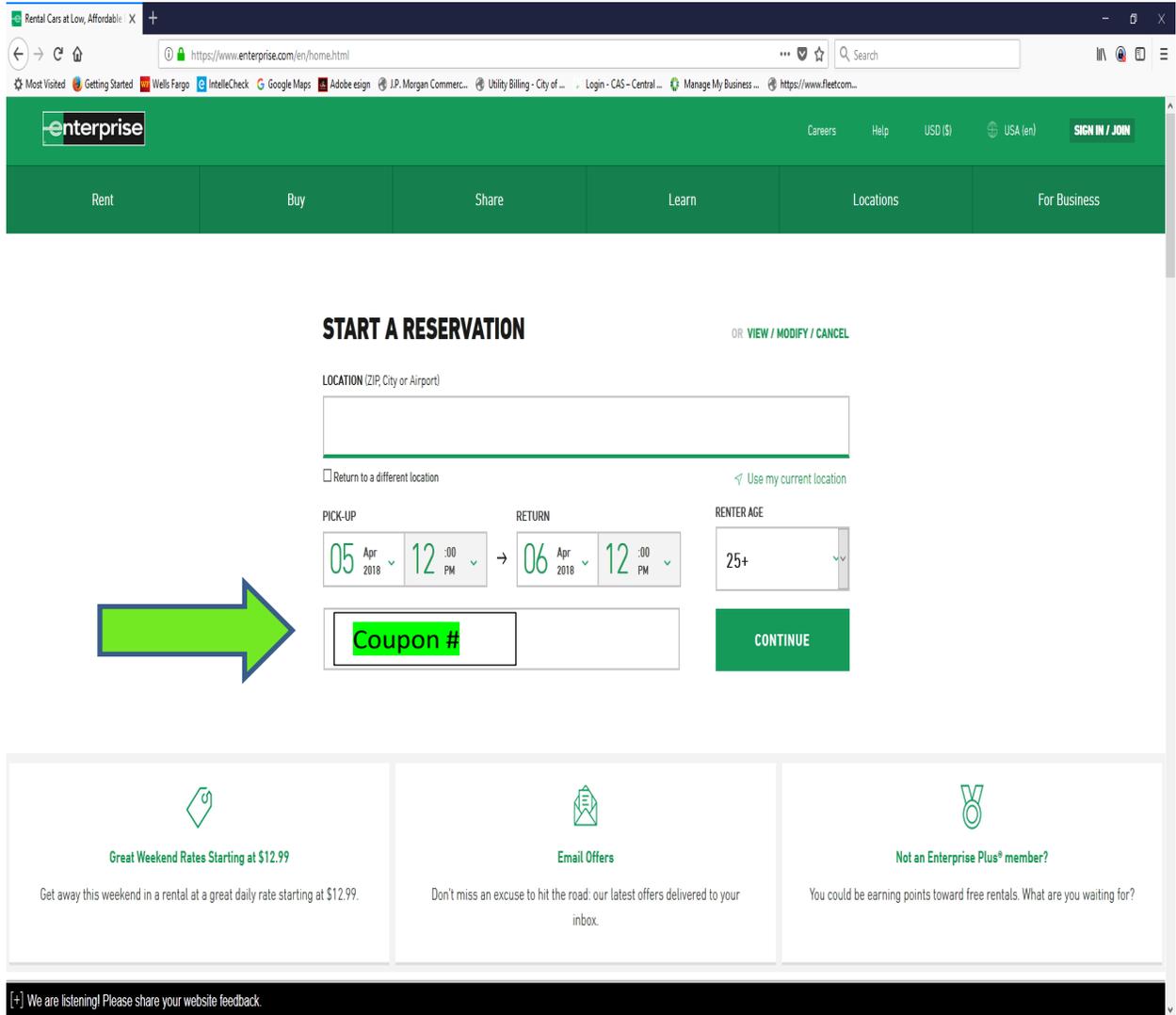


Renting a Vehicle through Enterprise

1. Go to 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 interface. At the top, there is 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' date is set to 05 Apr 2018 at 12:00 PM, and the 'RETURN' date is 06 Apr 2018 at 12:00 PM. The 'RENTER AGE' is set to 25+. A 'Coupon #' field is highlighted with a green arrow, and 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 is a feedback link: '[+] We are listening! Please share your website feedback.'

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

enterprise STATE OF ARIZONA MAIN Account Number Added Total: \$0.00

RENTAL DETAILS → PICK-UP & RETURN Prescott → VEHICLE Select → EXTRAS

CHOOSE A VEHICLE CLASS

Vehicles sorted by price.

Vehicle Class	Vehicle Type	Passenger Capacity	Per Day	Total
Economy Mitsubishi Mirage or similar AUTOMATIC			\$ 29.73	\$ 101.76
Compact Nissan Versa or similar AUTOMATIC			\$ 29.73	\$ 101.76
Intermediate Hyundai Elantra or similar AUTOMATIC			\$ 31.33	\$ 107.23

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

ADD EXTRAS

Extras included in your reservation (at no additional cost): **Damage Waiver**

Get a Standard for only \$ 5.47 more (\$ 107.23 total). **UPGRADE NOW**

Protection Products

Product	Price	Max Price	Details	Status
Damage Waiver	--	--	DETAILS	Included ✓

Equipment

Item	Price	Max Price	Details	Action
Sirius XM® Radio	\$ 5.99 / day	\$ 49.98 / max	DETAILS	+ ADD
Greenhouse Gas Emissions Offset	\$ 1.25 / rental	--	DETAILS	+ ADD

CONTINUE TO REVIEW

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

- 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>**

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

Confirm Trip Purpose

Your account is associated with STATE OF ARIZONA MAIN. Are you traveling on behalf of STATE OF ARIZONA MAIN for this rental?

Yes
 No

Billing

I am authorized for billing privileges and am choosing to bill STATE OF ARIZONA MAIN for this rental.

Yes
 No

Please provide a billing number.

Enter Billing Number

No

Additional Details

Agency Code

ESTIMATED TOTAL \$101.76

Rental Details CHANGE

COMPACT PRESCOTT
Mon, Apr 16, 2018 @ 12:00 PM
Thu, Apr 19, 2018 @ 12:00 PM

STATE OF ARIZONA MAIN (Account Number Added)

Rental Terms ✓

Please see your negotiated contract agreement for rental policies.

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

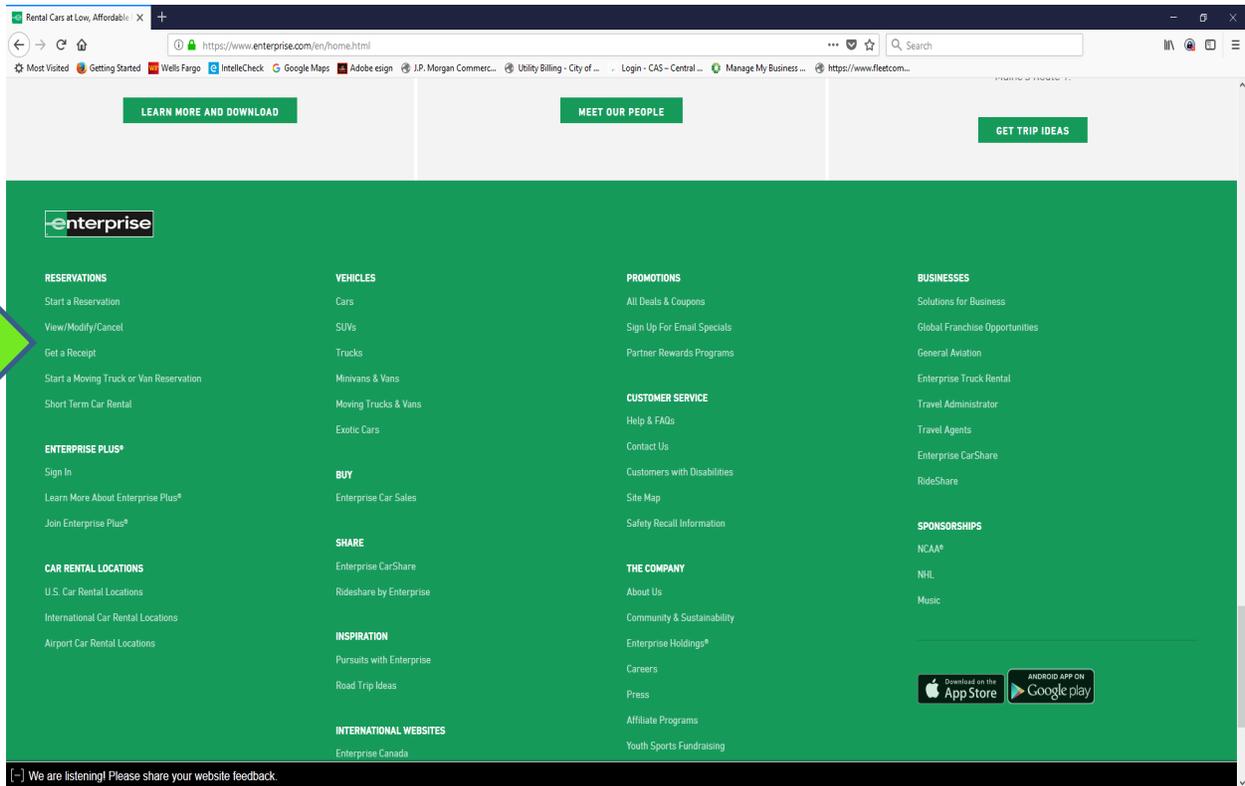
12. Verify the information shown. Do not choose any of the Protection Products on the right for Yavapai College business rentals.
13. Click on **Reserve Now>**
14. You will receive a confirmation page. Click on **Print Confirmation>**
15. You can chose to email this confirmation to another person from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



The screenshot shows the footer of the Enterprise website, which is a dark green color. At the top of the footer is the Enterprise logo. Below the logo are four columns of links. A large green arrow with a black outline points to the 'Get a Receipt' link in the first column. At the bottom of the footer, there are app store download buttons for the App Store and Google Play, and a small text link for website feedback.

RESERVATIONS	VEHICLES	PROMOTIONS	BUSINESSES
Start a Reservation	Cars	All Deals & Coupons	Solutions for Business
View/Modify/Cancel	SUVs	Sign Up For Email Specials	Global Franchise Opportunities
Get a Receipt	Trucks	Partner Rewards Programs	General Aviation
Start a Moving Truck or Van Reservation	Minivans & Vans	CUSTOMER SERVICE	Enterprise Truck Rental
Short Term Car Rental	Moving Trucks & Vans	Help & FAQs	Travel Administrator
ENTERPRISE PLUS*	Exotic Cars	Contact Us	Travel Agents
Sign In	BUY	Customers with Disabilities	Enterprise CarShare
Learn More About Enterprise Plus*	Enterprise Car Sales	Site Map	RideShare
Join Enterprise Plus*	SHARE	Safety Recall Information	SPONSORSHIPS
CAR RENTAL LOCATIONS	Enterprise CarShare	THE COMPANY	NCAA*
U.S. Car Rental Locations	Rideshare by Enterprise	About Us	NHL
International Car Rental Locations	INSPIRATION	Community & Sustainability	Music
Airport Car Rental Locations	Pursuits with Enterprise	Enterprise Holdings*	
	Road Trip Ideas	Careers	
	INTERNATIONAL WEBSITES	Press	
	Enterprise Canada	Affiliate Programs	
		Youth Sports Fundraising	

[\[-\] We are listening! Please share your website feedback.](#)