

Using the State Contract:

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=STATEAR

Determining the Lower Cost method of travel:

*Renting Vs. Reimbursement: Determine lower cost method of travel between renting a car and taking your personal car (mileage reimbursement) see the trip optimizer on the link above.

*Flying vs. Driving: to determine the lower cost method please continue through the reservation section as instructed below. Just before you are asked to “book now” it will give you the estimated total. Use this to determine a Fly or Drive scenario.

1. If you have had your state issued card (e.g. US bank) converted into billing number with Enterprise move to step 2. If you have not follow step 1A
 - a. Complete the form titled “Billing Form” on the site listed above and follow the directions at the bottom.

2. Select this section:

State Business Rentals using Travel Card Select ▶

Paying with your State Card *This option requires that you have a separate Enterprise number for your state credit card. To set this up contact Enterprise Holdings via Shandy Russell at shandy.l.russell@ehi.com or Camie Powell at camie.a.powell@ehi.com.

3. You will be prompted for your Enterprise code

To access your Enterprise Business Rental Program Account

Enterprise Business Rental Program #:

PIN: (Enter the first 3 characters of your company name or PIN)

Examples:
St. Charles Lumber = STC
A-1 Corporation = A1C

(You will be taken to your Business Rental Home Page.)

Sign In ▶

4. The Reservation screen will appear. Continue through by:
 - a. Selecting Location
 - b. Time
 - c. Date
 - d. Car
5. **You will be given a confirmation number.** Please use the confirmation email or call the branch directly if you need to make changes.