Enterprise Mobility™

California K-12 School Employee Online Booking Directions
Personal Use Program

Account Number:
XZK12SC

PIN Number:
/CA

Reservation Information:

1. Log on to Enterprise Rent-A-Car's Rental's web site at www.enterprise.com.
2. Enter the Enterprise location (Zip Code, City, or Airport) where you would like to pick up your rental vehicle.
3. Enter the Dates and Times of your desired reservation.
4. Enter your **Account Number** in the "Corporate Account Number" box and click on "Browse Vehicles".
5. If you enter a ZIP code or city, select the location from the list of branches on the left-hand side – a map will show you where they are so you can select the best option for your travel needs.
6. Enter your three-digit **PIN** number and click on "Confirm".
7. On the next screen you click "Select" next to the vehicle you would like to reserve.
8. The next screen, "Add Extras" will list any optional equipment (such as a GPS unit) that is available at the requested location. If you would like to add any of the listed options, click on "+Add". When you are done, click "Continue to Review" once you are done selecting any additional equipment.
9. An "Important Branch Information" screen may pop up at this time, please read the information and then click "Dismiss".
10. On the "Review & Reserve" screen:
    a. Complete the "Contact Details"-please make sure to enter the information for the renter if you are booking the reservations for someone else.
    b. Select if you would like to receive SMS (text) notifications from Enterprise for this rental.
    c. Additional Details: enter your "**School/District Name**" in the additional information field. You will be required to show proof of employment when picking up the vehicle.
    d. You can also enter additional information in the "Save Time at the Counter" section to speed up the rental process.
    e. When done with all sections, please click on "Reserve Now"
11. You will be given a confirmation number for your reservation and a confirmation will be emailed to you.
12. You will need to have a valid Driver's License, Business ID/Badge or Business Card, Credit Card, and Reservation Number to pick up the vehicle.

Account Rules

- Personal use account can only be used by **current** employees
  - Retired or previous employees are not eligible to use this account
- Reservations must be made under employee's name, do not put a spouse or other family members name on the reservation.
- Rentals contracts must be written up in the employee's name using their valid driver's license and credit card.
- We have the right to verify employment and cancel a reservation if employment cannot be verified
- **Please help us prevent fraud on this account:** do not post this account information online
  - This document should only be posted on secure internal sites that only **current employees** can access.