

## **Booking Enterprise Rent-A-Car for Personal Use** **Los Angeles County Metro**

It is fast and easy to make arrangements for your personal car rental needs nationwide with Enterprise Rent-A-Car through the State of CA contract. **Please note, there is no insurance coverage included in this account, please discuss your options with the rental branch at the time of rental.**

Follow either option below to view rates and make your own reservations with Enterprise:

### **On Line**

1. Log on to Enterprise Rent-A-Car's Web Site at [www.enterprise.com](http://www.enterprise.com)
2. Choose the rental location most convenient for you.
  - a. If you enter a specific location or airport, you will then be directed to that location.
  - b. If you enter a zip code, city or state, you will be given a list of Enterprise Rent-A-Car locations in the area you have requested from which to choose.
3. Enter the Dates and Times of your desired reservation.
4. Enter your Account Number: **XZCA999** in the **“Optional: Corporate Account or Customer Number” Box.**
5. You will be prompted to enter the first 3 Characters of your Company's Name, please enter **CAL** in this box.
4. At the next screen you can select your vehicle.
5. Next, you will be prompted to enter your Name (First & Last), home phone number, and email address.
6. You will be given a confirmation number for your reservation and the option to have a confirmation emailed to you.
7. All car rentals require a valid Driver's License, Confirmation Number, and Credit Card to pick up the vehicle.

### **By Phone**

1. Dial 1-800-RENT-A-CAR to inquire on the closest branch to you.
2. Provide the branch with your Account Number: **XZCA999**.
3. The rental branch will set up a reservation that fits your needs and provide you with a reservation number.