



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

Account Number:

XZPRK12

PIN Number:

/#P

Reservation Information:

1. Log on to Enterprise Rent-A-Car's web site at www.enterprise.com.
2. Enter the Enterprise location where you would like to pick up your rental vehicle.
 - a. If you enter a ZIP code or city you will be able to select the location to use on the next page.
3. Enter the Dates and Times of your desired reservation.
4. Enter your **Account Number** in the "Promotion Code or Account Number (Optional)" box and click on "Continue".
5. Enter your three-digit PIN number and click on "Continue".
6. At the next screen you can select your vehicle and click on "Continue".
7. The next screen will list any optional Equipment (such as a GPS unit) that is available at the requested location. Click "Continue to Review" once you are done selecting any additional equipment.
8. Next, you can review the location, dates and vehicle type for the reservation. Scroll down to complete the "Renter Details"-please make sure to enter the information for the renter if you are booking the reservations for someone else.
9. After entering your personal information, enter your "School" in the additional information field. Click on "Reserve Now" to finish your reservation.
 - a. You can also enter additional information in the "Save Time at the Counter" section to speed up the rental process.
10. You will be given a confirmation number for your reservation and a confirmation will be emailed to you.
11. 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.