

**Booking State of California Business Travel Reservations Online**  
**CSU Channel Islands**

Enterprise Rent-A-Car is excited to be named the State of California's primary Rental Car Vendor. It is fast and easy to make arrangements for your Department's car rental needs nationwide with Enterprise Rent-A-Car. Just follow the steps below to make your own reservations using the State's new travel account with Enterprise online at our web site or by phone:

**On Line**

1. Log on to Enterprise Rent-A-Car's Web Site at [www.enterprise.com](http://www.enterprise.com)
2. Pick the Enterprise location where you would like to pick up your rental vehicle.
  - a. You can use the Airport link to choose one of our Airport locations; or
  - b. Enter the Zip Code, City or State you are looking for.
3. Enter the Dates and Times of your desired reservation.
4. Enter your new State of CA Account Number: XXXXXXXX (direct bill) in the "Optional: Corporate Account or Customer Number" Box.
5. XXXXXXXX (pay by AMEX or Personal Credit Card).
6. You will be prompted to enter the first 3 Characters of your Company's Name, please enter XXX in this box.
7. Choose the rental location most convenient for you.
  - a. If you entered a specific location or airport, you will then be directed to that location.
  - b. If you entered 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.
8. At the next screen you can select your vehicle.
9. Next, you will be prompted to enter your Name (First & Last), your home phone number, and an email address.
10. You will be given a confirmation number for your reservation and the option to have a confirmation emailed to you.
11. You will need to have a valid Driver's License and reservation to pick up the vehicle.

**By Phone**

1. You can:
  - a. Contact your local Enterprise Rent-A-Car rental branch, or
  - b. Dial 1-800-RENT-A-CAR to be connected to the closest branch to you.
2. Provide the branch with your new State of CA Account Number: XXXXXXXX or XXXXXXXX ***following the procedures as outlined.***
3. The rental branch will set up a reservation that fits your needs and provide you with a reservation number.
4. You will need to have a valid Driver's License and reservation to pick up the vehicle.

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If at any time you have any questions you can contact  
Procurement & Contract Services at (805) 437-8592.

**\*Account Codes are located in the Enterprise Rental Codes folder on the z: drive**