



New Car Rental Business Travel Account (CRBTA) Intranet Link for Reservations

Enterprise Rent-A-Car is excited to announce that it is now even faster and easier to make arrangements for your Department's car rental needs nationwide with Enterprise Rent-A-Car. In an effort to do so, our Corporate Offices have begun creating Intranet Links designed specifically for each Department's CRBTA account. These links are designed to give employees access to your CRBTA account without having to distribute your account number. Therefore, the link must be used on a secure Intranet site because it does not require the user to use a Customer Number or three digit PIN number.

Your New Intranet Link

The link that is customized for your CRBTA account, has been supplied to your Department through our main BTA and Statement Contact. Your Department's Intranet Link is currently customized to display the name of your Department in the box on the right side. If you click on the link supplied you will notice a blank box on the left and right sides (labeled "1" and "2" below). The box on the right (2) should display your Department name.

This is a sample of what you will see when you click on the link:

The screenshot shows the Enterprise Rent-A-Car reservation interface. At the top left is the Enterprise Rent-A-Car logo. At the top right, there is a language dropdown menu set to "English". The main content area is titled "Create a Car Rental Reservation in the US (Including Puerto Rico)". Below this title, there are links for "Rent a car in: US | Canada | UK | Ireland | Germany". The form is divided into several sections: "Location" with a text input field labeled "1" and a "Show airport locations only" checkbox; "Dates & Times" with "Start" and "End" sections, each containing a date and time selector, with the "Start" section labeled "2"; "Choose a Car Rental Class" with a dropdown menu labeled "3" and a "Search" button; and a "Modify an Existing Reservation" link. On the right side of the form, there is a "Login" and "Sign Up" button, a "expresslane" logo, and a "Find out more!" link. Below this, the text "STATE OF CALIFORNIA (CALGOVT)" is displayed, and a "CORPORATE CLASS" car rental card is shown.

These boxes can be used to further customize your link and can be customized to contain short messages to your employees. If you choose to make a customization, please send us an email with the messages you would like to have displayed in the boxes. Please note, it may take several weeks to update the link.

Here is a sample of what a customized page might look like:

The screenshot shows the Enterprise Rent-A-Car website interface. At the top left is the Enterprise Rent-A-Car logo. At the top right, there is a language dropdown menu set to 'English'. The main content area is titled 'Create a Car Rental Reservation in the US (Including Puerto Rico)'. Below this title, there are links for 'Rent a car in: US | Canada | UK | Ireland | Germany'. The form is divided into three numbered sections: 1. 'Location' with a text input field and a checkbox for 'Show airport locations only'. 2. 'Dates & Times' with 'Start' and 'End' sections, each containing a date picker (set to Sep 22 and Sep 23) and a time dropdown (set to Noon). 3. 'Choose a Car Rental Class' with a dropdown menu set to 'Show me everything' and a 'Search' button. Below the form is a link for 'Modify an Existing Reservation'. On the right side, there is a 'Login' and 'Sign Up' button, a link to 'Find out more!', and a message: 'STATE OF CALIFORNIA (CALGOVT) Employees are advised to book the most economical vehicle that accommodates their business needs'.

We are committed to making our rental process as easy as possible for our State of CA business renters. In addition to customizing the first page, additional changes can be made, such as:

- Blocking certain vehicles from view. *Please note, that if you request that we block certain vehicles, these will not be available to book online at any time to your employees.*
- Requiring & Customizing the Cost Code Field
 - Drop Down Selections can be entered if you have a limited number of Cost Codes
- Requesting an Email to be sent to a pre-determined email address for each reservation booked by one of your customers.
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These are just some samples of the changes we can make for your department. If you have any questions on additional adjustments, or if you need any help with your Intranet Link, please contact Lisa Holmes at (916) 787-4500 or via email at Lisa.M.Holmes@erac.com.

How to Install Your New Intranet Link

In order for your employees to have access to this link, you will have to install it on your Department's secure Intranet. Please forward this email to your Intranet Webmaster so that he/she can use the toolkit (included below) to add this link to your Intranet.

The link to choose a logo using the toolbox is: www.enterprise.com/toolkit

If you need any help, please contact Lisa Holmes at (916) 787-4500 or via email at Lisa.M.Holmes@erac.com.