


Pittsburg State University – Online Reservation Instructions for Enterprise

Step 1:

- Go to http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=PITTSTUN
Both National and Enterprise are owned and operated by the same company and have the same contract rates. Depending on the travel location and availability of Enterprise or National, either site can be used.
- **“Select”** the type of vehicle you need to reserve.
 - If you are choosing a car, minivan, or SUV then you will select the top choice for Enterprise (in red). When you hit select you are automatically selecting the corporate account ID # 51EPSUA.
 - If you need a truck, cargo van, or 12 & 15 passenger van you would choose the second row (in blue). When you click select you are automatically selecting the corporate account ID #51EPSUS.
 - If you needed to personally rent a vehicle for leisure use you would choose the bottom line, select choice (in green).

ENTERPRISE HOLDINGS.

 The Enterprise® Business Rental Program. A Better Way To Go.™

Welcome! Pittsburg State University

The links below embed the appropriate PSU account numbers into your reservations. When using your BPC card, the card will cover your car, minivan, and SUV rentals. If you use another form of payment, you must purchase the CDW with your rental. CDW is included in your truck, cargo, or 15 passenger rentals through the links below or using the appropriate account number 51EPSUA. For 15 passenger van rentals, please contact your local branch directly for availability and to reserve. Taxes will show on the reservations and will be manually removed at KS locations. You are subject to additional fees at airport locations.

enterprise

Car, Minivan, and SUV Reservations 51EPSUA Select ▶

Truck and Cargo Van Reservations 51EPSUS Select ▶

Leisure/Personal Use Select ▶

Please use this link when booking leisure and personal rentals for vacation, leisure trips, etc. You will need a major credit card in your name when picking up and vehicle at the time of rental.

National

Car, Minivan, and SUV Reservations 51EPSUA Select ▶

Truck and Cargo Van Reservations 51EPSUS Select ▶

Leisure/Personal Use Select ▶

Please use this link when booking leisure and personal rentals for vacation, leisure trips, etc. You will need a major credit card in your name when picking up and vehicle at the time of rental.

[Enterprise Rent-A-Car Privacy Policy](#) | [Terms of Use](#) | [Cookie Policy](#) | [Ad Choices](#) | © 2019 Enterprise Rent-A-Car. Patent Pending

- Note the following screenshots are based on the first option for Cars, minivan’s, and SUV’s.

Step 2:

- Enter your pick-up location, the date and time of pick up and drop off. You will notice the customized site has already entered the corporate account code in for you at the bottom of the page based on your prior screen's selection.
- Click **"continue"**.

Step 3:

- You will notice that if you imputed step 2 correctly you will see "Pittsburg State Univ – Bus/NOIN" at the top of the screen (circled in red).
- Choose your location for pick up. In some cities you will have multiple locations to choose from.
- Click **"Select"** (in red)

Step 4:

- Choose the car class you would like to reserve.
- Click **“Select”**

enterprise PITTSBURG STATE UNIV - BUS/NOIN Account Number Added TERMS & CONDITIONS / POLICIES | total: \$0.00

RENTAL DETAILS → PICK-UP & RETURN → VEHICLE Select → EXTRAS

CHOOSE A VEHICLE CLASS 10 RESULTS Vehicles sorted by price

Filters CLEAR ALL

VEHICLE TYPE

- Cars Vans
- SUVs Trucks

PASSENGER CAPACITY

- 2 8
- 4 12
- 5 15
- 7

Economy
Mitsubishi Mirage or similar
Automatic 4 People 2 Bags
PAY LATER: \$29.00 per day, \$32.64 total
SELECT CUSTOM RATE

Compact
Nissan Versa or similar
Automatic 5 People 2 Bags
PAY LATER: \$29.00 per day, \$32.64 total
SELECT CUSTOM RATE

Intermediate
Hyundai Elantra or similar
Automatic 5 People 3 Bags
PAY LATER: \$29.00 per day, \$32.64 total
SELECT CUSTOM RATE

Step 5:

- No don't need to do anything on this screen.
- Click **“Continue”**

enterprise PITTSBURG STATE UNIV - BUS/NOIN Account Number Added TERMS & CONDITIONS / POLICIES | total: \$37.14

RENTAL DETAILS → PICK-UP & RETURN → VEHICLE Standard → EXTRAS Select

ADD EXTRAS CONTINUE TO REVIEW

Your Selected Vehicle

Standard
Volkswagen Jetta MODIFY

Equipment


Sirius XM® Radio	\$ 5.99 / day (\$ 49.98 max)	DETAILS	ADD
Greenhouse Gas Emissions Offset	\$ 1.25 / rental	DETAILS	ADD

Step 6:

- Enter in the first and last name of the person who will be signing for the car and picking it up.
- Enter **in that person's cell phone number**.
- Enter in **your** email address (the person booking the reservation). Once you get your email confirmation, you will forward it to the renter.

REVIEW & RESERVE

Price



VEHICLE
Standard
Volkswagen Jetta or similar
Automatic

Time & Distance 1 Day(s) @ \$ 33.00 / Day \$ 33.00
Unlimited Mileage Included

EXTRAS
9 Additional Drivers Included

TAXES & FEES
KANSAS EXCISE TAX (3.5%) \$ 1.16
SALES TAX (9.0%) \$ 2.98 [Learn More](#)

CUSTOM RATE
Estimated Total \$37¹⁴

Are you a loyalty member?
Don't forget to sign in to your Emerald Club or Enterprise Plus account to speed through the form below.

[SIGN IN TO EMERALD CLUB](#) [SIGN IN TO ENTERPRISE PLUS](#)

* Required to complete your reservation

Contact Details

First Name * Last Name *

Phone Number *

Email Address *

Sign up for Enterprise Email Specials

By selecting this box, you would like to receive email promotions, surveys and offers from Enterprise Rent-A-Car. Note that your email interactions can be used to perform analytics and produce content & ads tailored to your interests. Please understand that there is no charge and that you can unsubscribe at any time by (i) using the links provided in the emails or (ii) contacting us. Please consult our [Privacy Policy](#) and our [Cookie Policy](#) to find out more.

- *****If your renter has a PCard in their name, DO NOT USE A BILLING NUMBER. The renter will swipe their PCard at the time of pickup.**
- **For Billing:** Click **“yes”** you are traveling on behalf of the PSU. Click **“yes”** you would like to bill PSU and put in **your billing #** in the billing box (this is normally an 8-digit number).
- ***** If using a billing number- you must have your billing # entered for your rental to be billed correctly!**
- Click **“Reserve Now”** at the bottom of this page.

Rental Details [EDIT](#)

Standard
Pittsburg
401 S Broadway St
Pittsburg, KS 66762

Tue, Jun 11, 2019 @ 12:00 PM
Wed, Jun 12, 2019 @ 12:00 PM

9 Additional Drivers
PITTSBURG STATE UNIV - BUS/NOIN (Account Number Added)

Rental Policies
• Rental Terms and Conditions
• After Hours Service
Please see your negotiated contract agreement for rental policies.

Confirm Trip Purpose

Your account is associated with PITTSBURG STATE UNIV - BUS/NOIN. Are you traveling on behalf of PITTSBURG STATE UNIV - BUS/NOIN for this rental?

Yes
 No

Billing

I am authorized for billing privileges and am choosing to bill PITTSBURG STATE UNIV - BUS/NOIN for this rental.

Yes
 No

Please provide a billing number.

Enter Billing Number

No

Save Time At The Counter (Optional)

Provide additional information now and save time when you arrive.

Driver's License Issuing Country: United States
Driver's License Number:

Issuing Authority: Please select an option

[NEXT](#) Your information will be submitted over a secure connection

Complete Your Booking

You will be charged when you pick up your rental. \$37¹⁴

[RESERVE NOW](#)

***Remember, you will put the billing numbers in the same place in the example below whether you are using the top choice of 51EPSUA or the second option of 51EPSUS. However, please make sure you are entering the correct billing # for your appropriate account #. Most of you will have 2 billing numbers, one that goes with 51EPSUA and one billing # that goes with 51EPSUS.**

Step 7:

- Your reservation is confirmed and you will see the reservation # at the top! You will also get an email with that confirmation sent to the email you provided. Please forward this to your traveler.
- Please save your reservation confirmations in a folder for future reference in case you are billed incorrectly.

enterprise PITTSBURG STATE UNIV - BUS/NOIN Account Number Added Careers

Home / Confirm

RESERVATION CONFIRMED
Thanks MATT! We look forward to seeing you June 11, 2019.
Confirmation Number: 1290540754

PICK-UP
Pittsburg
Tuesday, June 11, 2019
12:00 PM

RETURN
Pittsburg
Wednesday, June 12, 2019
12:00 PM

A confirmation email has been sent to the email address provided.

PRINT SHARE ADD TO CALENDAR MODIFY RESERVATION

Rental Details

RENTER

Driver Name: MATT GANDY
Email Address: m****y@ehi.com
Phone Number: *****1225
Age: 25+

Start And

- You will know when you have set up your billing correctly when you see the last 4 numbers of your billing #, and it shows a billing # has been applied!

ACCOUNT

Account Number: PITTSBURG STATE UNIV - BUS/NOIN
Trip Purpose: BUSINESS

VEHICLE

Vehicle Class: Standard

- Volkswagen Jetta or similar
- Automatic

Time & Distance 1.0 Day(s) @ \$ 33.00 / Day \$ 33.00
Vehicle Mileage: Unlimited Mileage Included

EXTRAS

9 Additional Drivers:
1 Day(s) @ \$ 0.00 / Day Included

TAXES & FEES [LEARN MORE ABOUT TAXES AND FEES](#)

KANSAS EXCISE TAX (3.5%) \$ 1.16
SALES TAX (9.0%) \$ 2.98

ESTIMATED TOTAL

Billing Number [***9453] **\$ 37.14**
CUSTOM RATE

***Taxes are shown on the reservation screen. These should be removed by Enterprise at time of billing or payment. Please remind renters to tell Enterprise at time of pickup if this is a tax exempt rental and they should remove the sales tax.