**National Car Rental**

**Please note that advanced reservations are required for all Billing Account rentals**

- **To reserve by phone**, call 1-800-CAR-RENT and give the booking agent both your company CD# and the **Billing #**.

- **To reserve via Travel Agent or TMC** the booking agent should enter your CD# in the “CD or CID” booking field and your **Billing #** in the “ID” booking field.

**ONLINE reservation at [www.nationalcar.com](http://www.nationalcar.com) -- Without an Emerald Club Number**

1. Go to [www.nationalcar.com](http://www.nationalcar.com)
2. Screen: Enter location, dates, and **CD#**
   a. Select “Start Reservation” – this will prompt you to join Emerald Club. Select “No thanks”
3. Screen: Choose Vehicle - select the vehicle type
4. Screen: Optional items: review optional products or click “no thanks, Skip to Review”
5. Screen: Review & Reserve:
   a. Rates, Taxes and Fees – details the estimated cost of the rental
   b. Driver Information – enter in your renter’s name and email address
   c. Payment Information - IF billing select **Billing Account** from the drop down menu. Enter your **Billing#** in the field that populates.
6. To complete the reservation select “Reserve”

**ONLINE reservation at [www.nationalcar.com](http://www.nationalcar.com) -- With an Emerald Club Number**

1. Go to [www.nationalcar.com](http://www.nationalcar.com) and click on “Add more information to your reservation” (located under the green “start your reservation” bar).
2. Screen: Reservations
   a. Enter the (pick up/return location, dates and times)
   b. Under Special Rates and Contracts, enter **CD#** in the “Contract ID” field
   c. Under Emerald Club, enter Renters Name and Emerald Club Number
   d. Select “Start Reservation” – this will prompt you to log in to Emerald Club select “No thanks”
3. Screen: Choose Vehicle: select the vehicle type
4. Screen: Optional items: review optional products or click “no thanks, Skip to Review”
5. Screen: Review & Reserve:
   a. Rates, Taxes and Fees – details the estimated cost of the rental
   b. Driver Information -- This should show your renter and their Emerald Club number
   c. Payment Information - IF billing....select **Billing Account** from the drop down menu. Enter your **Billing#** in the field that populates.
6. To complete the reservation select “Reserve”