



## **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”