

Enterprise Rental Instructions

San Bernardino Community College District Approved Business and Personal Rentals

Enterprise Rent-A-Car has been named the State of California's primary Rental Car vendor. It is fast and easy to make arrangements for your approved business and personal car rental needs nationwide with Enterprise Rent-A-Car. Just follow the steps below to make your own reservations using SBCCD's travel account with Enterprise online at our exclusive direct link:



SBCCD Direct Link: www.sbccd.org/enterprise

1. Log on to Enterprise Rent-A-Car's reservation page through our direct link above.
2. Pick the Rental type:
 - a) Business Use, or
 - b) Personal Use*.
3. Pick the Enterprise location where you would like to pick up the rental vehicle.
 - a) You can use the Airport link to choose one of Enterprise's airport locations; or
 - b) Enter the Zip Code, City or State you are looking for.
4. Enter the Dates and Times of your desired reservation.
5. Choose the rental location most convenient for you (if you did not enter a specific location to start with).
6. At the next screen you can select your vehicle. In order to keep our costs low and reduce our carbon footprint, we highly encourage selecting economy sized vehicles only.
7. Next, you will be prompted to enter your Name (First & Last), home phone number, and email address. For Business Rentals, a PO or Requisition Number is required to proceed with the rental.
8. You will be given a confirmation number for your reservation and the option to have a confirmation emailed to you.
9. In order to pick-up the vehicle, you will need to bring with you:
 - a) Your valid Driver's License
 - b) A personal credit card (for incidentals), and
 - c) Your reservation confirmation.

Have questions? We have answers!

Contact the SBCCD Purchasing Dept at ext. 4089 or 4088, or

Contact the State of California Account Dept at (916) 787-4500

**Please note: insurance coverage is not included with Personal Use of this program; you can discuss options for personal insurance coverage with the rental branch at the time of rental.*