Checking Out a Rental Car
with an Enterprise Direct Bill Account in Egencia

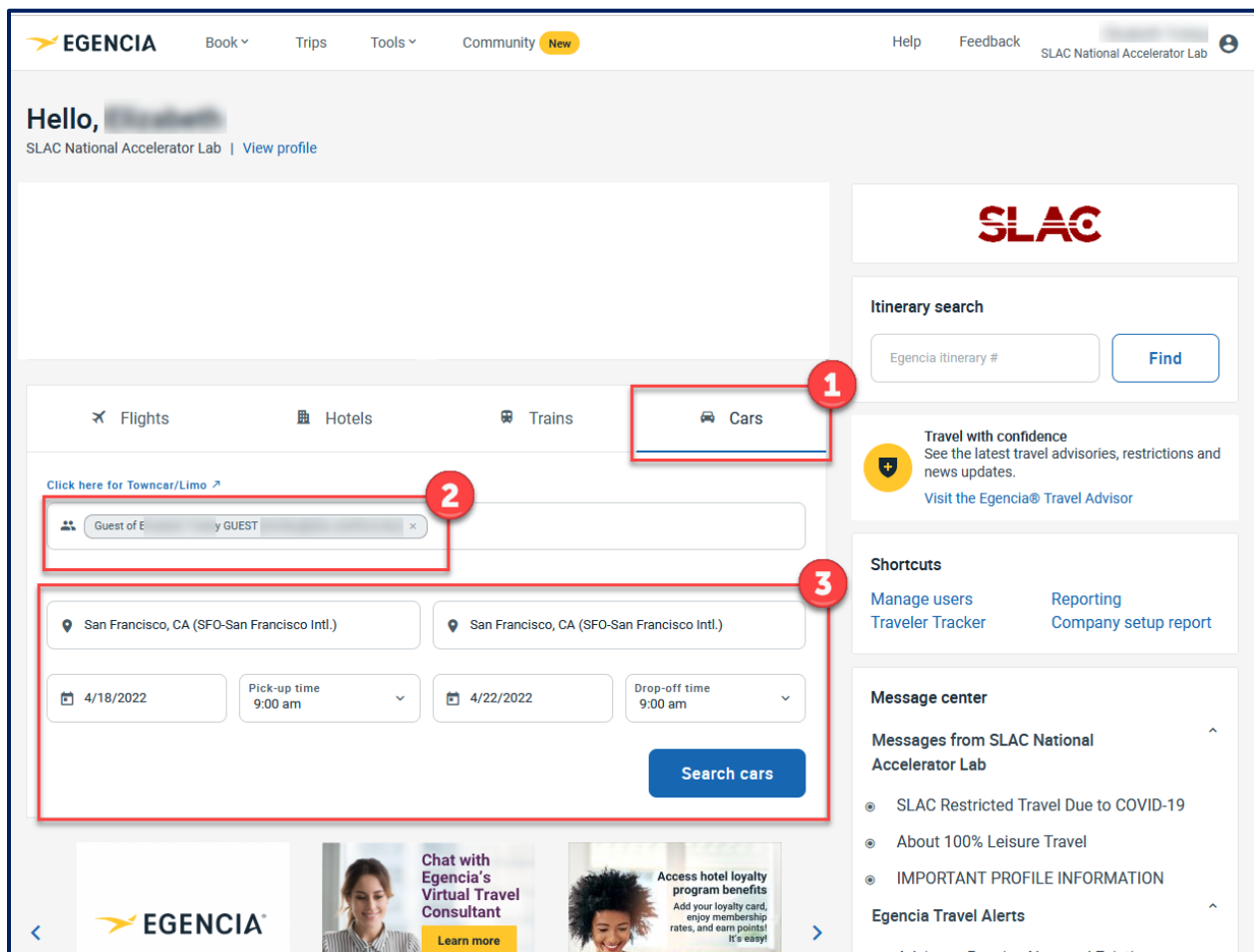**How To: Check Out a Rental Car with A Direct Bill Account**

An arranger can log into Egencia and book a rental car for a Sponsored Guest/Visitor using a Direct Bill Account as the form of payment. On the checkout screen there is a **"Direct Bill"** option. Below are screenshots for additional guidance.

Step 1
Log in to Egencia with your SLAC username and password.
Click "Cars," select your Guest Account as the traveler and enter your search
Click on the "Search cars button"

Step 2
Limit your filter to Enterprise

Car class ⌃

☐ Economy	$226
☐ Compact	$226
☐ Intermediate	$226
☐ Standard	$252
☐ Full-size	$253
☐ Special	$287
☐ Premium	$322
☐ Mini	$358
☐ Luxury	$375
☐ Compact Elite	$398
☐ Standard Elite	$418
☐ Full-size Elite	$441
☐ Premium Elite	$478
☐ Intermediate Elite	$518
☐ Luxury Elite	$584

Rental car company ⌃

☐ Hertz
☑ Enterprise **①**
☐ National Car Rental
☐ Thrifty Car Rental
☐ Alamo Rent A Car
☐ Dollar Rent A Car
☐ Budget
☐ Avis
☐ Sixt

View details ⌄

enterprise

Intermediate - Car
Toyota Corolla or similar
🏷 Company negotiated

👤 5 Passengers
🚗 Automatic

🧳 4 Doors
🧳 1 Large bag 2 Small bags

$242.16
$60.54/day
Select

✈ Pick-up
SFO-San Francisco Intl., 780
North Mcdonnell Rd, San
Francisco

✈ Drop-off
SFO-San Francisco Intl., 780
North Mcdonnell Rd, San
Francisco

🚌 Shuttle available   🧴 Enhanced health and cleaning measures

View details ⌄

enterprise

Standard - Car
Volkswagen Jetta or
similar
🏷 Company negotiated

👤 5 Passengers
🚗 Automatic

🧳 4 Doors
🧳 2 Large bags 1 Small bag

$252.35
$63.09/day
Select

✈ Pick-up
SFO-San Francisco Intl., 780
North Mcdonnell Rd, San
Francisco

✈ Drop-off
SFO-San Francisco Intl., 780
North Mcdonnell Rd, San
Francisco

🚌 Shuttle available   🧴 Enhanced health and cleaning measures

View details ⌄

enterprise

Full-size - Car
Toyota Camry or similar
🏷 Company negotiated

👤 5 Passengers
🚗 Automatic

🧳 4 Doors
🧳 2 Large bags 1 Small bag

🚩
$268.88
$67.22/day
Select

✈ Pick-up
SFO-San Francisco Intl., 780
North Mcdonnell Rd, San
Francisco

✈ Drop-off
SFO-San Francisco Intl., 780
North Mcdonnell Rd, San
Francisco

🚌 Shuttle available   🧴 Enhanced health and cleaning measures

Step 3
Limit your filter to Company Negotiated and Select the Car

Step 4
Review the Reservation and click the "Continue" button

Step 5
Enter your Department's Guest Name
Select the "use direct bill for payment" checkbox
Enter your Department's Direct Bill Number