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

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.**

Step 2: Search for Car Rentals
   a. Click **"Cars"**
   b. Select your Guest Account as the traveler and enter your search.
   c. Click on the **"Search Cars"** button.
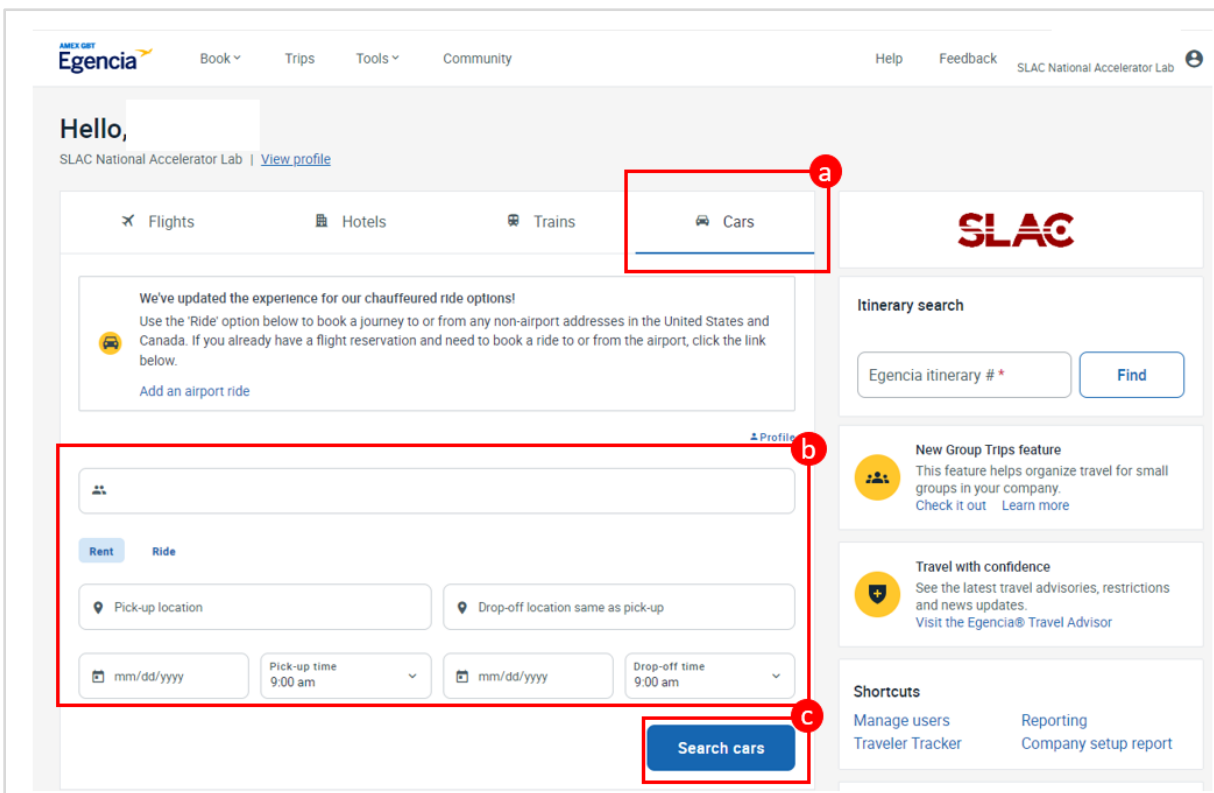
Step 3: Selecting the Car
  a. Limit your filters to "**Enterprise**" and "**Company Negotiated.**"
  b. Select the car and click "**Reserve.**"

Step 4: Review the reservation and click the **"Continue"** button.

Step 5: Finalize the Reservation
   a. Enter your Department's Guest name.
   b. Select the **"Use direct bill for payment"** checkbox and enter your Department's Direct Bill Number.