

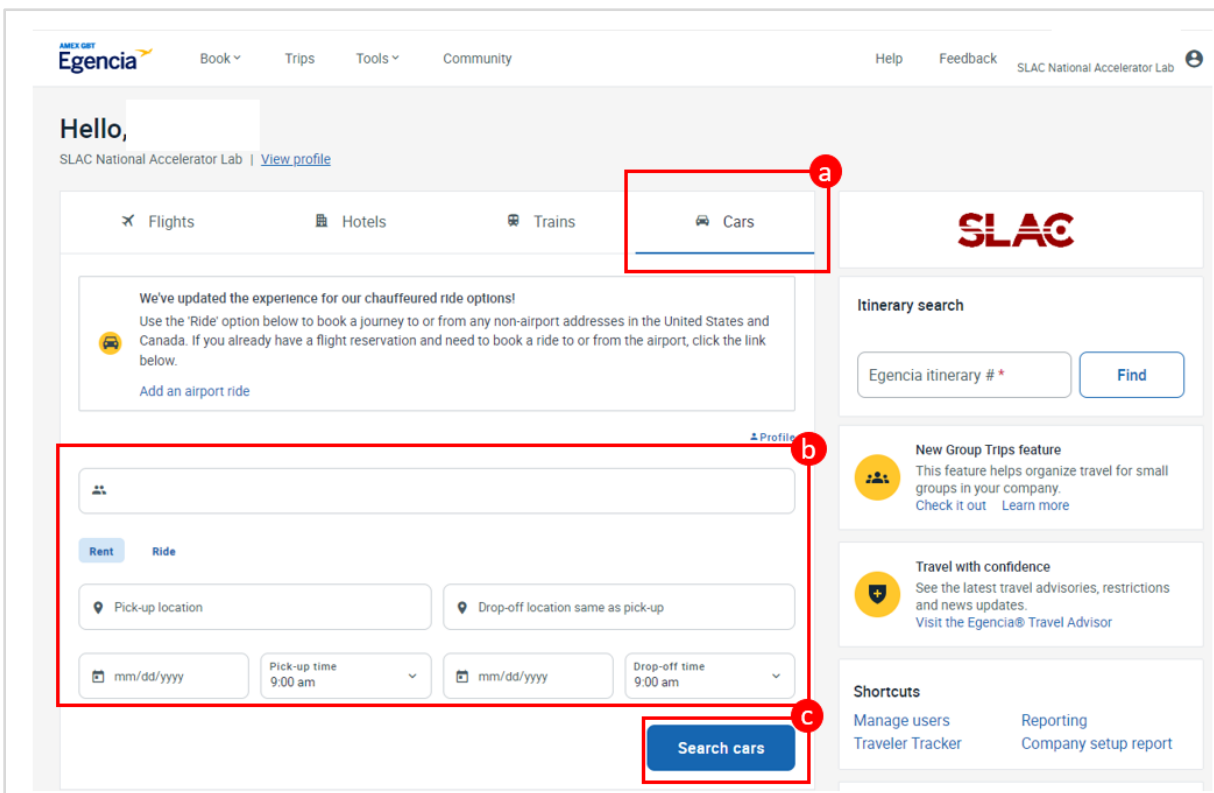
## Checking out a Rental Car with an Enterprise Direct Bill Account in Egencia

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.”

The screenshot shows the Egencia website interface for car rental. The search criteria are for Palo Alto, California, from April 24 to April 26. The filters on the left are set to 'Company Negotiated' and 'Enterprise'. Two car options are displayed:

- Intermediate-Car:** Toyota Corolla or similar, 5 seats, Automatic, A/C, Unlimited mileage. Total price: \$98.79. A red box highlights the 'Reserve' button.
- Compact-Car:** Nissan Versa or similar, 5 seats, Automatic, A/C, Unlimited mileage. Total price: \$93.71. A red box highlights the 'Reserve' button.

Step 4: Review the reservation and click the “Continue” button.

The screenshot shows the 'Review reservation details' page. The reservation is for an Intermediate-Car (Toyota Corolla) from April 24 to April 26. The price summary table is as follows:

Price summary	
2243 OLD MIDDLEFIELD ... Toyota Corolla or similar	\$98.79
Apr 24 → Apr 26 2 days	
Vehicle - Car	2 days
Base price	\$88.00
Taxes and fees	\$10.79
<b>Total</b>	<b>\$98.79</b>

A red box highlights the 'Continue' button at the bottom of the page.

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.

### Finalize your booking

Fields marked with asterisk (\*) are mandatory

**a**

First name \* Middle name Last name \* [View profile](#)

Home +1 Work +1 Mobile \*

**Direct Bill**

Use direct bill for payment **b** Direct Bill Number

**Special Instructions**

Please describe any special instructions or requests that you may have

Special Instructions  
Limit 90 characters

2243 OLD MIDDLEFIE...  
Toyota Corolla or similar

Apr 24 → Apr 26  
2 days

Pick-up  
2243 OLD MIDDLEFIELD WAY  
MOUNTAIN VIEW 94043, United States  
24-Apr-2024, 09:00 AM

Drop-off  
2243 OLD MIDDLEFIELD WAY  
MOUNTAIN VIEW 94043, United States  
26-Apr-2024, 09:00 AM

Vehicle - Car	2 days
Base price	\$88.00