Non-Gold Member Reservation

1. Go to Hertz.com
2. Insert rental pick up location
3. Select if returning to different location
4. Pick up date and time
   Return date and time
5. Select Age
6. Select vehicle type
7. Check Discount Box
8. Enter University CDP#
9. Select business* or personal**
10. Select Book as a Guest

*Non-Gold Member Business Reservations are not direct billed to the University. You must pay with a credit card
**Personal rentals do not include loss damage waiver and must be paid with personal credit card.
Select a car
Available Hertz options

1. Choose Extras (or not)

2. Shows contract pricing, other charges, and what is included in contract pricing. Sales tax is removed when reservation is submitted

3. Submit
1. Enter first and last name
2. Enter WMICH email address
3. Check box to receive email confirmation
4. Enter contact phone number
5. Select whether arriving by air or not
6. **IMPORTANT!** Enter the fund/cost center number here for business rental.
7. Submit
Billing and payment information

1. This screen allows for rental modifications, cancelation, or booking another car.

2. Renter can Begin Check-in process by selecting button and providing personal credit card information or procurement card information.

3. Renter can pay for rental car when picking up at rental location with personal credit card or procurement card.
Optional Online check in

1. Complete the information for online check in*

2. Select Check in Now

*check in can also be completed when picking up the car