Travel Agent Login
Making a reservation on behalf of a Gold Member

1. Go to Hertz.com
2. Scroll down to bottom of screen
3. Travel Agent-select login
Travel Agent Login

1. Enter IATA Number  321053
2. Select Login
1. Insert rental pick up location
2. Select if returning to different location
3. Pick up date and time
   Return date and time
3. Select age range
4. Renter Hertz Gold Number
5. Renter Last Name
6. Check box
7. Enter CDP #
8. Select business
9. Submit
Select a car
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. Admin Travel Agent email address (optional)

2. Enter First and Last Name of driver

3. Enter wmich email address

4. Check box if driver wants email confirmation

5. Enter driver contact phone number

6. Select whether arriving by air or not

7. **IMPORTANT!** Enter the fund/cost center number here.

8. Submit to Confirm and you will receive a confirmation number. This will also be emailed to you.