



# CAPTRUST

## ENTERPRISE / NATIONAL RENTAL CAR PROGRAM FOR CAPTRUST

National Car Rental & Enterprise Rent-A-Car have been selected to provide car rental services for CAPTRUST travelers globally. Rates, terms, and conditions can be accessed by referencing our **Contract ID: XZ53282** for National and Enterprise.

To take advantage of the services we've negotiated on your behalf, please take some time to self-enroll into National's Emerald Club. To enroll into the Emerald Club and learn about rental benefits, please click the link below and follow the prompts.

**Emerald Club Enrollment Link:** <https://www.nationalcar.com/offer/XZ53282>

**If you are already an Emerald Club member**, you will need to update your profile with our Contract ID XZ53282. Please call 1-800-962-7070 to change your Contract ID or email [Trisha.A.Zurita@ehi.com](mailto:Trisha.A.Zurita@ehi.com).

- Ensure your profile is complete and up to date by visiting [www.nationalcar.com](http://www.nationalcar.com), create a password and log-in to access your existing profile. If you have forgotten your login information, please follow the online prompts to reset password or call 1-800-962-7070.



 **DRIVE ALLIANCE™ PARTNERS**

As an Emerald Club member, you will receive the following benefits:

- Reserve a Mid-Size car and choose any car from the Emerald Aisle, always pay the Mid-size price, regardless of the car class you select.
- Bypass the rental counter, go directly to the Emerald Club Aisle® at more than 50 major airports in the US and Canada and choose your own car ([www.emeraldaisle.com](http://www.emeraldaisle.com)).
- Set up your profile to receive Monthly Statements, Arrival and Return Alerts from National.
- Sign up for e-receipts and we will automatically email your receipts to you within 24 hours of each returned rental.
- Earn rental credits towards free rental days

Use your National Executive Emerald Club number at Enterprise and get these benefits:

- Faster Reservations – online, on the phone, with your travel agent, and at participating Enterprise locations.
- Faster Rentals- Your information will pre-populate
- Car rental credits- Earn rental credits towards free rental days.



## INSTRUCTIONS

### Instructions for renting a car:

In an effort to make your rental transaction time more efficient, we ask that you take a few minutes to review the information below.

- To receive the CAPTRUST discount, all reservations with Enterprise/National should be sourced to our account number: **XZ53282**. **Please note:** CAPTRUST's corporate rate can also be used for personal travel by referring to the number above.
- Enterprise online: The quickest and easiest way to make a reservation for Enterprise is by visiting [www.Enterprise.com](http://www.Enterprise.com). Please enter the account number in the optional field in section three. The next screen will prompt a PIN, which is: **CAP**.
- National online: To make reservations at [www.Nationalcar.com](http://www.Nationalcar.com), select the reserve tab in the upper left hand corner and enter our account number in the contract ID field under the "optional rate" section.
- Enterprise offers local delivery and pickup services. Please make the reservation online or feel free to call the nearest location (see attached list for the nearest Enterprise location to your office location). You can also call 1-800-rent-a-car for a location near you.

### Instructions for enrolling into The Emerald Club:

Please **closely** follow the instructions to ensure that you are enrolled correctly.

- **Scenario 1:** you currently have a preferred renter membership with another car rental company and have earned upgraded status
  - Simply send an e-mail to [Trisha.A.Zurita@ehi.com](mailto:Trisha.A.Zurita@ehi.com) and include your name, mailing address and status that you are currently at with another vendor and you will be upgraded to that same status within National's Emerald Club.
- **Scenario 2:** you are currently an Emerald Club Member with National Car Rental
  - You **do not** need to re-enroll, but you will need to send an e-mail to [Trisha.A.Zurita@ehi.com](mailto:Trisha.A.Zurita@ehi.com) with your name and current Emerald Club number to have the new CAPTRUST account added to your profile.
- **Scenario 3:** you are new to any rental car program
  - Please click the link below to access the online application and complete the enrollment process. This will take approximately 5 minutes and your membership will be active immediately upon completion.

Link to Emerald Club: [Emerald Club link](#)

If you have any questions about Emerald Club services and benefits, please call the Emerald Club Hot Line at 1-800-962-7070 or email Trisha Zurita ([Trisha.A.Zurita@ehi.com](mailto:Trisha.A.Zurita@ehi.com)).