

Options for Billing Through Enterprise/National

Option 1 – Credit Card Account:

- Credit Card account will allow you to have your Dept/Entity's credit card hidden on file to pay for employee's rentals.
- Reservations are made by using your assigned account and billing numbers linked to your credit card.
- The individual renting the vehicle will only need to provide a valid driver's license at the time of rental.
- Once the car has been returned the hidden credit card will be charged, and a receipt will automatically be sent to your email address.

Option 2 – Direct Bill Account:

- Direct Bill account will allow you to have your Dept/Entity bill back all rental charges to one location.
- Reservations are made by using your account and billing numbers.
- The individual renting the vehicle will only need to provide a valid driver's license at the time of rental.
- A consolidated invoice will be generated monthly with all detailed charges of rentals with a total amount due.
- Payment is expected within 30 days of invoice.

To set up your new billing account please reach out to Kelly Jenkins at Kelly.Jenkins@ehi.com or via phone at 208-658-0865 ext. 204