

**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](mailto:Kelly.Jenkins@ehi.com) or via phone at 208-658-0865 ext. 204