Scenario 2 for Enterprise

Click Here to begin:

- Select Enterprise

Business Rental Solutions.

Florida International University

- Click on Emerald Club Tab
- Enter Emerald Club ID and Last Name and click Go
- Enter Pick Location; Pick Up Date & Time and click Search
• Click on Select to choose a vehicle

• Put in the renter’s name and email address. Underneath that, it will ask you if you are traveling on behalf of FIU for this rental. Click “Yes”. It will then ask you if you are authorized and choosing to bill FIU for this rental. Click “No”. Then, click on “continue” to proceed.
• Click on “Book Now” to complete the reservation.
Click Here to begin:

- Select National

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Florida International University

- Enter the (pickup/return location, dates and times)
- Under Emerald Club, enter Renters Name and Emerald Club Number
- Select “Start Reservation” – this will prompt you to log in to Emerald Club select “No thanks”
Choose Vehicle: select the vehicle type

Optional items: review optional products (then click “continue”) or click “no thanks, Skip to Review”
• Review Rates, Taxes and Fees – details the estimated cost of the rental
• Scroll Down to Enter Payment Information – Select your P-Card from the drop down menu.
• To complete the reservation select “Reserve”