

RWU Rental Car Program Instructions

Follow these instructions to streamline your car rental process and get the best pricing:

Getting started:

1. Request an Emerald Club account from Purchasing, purchasing@rwu.edu. It takes 2-5 days for Enterprise to set it up. You will receive an email with your login information.
2. Once you receive your login, sign in to your account and enter your driver's license information. (This is needed in order to skip the counter at the airport.)

Make your reservation:

1. To make a reservation, go to the Enterprise portal and log into your Emerald Club account: <https://elink.enterprise.com/en/rogerwil.html>
 - Link can also be found on rwu.edu Purchasing page under "Helpful Links".
2. Select "National" if you are picking up at an airport. Select "Enterprise" for all other reservations.
 - Select the third option that begins with "Billing..." No further approval is needed if you have an Emerald Club account.
3. When you book with National, **always select a mid-sized car**. You will get a free upgrade to any available vehicle.
4. Regardless of which brand you use, always waive additional insurance. Our contract includes collision and liability.
5. Do not use your credit card to make the reservation. When you book the reservation through your Emerald Club account, it is automatically linked to RWU's billing account. (No p-card transactions to allocate, no receipts to upload.)

Pick up your vehicle:

1. When picking up at an **airport**, if you have followed all of the steps above, you can:
 - Go directly to the vehicle aisle without stopping at the National desk.
 - Select any car that is available. The upgrade is free, you will only be billed for a mid-size car.
 - Drive to the exit and provide your information to the attendant at the booth.
2. Whether picking up at a branch or airport, remember:
 - a. Always waive additional insurance. Collision and liability are covered through our contract.
 - b. Do not use your p-card, your reservation should be automatically linked to RWU's billing account.