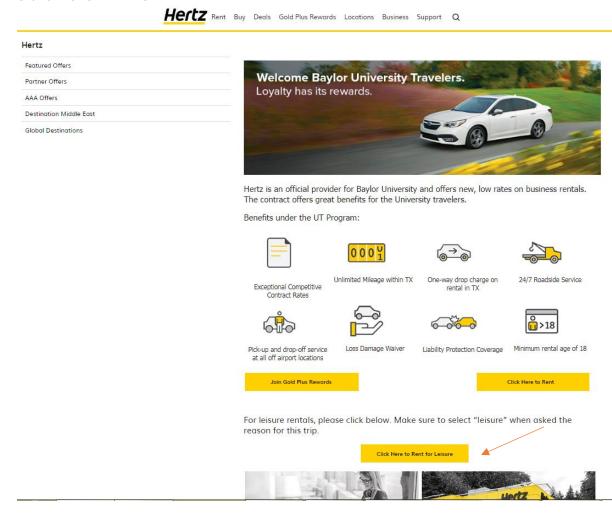
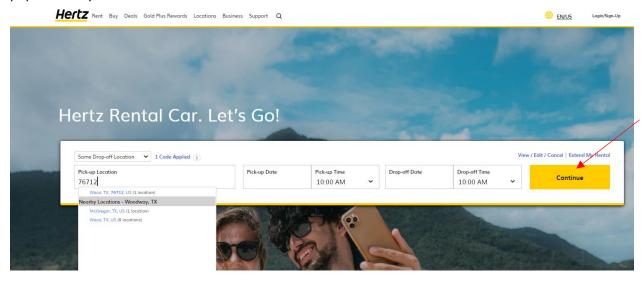
How to Book Business Rentals - Hertz

- 1. Go to www.hertz.com/baylor
 - a. Click on "CLICK HERE TO RENT"

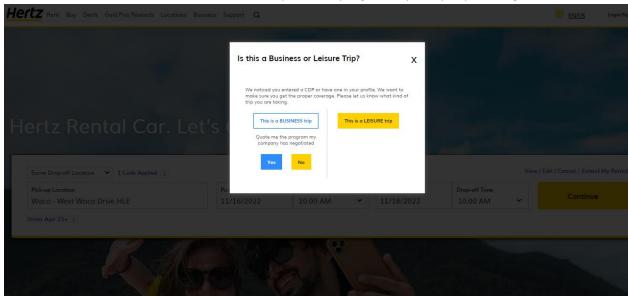


2. You will be sent to the reservation info screen. Enter the pickup location in that field for the full screen to display. Enter all details about the reservation (i.e. pickup/drop location, date, time).

You may search by zip code to locate the nearest location. The discount code will automatically populate for you. Click "VIEW VEHICLES".

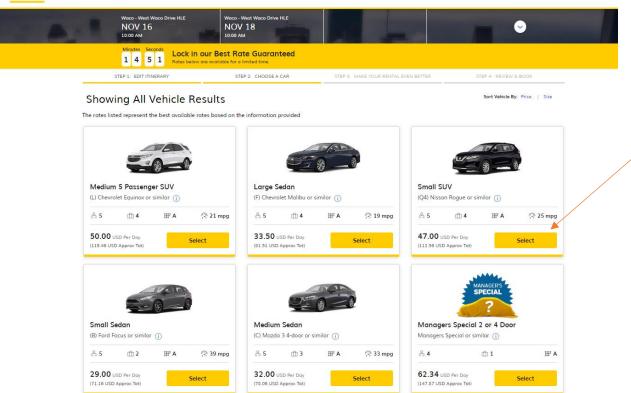


3. Next Choose BUSINESS and select YES for quote the program my company has negotiated:

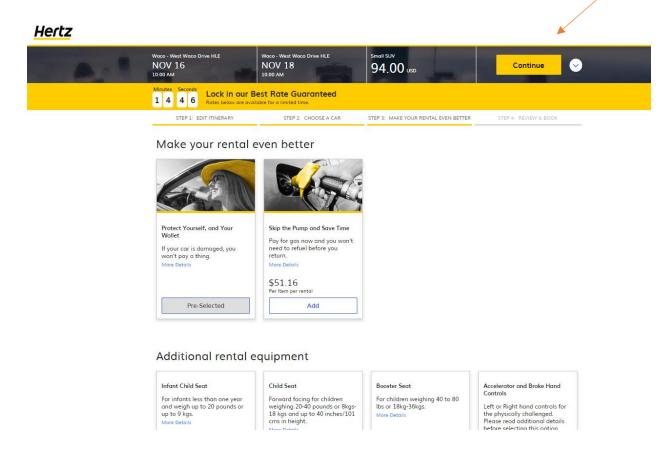


4. Next, choose the car type you want. The following screen shot is just a sample of the options available. Scroll down for additional vehicle options. Click "Select" for the vehicle option you need.

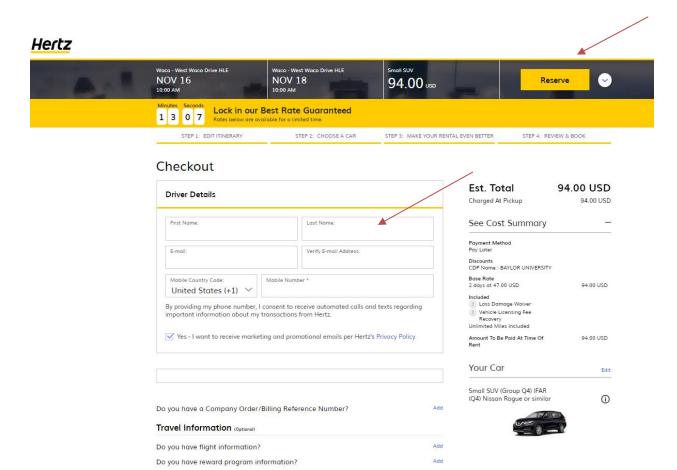
Hertz



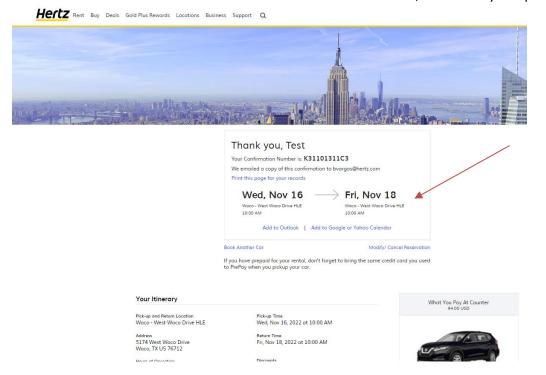
5. You will now be directed to the "Choose Extras" Page. Choose the EXTRAS you want and click "CONTINUE." Coverage IS included in the rate for business rentals only.



6. Enter your traveler information in the boxes below. This includes your first and last name, email. And phone number to receive Hertz alerts. Scroll down to "Additional Information" and type in your flight info, if applicable. Business rentals are tax exempt. Then click RESERVE



7. You will receive a confirmation email with the confirmation number, full itinerary and pricing.



8.