

How to reserve a vehicle with the Enterprise – VOX program

1. Log onto the Enterprise reservation website at the following URL:
http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=Dartmouth
2. Select: **'Dartmouth College Business Rentals (VOX) Directly paid by college.'**
3. Indicate the date and time when you will pick up and drop off the vehicle keys and gas card.
NOTE: **The Enterprise Office is open Monday – Friday, 8:00 a.m. – 5:00 p.m. If you plan to pick up a vehicle when the office is closed, please indicate below the date/time when the office is open for you to pick up the keys and gas card.** There is a later prompt to indicate the actual dates/times you will be using the vehicle.

1. Dates & Times
Start
Jan 8 4:00 pm
End
Jan 11 3:00 pm
[View Rates](#)

4. Select a vehicle that is available during the dates/times of your reservation.
5. In the Main Information section, enter the Renter's Name as shown:
Renter's **first and last name** in the **First Name** field, and **Dartmouth** written in the **Last Name** field.

Main Information
* Indicates Required Field
* Renter's Name: First Last
Jane Doe Dartmouth
* Home Phone Number: 603-646-5555
(Including Area Code)
* Renter's Email: jane.doe@dartmouth.edu
(to send you a confirmation)

6. Select **'Yes'** if you are traveling through the College. This will bring up the Payment Details section where you enter a valid chart string for billing purposes. In this section, also enter the date and time when you plan to pick up the vehicle.
NOTE: **Valid chart strings must be entered as continuous string, with no periods (.) or dashes (-), and totaling 25 numerical digits.**

Additional Information
* Chart String: 20xxx368000xxxxx00007237
* Rental Start Date/Time: Jan 9 at 8:00 a.m.
When does your trip start.

Select **'Continue'** to move to the next page once the above Additional Information is complete.

7. Review the Reservation Summary and select **'Book Now'** if the information is correct. Select **'change'** to edit information in a particular summary section.
8. Your reservation is complete! Print the confirmation and bring to the Enterprise-VOX Office on the date/time of your reservation to pick up keys and the gas card.

Reservation Summary
80% Complete
Special Section
DARTMOUTH COLLEGE-VOX ONLY-2
Location Details [change](#)
Pick Up Location
25 LEBANON ST
HANOVER, NH 03755-2143
Tel: (603) 643-1263
We'll Pick You Up.™
Dates & Times [change](#)
Pick Up
Jan 8, 2016 @ 4:00 pm
Return
Jan 11, 2016 @ 3:00 pm