**ULM BOOKING GUIDE**

**STEP 1**

* Go to your intranet booking site & select your department



**STEP 2**

* Select your location, dates & times
* If you are an EPLUS or Emerald Club member you can log in



**STEP 3**

* If multiple locations you can select the one most convenient



**STEP 4**

* Choose your vehicle
	+ The total price will always include taxes. We remove the taxes when we write the ticket because you are tax exempt, but do pay for VLF.



**STEP 5**

* Main Information
	+ Please fill out and use a cell phone number
* Corporate Account Details
	+ Once you select yes in the first billing field the bottom two will open up. You will enter your 8 digit billing number that is specific to your department.
* Get your rental started
	+ If you are not an EPLUS member the more your fill out will save you time at the branch
* Additional Information
	+ If you fly anywhere please put this information in. We monitor flight changes and if that is in there we will know what time you are landing.



**STEP 6**

* Summary of charges. Reminder the taxes will be removed. The bottom left corner verifies that the rental is being billed to ULM – Athletics.
* Select Book now to complete your reservation



**STEP 7**

* Get your confirmation code & it also shows that a billing number has been applied to this reservation

