

Quick Guide: Direct Bookings using Hertz Online Booking Portal

Entities can opt to make WoAG Vehicle Rental bookings directly with Hertz via the *Hertz Online Booking Portal* (Portal).

- Entities must have an individual, card-in-hand form of payment to make direct bookings.
- The online booking process for WoAG entities with community-level Diners Club accounts differs to the below instructions¹. Some agencies with community level cards have been assigned Applicant PINs². This is the direct booking option for agencies with a community-card setup.

There are five steps in the booking process:

1. Access the Portal	www.hertz.com.au	
2. Build Your Itinerary	<p>Select your itinerary dates, Hertz location and enter your WoAG entity Customer Discount Program (CDP) number, as demonstrated.</p> <p>If you do not know your WoAG CDP, please contact your entity's travel manager or Hertz.</p>	
3. Select Your Vehicle	<p>Select an available vehicle, otherwise call Hertz Reservations on 1800 009 545, if your preferred vehicle type states "Call to Book".</p>	
4. Select Extras	<p>Optional extras such as Child Seats or <i>NeverLost</i> GPS units.</p>	
5. Review and Book	<p>The driver's Employee ID number must be entered in the Frequent Traveller field, as highlighted in the image.</p> <p>An important step to the booking process, particularly for updating your Employee ID number to receive Hertz' Counter Express service³.</p> <ul style="list-style-type: none"> • Select "Happy Days" from the Frequent Traveller drop-down (optional) field; • Enter the Driver's Employee ID number into the "Frequent Traveller Number" field – no extra characters; • Optional booking reference field available – this reference appears in the Diners Club Enhanced Data (ED3) reference field. 	

¹ Entities with community-level Diners Club accounts, who are authorised by their entity to book directly, will have their community-level Diners Club account registered with Hertz' a Applicant Pin.

² Applicant PIN online bookings need to be logged in via the Business to Business – Applicant Program link, found on the bottom left of the Hertz website. For Hertz Counter Express eligible Applicant PIN bookings, these can be booked via the dedicated WoAG Hertz Reservation Phone Line on 1800 009 545

³ The primary requirement for Hertz Counter Express is the authorised driver's unique Employee ID number. A reservation booking without the Employee ID will not be eligible to receive Hertz' Counter Express service.