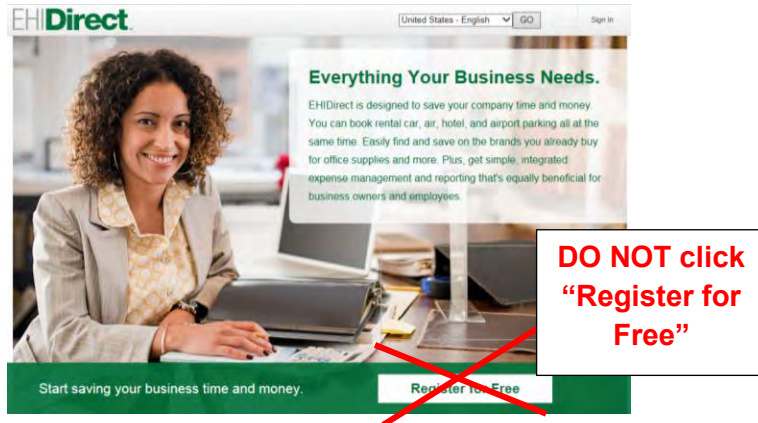
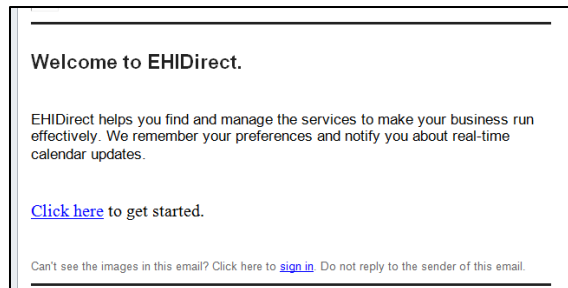
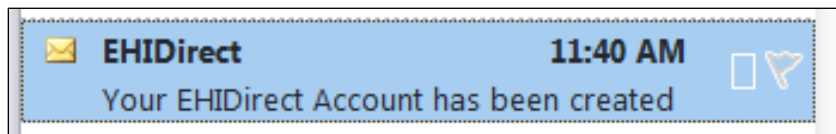


<http://ehidirect.com/>



## Getting Started:

Before booking your next trip, if you have not been invited to join EHIDirect then you will need to reach out to [Nina.M.Gladysiewski@ehi.com](mailto:Nina.M.Gladysiewski@ehi.com). Once you have been invited to EHIDirect you will receive an email and you will need to click on the [Click Here](#) hyperlink to get started.



Complete the required fields to activate your EHIDirect user account.

**Activate your account**

Date of Birth\*

User Name (email)

Password   
• Must be at least 8 characters in length.  
• Must not contain your name or User Name.  
• Must contain at least one letter and one number.

Confirm password

End User License Agreement   
prior and contemporaneous representations, proposals, discussions, communications, understandings or agreements among the parties which relate to the subject matter hereof, whether oral or in writing.

Last Updated: October 2015

You must scroll down to the end of the document and check the box below in order to accept the EHIDirect End User License Agreement.

I agree to the EHIDirect End User License Agreement.

User Acceptance   
 I accept the [Global Privacy Statement](#).

**A more efficient you**  
The more you use it, the more it helps you work smarter.

**Your work day in one place**  
EHIDirect acts as your assistant, managing the variety of tasks you do to stay on top of your business day.

**Synch with your company**  
Your assistant knows your company's policies, and helps you make the right spending decisions. You also get real-time notifications of travel, policy and reservation changes.

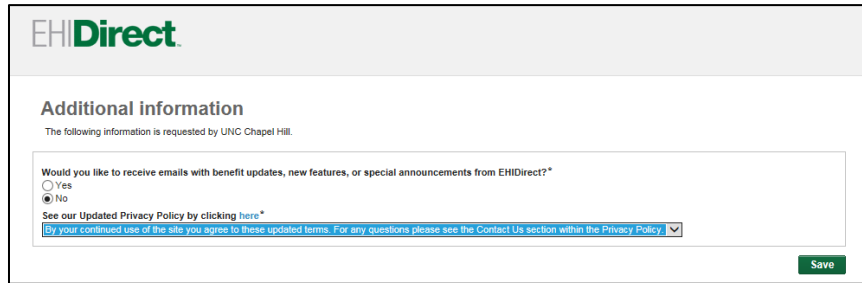
**Go Mobile**  
Your personal assistant knows you, so take it everywhere.

**iPhone and Blackberry apps**  
Book and manage your travel itineraries or just reserve a night on the town with this powerful application.

**Other phone models**  
The same features are available in the web version of the app. Just point your device browser to the designated URL on the Mobile Assistant download page.

<http://ehidirect.com/>

Before you begin you will be asked a one time question regarding special announcements on EHIDirect.

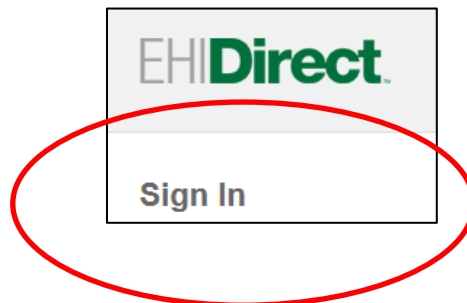
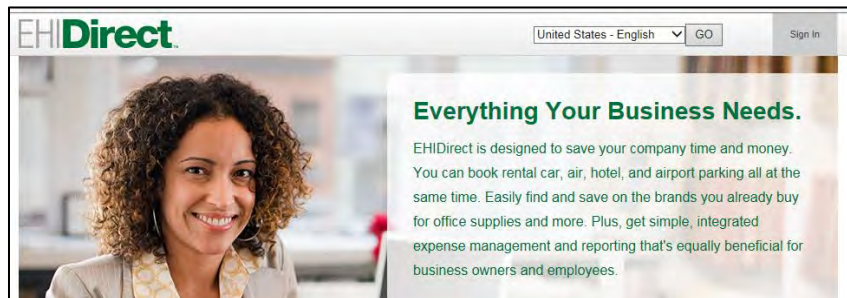


The screenshot shows the EHIDirect logo at the top left. Below it is the heading "Additional information" followed by the text "The following information is requested by UNC Chapel Hill." A form box contains the question "Would you like to receive emails with benefit updates, new features, or special announcements from EHIDirect?\*" with radio buttons for "Yes" and "No" (selected). Below the question is a link to the "Updated Privacy Policy" and a dropdown menu for "Contact Us section within the Privacy Policy". A "Save" button is located at the bottom right of the form.

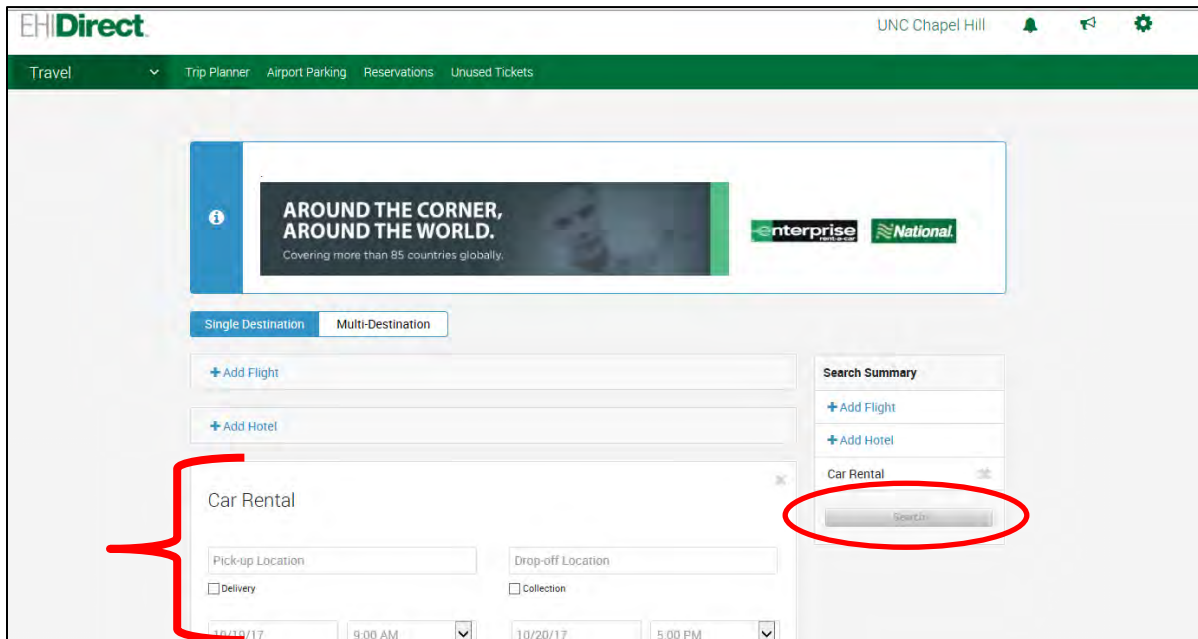
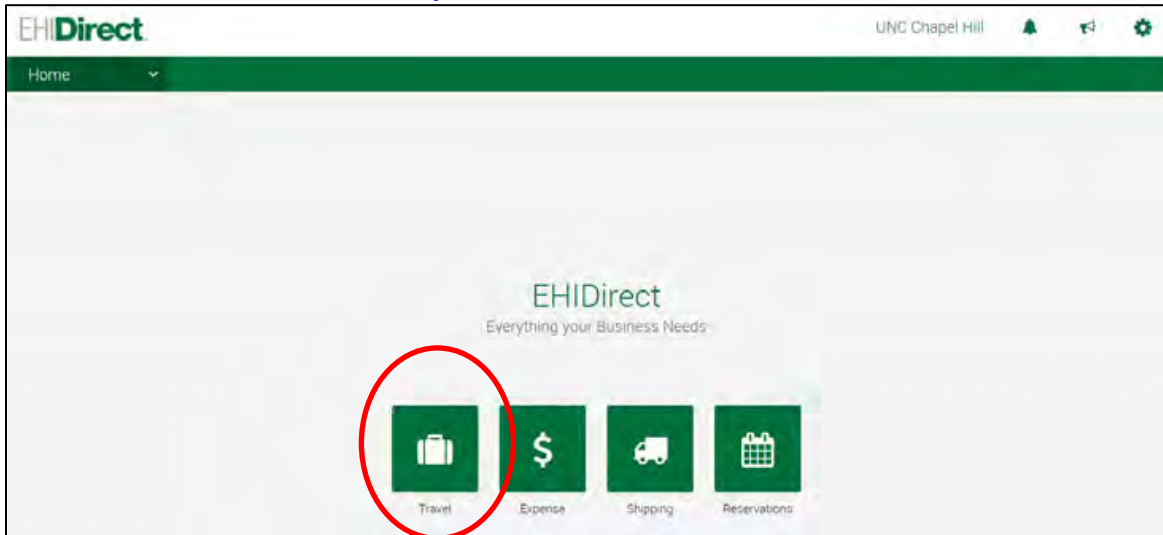
Now that you have your own username and password you are ready to reserve your rental.



The screenshot shows the EHIDirect logo and the tagline "Everything your Business Needs". Below this is a "Select your location" dropdown menu with a "GO" button. The dropdown menu is open, showing a list of location and language options: United States - English, Canada - English, Canada - Français, United Kingdom - English, Ireland - English, Germany - English, Germany - Deutsch, France - English, France - Français, Spain - English, and Spain - Español.



<http://ehidirect.com/>



**\*\*Return times can only fall within business hours when booking your reservation. Please notify the branch upon pick up if you will be returning after hours in the drop-box. As a reminder Enterprise is on a 24 hour billing cycle for your convenience.\*\***

Travel | Trip Planner | Airport Parking | Reservations | Unused Tickets

### Select Pick-up Location

Chapel Hill | Oct 19 → Oct 20  
Change | Thursday | Friday

Brand | Preferred | 25 mi

	Enterprise 1400 E FRANKLIN ST, CHAPEL HILL 27514, US 1.6 mi   Hours   <b>Select</b>
	Enterprise 3648 DURHAM CHAPEL HILL BLVD, DURHAM... 7.1 mi   Hours   <b>Select</b>
	Enterprise 3143 HILLSBOROUGH RD, DURHAM 27705, US 9.7 mi   Hours   <b>Select</b>

### Select Car Rental

Chapel Hill, NC, US | Oct 19 → Oct 20  
Change | Thursday | Friday

Car Class | Refine Your Search

	CAR	SUV	VAN	PICKUP			
Mini							
Economy							
Compact							
Intermedi...							
Standard							
Full size							
Premium							
Enterprise:	--	USD \$32	USD \$32	USD \$34	USD \$34	USD \$36	USD \$60

Please review: Some vendors offer multiple rates for your request. Select the option that fits your needs.

This top section you see is an estimated total that is separated out by car class. Click on the car class desired tab to pull additional details that will be shown when you scroll down. Above you will find an example on the car tab and below is an example of the SUV tab.

	CAR	SUV	VAN	PICKUP			
Mini							
Economy							
Compact							
Intermedi...							
Standard							
Full size							
Premium							
Enterprise:	--	--	--	USD \$55	USD \$55	USD \$85	--

Please review: Some vendors offer multiple rates for your request. Select the option that fits your needs.

<http://ehidirect.com/>

Once you scroll down you will see an option to select your desired car class.

Chapel Hill, NC, US | Oct 19 → Oct 20  
Change Thursday Friday

Car Class Refine Your Search

CAR	SUV	VAN	PICKUP				
Mini	Economy	Compact	Intermedi...	<b>Standard</b>	Full size	Premium	
Enterprise	--	USD \$32	USD \$32	USD \$34	<b>USD \$34</b>	USD \$36	USD \$60

Please review. Some vendors offer multiple rates for your request. Select the option that fits your needs.

Policy 2 Total Results

Enterprise - Standard 2/4 Door  
Contract: UNC Chapel Hill  
AUTOMATIC

5 3 3 1 1 1

USD \$33.20 per day base rate  
USD \$78.14 Total estimated cost including taxes & fees

Pick Up 9:00 AM — 2 Days — Drop Off 5:00 PM  
1.6 miles  
5330 CHAPEL HILL  
1400 E FRANKLIN ST.  
CHAPEL HILL, NC 27514, US

Same as pickup

Select

Travel Trip Planner Airport Parking Reservations Unused Tickets

Review Trip

Raleigh, NC, US ↔ Raleigh, NC, US | Oct 19 → Oct 20  
Change Thursday Friday

Car Rental Thu, October 19 - Fri, October 20 USD \$40 per day Contract: UNC Chapel Hill

Enterprise - Standard 2/4 Door  
AUTOMATIC

5 3 3 1 1 1

Pick Up 9:00 AM — 1d 8h — Drop Off 5:00 PM  
1400 E FRANKLIN ST  
CHAPEL HILL, NC, 27514  
9199675128

See All Cars Car Rental Details/Rules Change Car Rental

Trip Cost Summary

Reservations

Car Rental USD \$78.14

Payable Later USD \$78.14

Continue

Feel free to "Name Your Trip." If you do not wish to name your trip the system will automatically name the location based on the closest big city.

Special Requests  
To select **Special Requests** (such as GPS or Toll Pass), click on the **EDIT** button under **Preferences and Rewards Programs** to expand **Car Special Requests**.

Raleigh, NC, US ↔ Raleigh, NC, US Oct 19 → Oct 20  
Thursday Friday

Name Your Trip

Traveler

Change Traveler Edit

Traveler Name  
Courtney MI Gay

Email  
Courtney.M.Wirt1@ehi.com

Phone (no spaces) \* (Enter at least one phone number)  
919-673-1338  
Mobile (no spaces)

**Trip Cost Summary**

Reservations  
Car Rental USD \$78.14

Payable Later USD \$78.14

Purchase

**Attention Admin:**

If you are booking for a traveler then you can click Change Traveler to remove your name and add the travelers name.

You can keep your email address listed so the reservation email is sent to your email and can be forwarded to the traveler from you.

Car Rental Additional Information

Reservation by PID Number \*

Driver name or Driver name IF different from person making reservation \*

Department Number \*

Department Reference \*

In State or Out of State Required \*

**\*Mandatory fields required for UNC travel**

**Department Reference:** This field is used to help identify where the rental is to be charged. The employee can put in a Chart Field String, a grant name or number, a project.

**Trip Cost Summary**

Reservations  
Car Rental USD \$78.14

Payable Later USD \$78.14

Purchase

If you are authorized to bill your rental then you will opt for the UNC Chapel Hill \*\*\*\*\*53 option for billing. Once the Purchase Trip page is complete you can click Purchase to receive your emailed confirmation. If you do not see this option for UNC Chapel Hill then please email [Nina.M.Gladysiewski@ehi.com](mailto:Nina.M.Gladysiewski@ehi.com).

<http://ehidirect.com/>

Car Rental

Choose a Billing Number \*

UNC Chapel Hill \*\*\*\*\*53  
Use payment card at rental

Itinerary

Car Rental Enterprise - Standard  
Pick Up Thu, October 19 9:00 AM → Drop Off Fri, October 20 5:00 PM

Agency Information

Agency: EHDirect Agency Phone: 855-573-0012

Message

For en route changes or last minute assistance with this trip please contact EHDirect Support at 1-855-573-0012 or [ehidirectsupport@ehi.com](mailto:ehidirectsupport@ehi.com) for assistance.

Trip Cost Summary

Reservations

Car Rental	USD \$78.14
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Payable Later USD \$78.14

Purchase

EHIDirect

UNC Chapel Hill

Home

EHIDirect  
Everything your Business Needs

Travel Expense Shipping Reservations

**EHIDirect** in the top left corner will take you back to your home page.

Click Reservations to keep track of all upcoming reservations you have booked.

Check out the EHDirect App for reservations your mobile device.

**EHI Direct Help Desk: 1-855-573-0012**

You can also email: [EHIDirectSupport@ehi.com](mailto:EHIDirectSupport@ehi.com)