

How to Book a Global Electronic Billing (Avis Wizard) Rental Online

Provided by Avis Representative

Go to www.avis.com

Select Location for Pick up and Return – Being sure to click on the location when it appears.

Select Dates & Times for Rentals.

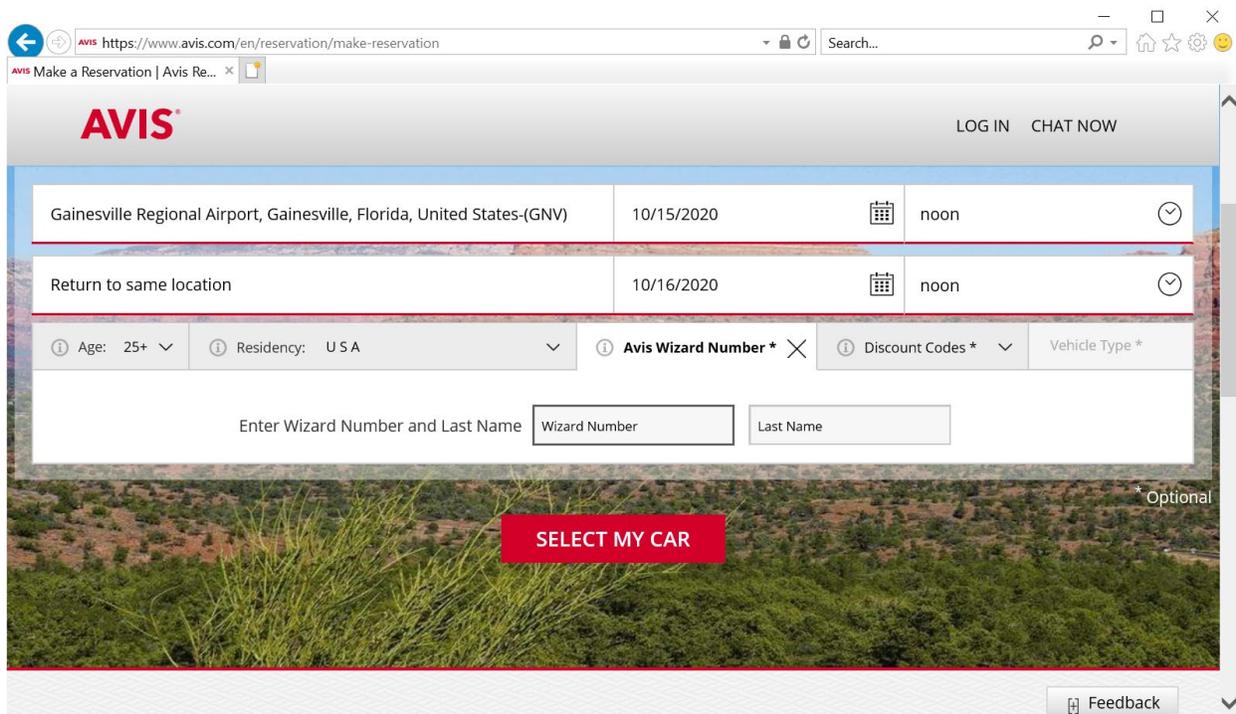
Mark if the driver is over 25 or select the age.

Tab Down to Wizard # - If using a GEB/Direct bill number there is no name of the renter attached so you will input the GEB/Direct Bill # tab to the **Last name field** and input the **Renters Last Name**.

*** If you are using a Preferred Wizard number in this field the Last name field will not need to be populated as the full name of the renter is attached to the preferred profile.

The Discount is attached to your GEB/Billing Number so no need to populate.

Hit the **Select** car Button.



The screenshot shows the Avis website reservation form. The browser address bar displays "https://www.avis.com/en/reservation/make-reservation". The page header includes the Avis logo, "LOG IN", and "CHAT NOW". The form fields are as follows:

Gainesville Regional Airport, Gainesville, Florida, United States-(GNV)	10/15/2020	noon
Return to same location	10/16/2020	noon

Below the date and time fields, there are dropdown menus for "Age: 25+", "Residency: U S A", "Avis Wizard Number *", "Discount Codes *", and "Vehicle Type *".

Under "Avis Wizard Number *", there are two input fields: "Wizard Number" and "Last Name".

A red "SELECT MY CAR" button is prominently displayed at the bottom of the form. A "Feedback" button is located in the bottom right corner.

Select the Vehicle you want

Browser: <https://www.avis.com/en/reservation#/vehicles>

AVIS Reservations | Avis Rent a Car

AVIS LOG IN CHAT NOW

Pick-Up: Gainesville Regional Airport, GNV ⓘ
Thu, Oct 15, 12:00 PM

Return: Gainesville Regional Airport, GNV ⓘ
Fri, Oct 16, 12:00 PM

[Modify Rental Details](#)

Showing: All Vehicles (19) | Sort by: Price (Low to High) | View Lowest Rates | Currency: USD



Economy \$25.00

Ford Fiesta or similar

Automatic Transmission

[View Vehicle Information](#)

[SELECT](#)



Compact \$25.00

Ford Focus or similar

[Feedback](#)

[SELECT](#)

This will take you to a summary page that will ask if you need insurances or extras Do not select anything - Scroll to the bottom of the page and click on **Proceed to Checkout**.

Browser: <https://www.avis.com/en/reservation#/extras>

AVIS Reservations | Avis Rent a Car

AVIS LOG IN CHAT NOW

1 2 **3 RENTAL OPTIONS** 4

Pick-Up: Gainesville Regional Airport, GNV ⓘ
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Fri, Oct 16, 12:00 PM



Compact

Ford Focus or similar ⓘ
Automatic Transmission

Base Rate	\$25.00
Mileage	Unlimited
Rental Options	\$0.00
Discount Codes	
Fees & Taxes	\$5.79
Estimated Total	\$30.79

[Modify / View Rental Details](#)

RECOMMENDED EXTRAS

[Discount Packages](#) | [Protections & Coverages](#) | [Equipment](#) | [Services](#)

EXTRA OPTIONS, EXTRA SAVINGS

Select a discounted protection package and save up to 15%

[Feedback](#)

This is the screen where you will input the **First name** of the renter that will pick up the car.

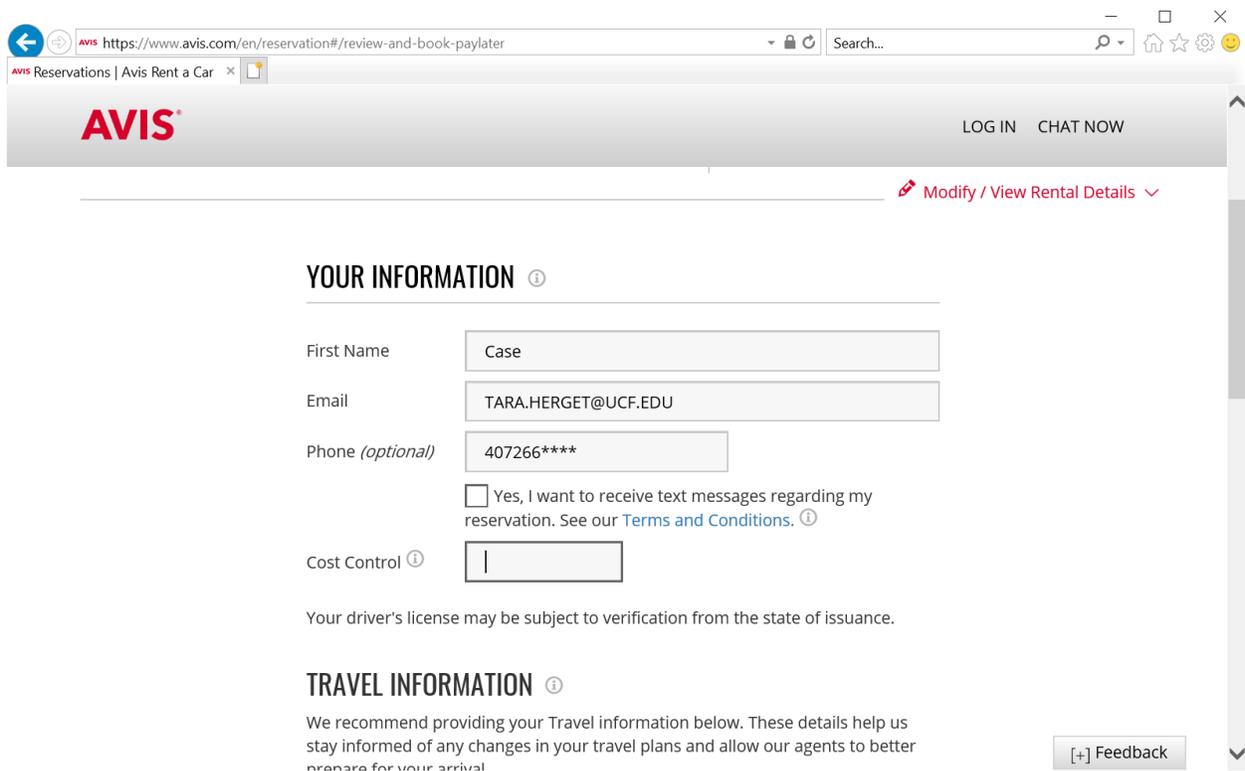
If you have a Cost Control you want to implement for your department you can enter that in the cost control field and it will show on the final receipt.

If they are arriving at an Airport and you have their Incoming Flight to that Airport input that data too It will relay to the counter when the Flights ETA is.

Click on Terms & Conditions

Then Click on **RESERVE**

The Email that is populated and tied to your GEB/Billing PIN will receive the Avis Confirmation and the Final Receipt once the rental is returned by the renter.



The screenshot shows a web browser window with the URL <https://www.avis.com/en/reservation#/review-and-book-paylater>. The page header features the AVIS logo on the left and "LOG IN" and "CHAT NOW" on the right. A link "Modify / View Rental Details" is visible. The main content area is titled "YOUR INFORMATION" and contains the following fields:

- First Name: Case
- Email: TARA.HERGET@UCF.EDU
- Phone (optional): 407266****
- Checkbox: Yes, I want to receive text messages regarding my reservation. See our [Terms and Conditions](#).
- Cost Control: [Empty field]

Below the fields, a note states: "Your driver's license may be subject to verification from the state of issuance."

The section "TRAVEL INFORMATION" is partially visible at the bottom, with the text: "We recommend providing your Travel information below. These details help us stay informed of any changes in your travel plans and allow our agents to better prepare for your arrival."

A "[+] Feedback" button is located in the bottom right corner of the form area.