

Table of Contents

Navigating to Emerald Club Website	2
Enrolling in Emerald	4

Navigating to Emerald Club Website

1. Start at the Travel at State Homepage

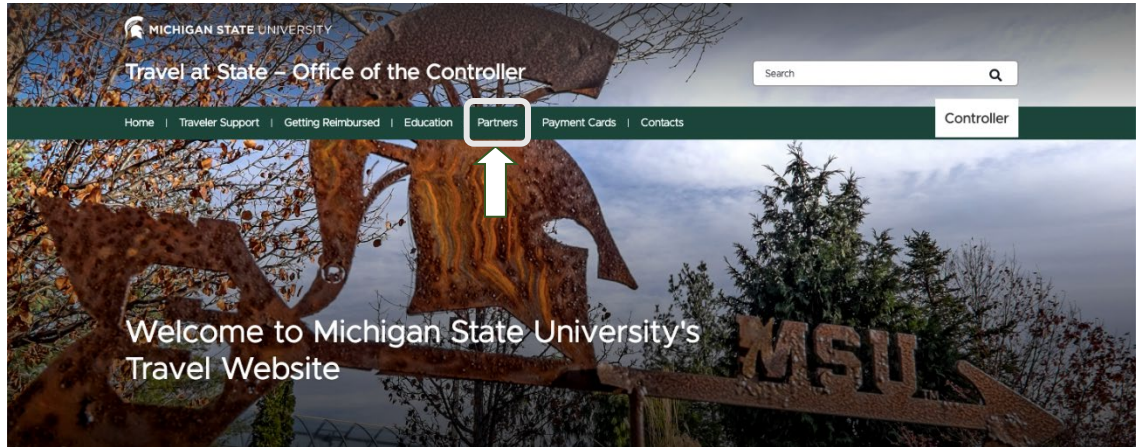


Exhibit 1

2. Click Partners in the option bar in the middle of the screen.

3. Select Ground Transportation.

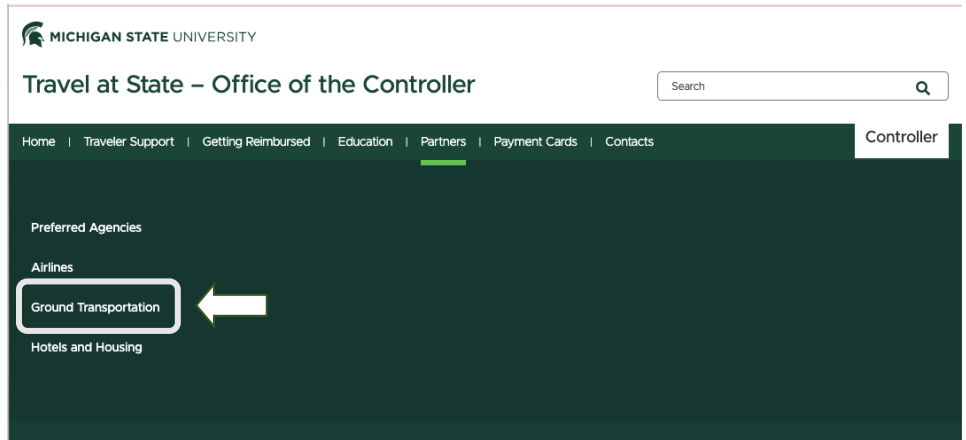


Exhibit 2

4. Click Enterprise Mobility.

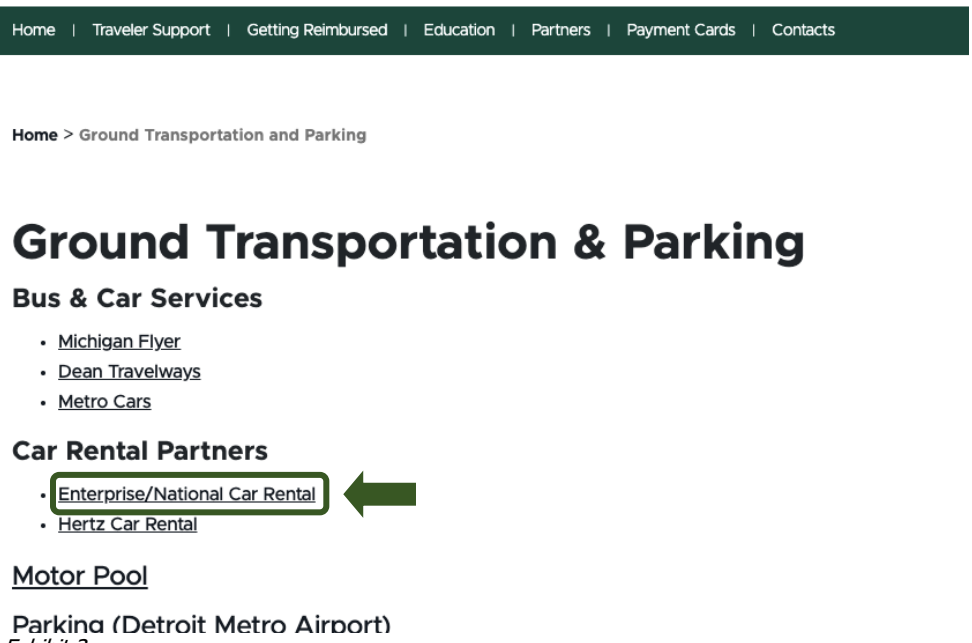


Exhibit 3

5. Click on [Business Rental](#).

Home > Ground Transportation and Parking > Enterprise and Nationwide Details

Ground Transportation & Parking

MSU's negotiated Enterprise/Nationwide rates:

[Business Rental](#)



[Personal Rental](#)

[Program Summary](#)

Exhibit 4

Enrolling in Emerald

1. After clicking Business Rental, you are now on the Enterprise website. Scroll all the way down to the bottom of the website

2. Click the big black text box that says **Enroll in Emerald Club!**

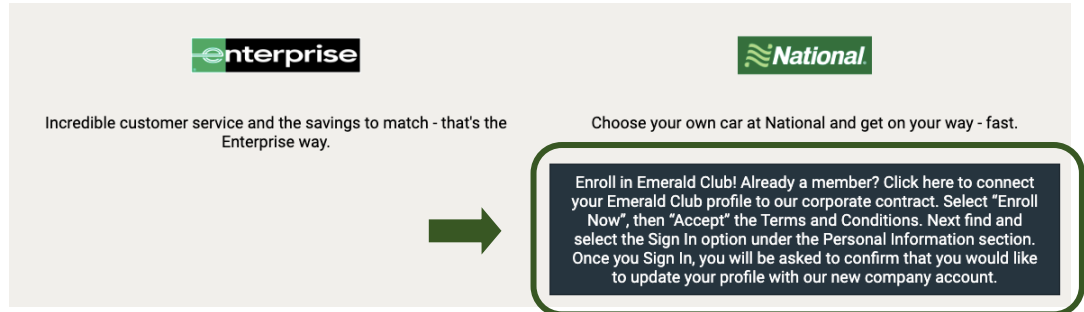


Exhibit 5

3. Click on **Enroll or Update Your Profile.**

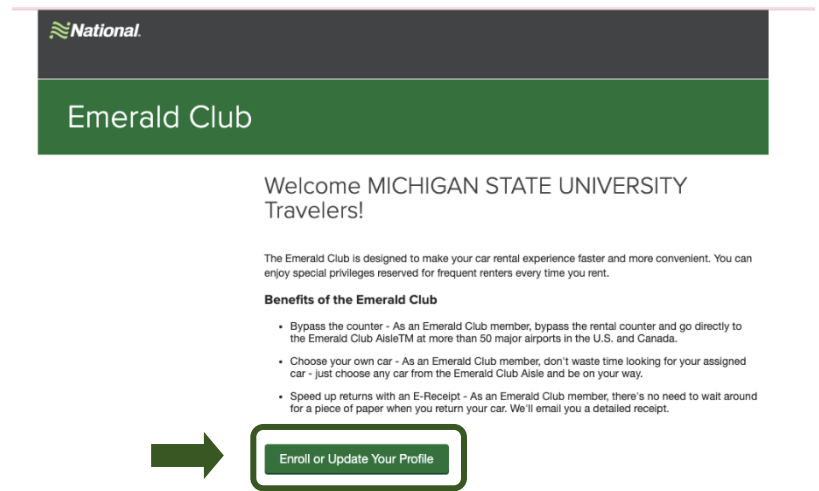


Exhibit 6

4. If you are already a member, click **SIGN IN.**



Exhibit 7

5. If you are not yet a member, fill out the prompts to become one.

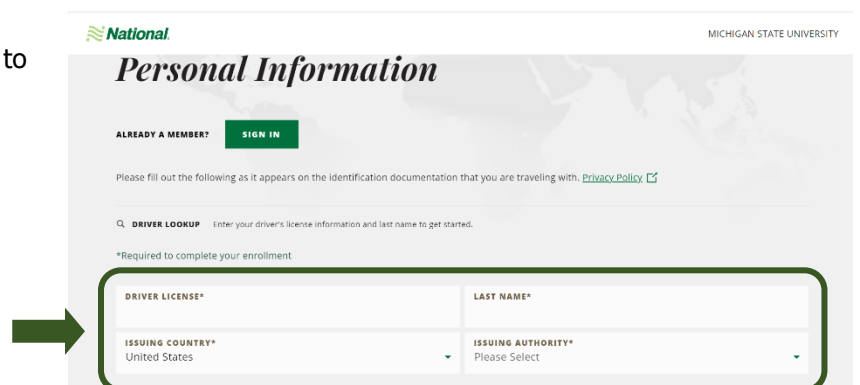
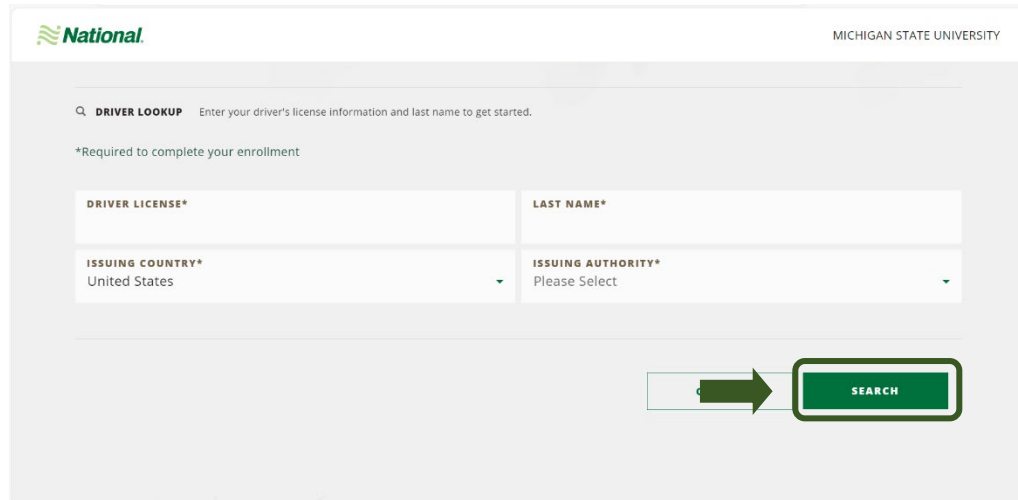


Exhibit 8

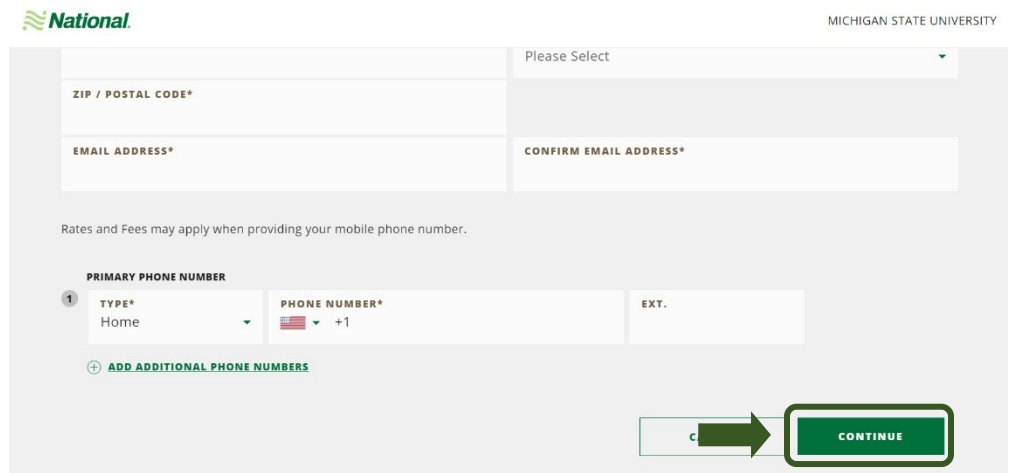
6. After you have filled out the prompts, click **SEARCH**



The screenshot shows the National Emerald Club enrollment interface. At the top left is the National logo, and at the top right is "MICHIGAN STATE UNIVERSITY". Below the header is a search bar with the text "DRIVER LOOKUP Enter your driver's license information and last name to get started." Below the search bar is a note: "*Required to complete your enrollment". The form contains four input fields: "DRIVER LICENSE*", "LAST NAME*", "ISSUING COUNTRY*" (with "United States" selected), and "ISSUING AUTHORITY*" (with "Please Select" selected). At the bottom right, there is a "SEARCH" button highlighted with a green border and a green arrow pointing to it.

Exhibit 9

7. After you have filled out the prompts on this page, click **CONTINUE**



The screenshot shows the National Emerald Club enrollment interface. At the top left is the National logo, and at the top right is "MICHIGAN STATE UNIVERSITY". Below the header is a form with several fields: "Please Select" (dropdown), "ZIP / POSTAL CODE*", "EMAIL ADDRESS*", and "CONFIRM EMAIL ADDRESS*". Below these fields is a note: "Rates and Fees may apply when providing your mobile phone number." Under the heading "PRIMARY PHONE NUMBER", there is a "TYPE*" dropdown (with "Home" selected), a "PHONE NUMBER*" field (with a country code dropdown showing "+1"), and an "EXT." field. Below the phone number fields is a link: "+ ADD ADDITIONAL PHONE NUMBERS". At the bottom right, there is a "CONTINUE" button highlighted with a green border and a green arrow pointing to it.

Exhibit 10