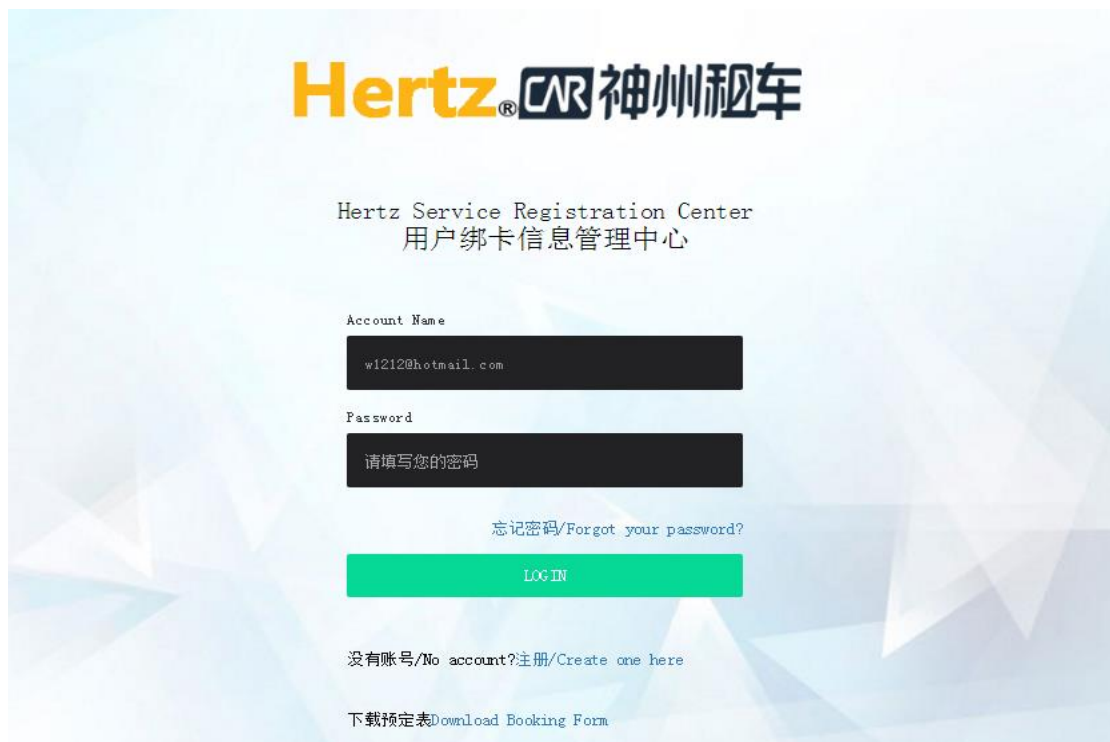


Hertz China Chauffeur Drive Booking Instructions

Dear Intel Employees,

If you are travelling to China on business and need to commute from the airport, office or any other destination in China, our Hertz China booking system is available for to make your chauffeur drive reservation.



The screenshot shows the Hertz China Service Registration Center login page. At the top, the Hertz logo is displayed in orange and black, followed by the Chinese characters '神州租车' (Shenzhou Rent a Car). Below the logo, the text 'Hertz Service Registration Center' and '用户绑卡信息管理中心' (User Card Binding Information Management Center) is centered. The page features a registration form with two input fields: 'Account Name' with the example 'w1212@hotmail.com' and 'Password' with the placeholder '请填写您的密码' (Please enter your password). A link for '忘记密码/Forgot your password?' is located below the password field. A prominent green 'LOGIN' button is positioned below the form. At the bottom of the page, there are two links: '没有账号/No account?注册/Create one here' and '下载预定表Download Booking Form'.

1. To proceed with your booking, the first thing you need to do is go to <http://58.246.86.42:8081/HertzRegister> and set up your personal account. We only recognize Intel official email addresses for registration set up. For the payment method, you can default to either your personal credit card or Intel company card in the system.
2. Please make sure you enter your valid Residency/Passport numbers, and any other required information.
3. After you have registered download the “booking form” which can be found at the bottom of this page <http://58.246.86.42:8081/HertzRegister>. Every time you need to make a booking please download and complete this form, then email it to our reservation team. Alternatively you can call our reservation center who will assist you with making a booking over the phone using your personal account details:

Email: bookcars@hertz.com.cn

Monday to Friday: **8:00am - 8:00pm**

Weekends & Holidays: **9:00am - 6:00pm**

Or you can call our reservation center **+86 4008881336 (Domestic)**

+86-21-22315390 (International)

4. After you have made your booking you will receive a confirmation email from Hertz reservation team confirming the details. You will also be sent an SMS with the driver and vehicle information closer to the time of your booking.
5. Hertz service registration website is currently supported by Google Chrome, Safari, Firefox, and more.
*IE (Internet Explorer) is not supported at the moment.

If you have any enquires about the Hertz service registration website please contact:

+86 4008881336 (Domestic)

+86-21-22315390 (International)