



# Click4Wheels Guide

***Europcar***  
moving your way

# Making a reservation through [www.click4wheels.com](http://www.click4wheels.com)

<b>Driver's Name</b>	Mr John Smith	
<b>Europcar Driver ID</b>	N/A	
	Pick up	Retrun
<b>Location</b>	Paris CDG Aiport	Paris CDG Airport
<b>Date</b>	20 January 2015	22 January 2015
<b>Time</b>	09:00	09:00
<b>Fligh No</b>	AF211	
<b>Vehicle Group</b>	Economy 4-5 Doors, Manual Drive	
<b>Optional Equipment</b>	NVO	
<b>Remarks</b>	-	

① Login with your Partner ID / Login / Password



## ② Enter Itinerary

Key in “pick-up & drop-off city”, “pick-up & drop-off date & time”.



## ③ Select “Payment” & “Rate” type, “Equipment”

Choose the extras according to the driver’s requirement. In this case, it will be NVO. Click “Rate Quote” or “1 to 5 Rate Quotes”



## ④ Choose a Car Model & Optional insurances

1 - Choose the Vehicle & Optional insurances according to the client's requirements.

2 - Complète the reservation

- Enter the driver's details :  
"Last Name", "First Name",  
"Europcar ID" if provided,  
"Email" & "Flight Number"
- Enter your (Travel Agent)  
details : "Agent Name",  
"Agency Telephone Number".
- Click "Confirm".



## ⑤ Reservation is confirmed

You & the Driver will receive the confirmation email with Europcar reservation number & the driver's itinerary.



## ⑥ Access to your Customer files to cancel a reservation

Retrieving / Duplicating / Modifying / Cancelling can be managed under the "Customer Files" section. To cancel a reservation, select the reservation and click on "Cancel".



## ⑦ Cancel the reservation

If you cancel the reservation, you will be asked to confirm the cancellation by clicking on "Cancel the reservation".

