# Zipcar Department Accounts

Your department is responsible for working with students all week, so you deserve to let your hair down sometimes.  Sign up with Zipcar to grab wheels to run office errands or attend conferences.  Create a University department account to use Zipcar for business driving.

## THE BENEFITS OF ZIPCAR DEPARTMENT ACCOUNTS
- Membership is free – for the department and for the individual drivers on the account
- 24/7 self-service access to vehicles right on campus
- Cars by the hour or day – gas, insurance, reserved parking and roadside assistance are included
- A smarter, eco-friendly alternative to car-ownership
- No paperwork or hassles.  Join, apply and reserve online or through your smartphone app
- All Zipcar members have universal access to all Zipcars at no additional cost (*including all cities, airports, and universities!)*
- Administrators can monitor all activities on the account:
  - Approve/deny members
  - Cancel reservations on behalf of another employee
  - Relevant real time reports allow for easy auditing.  View reservation activity 24/7
  - Departments can define and require up to two customizable memo lines per reservation

## HOW TO OPEN A NEW DEPARTMENT ACCOUNT
- Simply visit **zipcar.com/risd**
- Click "**join now**" under "I'd like to open a new account for my department"
- Complete the application - A Zipcar representative will reach out to coordinate and discuss the details Be prepared with:
  - Billing address and phone number
  - Tax exempt certificate (*if applicable*)
  - Valid PCard, travel card, credit or debit card

## THE NEXT STEPS
- Invite employees to join a Zipcar department account by sending a unique link for each department application (*link to be provided by Zipcar*)
- To join an existing account, click "**join now**" under "I'd like to join my department's existing Zipcar account."  Search for the name of your department and complete the application.

- Once approved by department administrator and Zipcar, each member will receive a Zipcard in the mail

**Visit [zipcar.com/risd](http://zipcar.com/risd) and set up an account for free!**