ZIPCAR FOR DEPARTMENTS

* EACH DEPARTMENT MEMBER MUST ENROLL SEPARATELY

STEP 1
Go to http://www.zipcar.com/universities/university-of-nebraska-at-omaha

STEP 2
In the dropdown menu in the center of the screen, select “Faculty & Staff” followed by “I’d like to join the existing UNO department account”. Click “Join Now”.

STEP 3
Fill in all information to create a profile and register. Some items to keep in mind:

- For location, use UNO’s address (6001 Dodge Street Omaha NE 68182) as your default location. This will pair you with the cars around campus.
- Make sure to have your driver’s license handy.
- In the payment section, you will use your department/office Cost Center Number

Finish registering by entering the address you wish to have the ZipCard sent. Review and submit your application.

STEP 4
Once approved, your ZipCard (used to access the vehicles) will be sent to the address you provided during registration. Once you have the card you will be able to reserve a ZipCar for any departmental and/or work related trips off campus.

BENEFITS OF USING ZIPCAR FOR DEPARTMENTAL USE

1) Departmental Membership is free. The only cost to departments is the hourly rates from rentals (averages $7.50/hr).
2) Gas and insurance is covered with the rental fee. No more need to fill out mileage reimbursements since all rentals will be charged to the department/office Cost Center Number.