Introduction

This information paper provides instructions on how to add your U.S. Government frequent renter number to your Defense Travel System (DTS) profile, and select it when creating your DTS authorization.

Rental car companies that participate in the U.S. Government Rental Car Program offer unique frequent renter programs specifically designed for Federal travelers on official travel. These programs allow travelers to earn points/miles while ensuring that they receive all of the benefits of the U.S. Government Rental Car Program and are not offered additional insurances or services. Additionally, some programs may offer additional benefits such as dedicated check-in lines or counter by-pass.

For more information on U.S. Government Frequent Renter Programs, including how to participate, go to: http://www.defensetravel.dod.mil/site/rentalCarFRP.cfm.

Adding a U.S. Government Frequent Renter Number to a DTS Profile

To add your frequent renter number to your DTS profile:

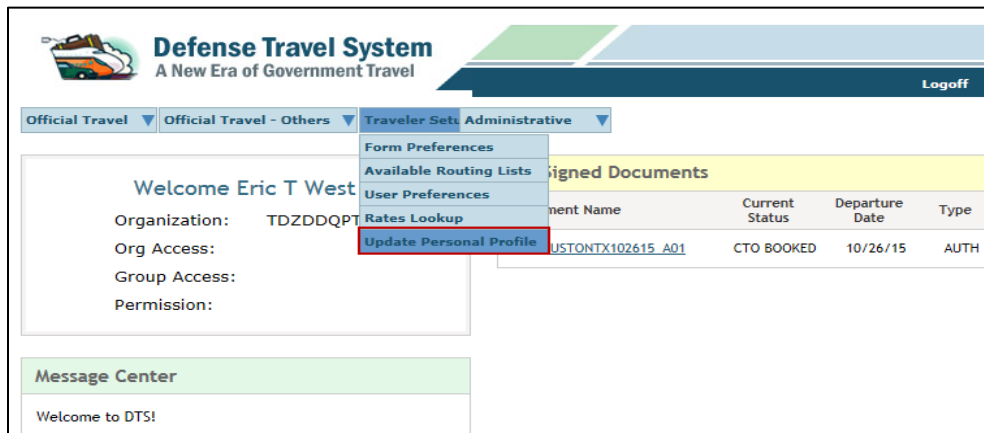1. Log onto DTS. The **Welcome** screen opens (Figure 1).

Figure 1: DTS Welcome Screen – Traveler Setup

2. Hover over **Traveler Setup**, and select **Update Personal Profile**. The **My Profile** screen opens (Figure 2).
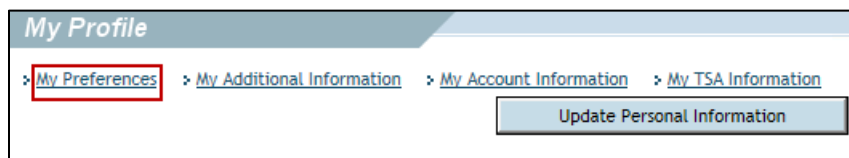

Figure 2: My Profile Screen

3. Select the **My Preferences** link. The **My Preferences** screen opens.

4. Scroll to the bottom of the **My Preferences** screen and select **Rewards Programs** (Figure 3). The **Frequent Flyer** screen opens (Figure 4).

Figure 3: Rewards Program Button

Figure 4: Frequent Flyer Screen

5. Select the **Rental Car** radio button. The **Frequent Renter** screen opens (Figure 5).

Figure 5: Frequent Renter Screen

6. Enter your **Frequent Renter No.**
    *   Note: You can enter as may numbers as you like for each vendor, and as many vendors as you like.
7. Select the **Vendor** from the drop-down menu.
8. Select **Save Permanent** to save the information to your DTS profile. The information is saved when it populates in the right column.

For additional questions regarding this process, contact your Defense Travel Administrator.

Adding a U.S. Government Frequent Renter Number to a DTS Authorization

After you've saved your U.S. Government frequent renter number to your DTS profile, you can add it to any open DTS authorization. To do so:

1. Open the **Trip Summary** screen (Figure 6):
   a. When creating an authorization, it automatically opens after you've selected your last reservation. –OR–
   b. Select **Travel** in the main DTS navigation bar, then **Summary** in the subnavigation bar.

Figure 6: Frequent Renter Screen

2. Select the **Frequent Renter #** drop-down arrow.

3. Select your U.S. Government frequent number from the list.

Note: If you have more than one frequent renter number with the selected rental car provide, make sure you select your U.S. Government frequent renter number.