
HertzWorkz

QUICK START GUIDE

HERTZ FRANCHISE



Step 1: Access Your Commerce Site

In your browser, go to <https://hertzfranchise.inwk.com>. If this is your first time accessing the site, click the “Create an Account” link found just below the username and password fields to view the self-registration page.

On the self-registration page, fill in the required information and select your primary brand & country from the dropdown appearing at the bottom of the page. Your username will be the email address entered on the form.

Please Note: If you have access through the corporate site, (e.g. with a hertz.com email address), you should not use that email address on this site. On the form, you’ll be asked to provide a starting password. Passwords must be a minimum of 8 characters with at least one digit, one number, and one special character (e.g. #,\$%^).



FIGURE 1 – LOGIN PAGE

After clicking “Submit”, the self-registration form will route to Hertz for approval. You will receive an email notification when your self-registration request is approved. After approval, return to the login screen and enter your email address in the user name field and the starting password you created on the self-registration form. Do not attempt to use reset password to access the site before the approval email is received. If your request is denied, you will receive an email with a noted reason.



FIGURE 2 – ITEM CATALOG

Step 2: Browse the Catalog

After logging in, you will see the Brand you chose on the self-registration form. If you need to see additional brands, please contact customer support at support.hertz@inwk.com.

Use the search field at the top to find products or browse the categories on the left side of the screen. To save an item to your Favorites, click the “heart” icon in the upper-right corner of the item. Click an item to view its detail screen where you can view more information or customize an item. Custom forms appear by clicking the item image.

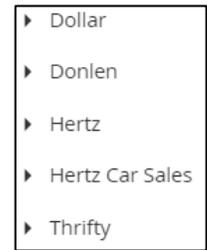


FIGURE 3 – LEFT-HAND NAVIGATION

Step 3: Add Items to Your Shopping Cart

You can add items directly to your cart from the catalog by entering a quantity and clicking the “add to cart” button underneath the item image. Some items may require going to the detail screen to order. After adding at least one item to your shopping cart, a checkout icon will appear at the upper right side of the screen.



FIGURE 4 - CHECKOUT ICON

Step 4: Complete the Checkout

To begin a checkout, hover over the Checkout icon at the top of the screen. The mini-shopping cart appears. Click the **Checkout** to begin. You’ll enter your shipping address, and Area number before completing a checking. If your area number shows an error, please contact support.hertz@inwk.com for assistance. The system will guide you through the simple checkout process, and you will receive an order confirmation on screen and by email when the checkout process is completed.

Questions? Please contact Customer support by email at support.hertz@inwk.com.

