1. Kartınızın türüne göre aşağıdaki bağlantılardan ilgili olana tıklayın.

## **TEB World Elite MasterCard**

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## 2. Açılan sayfada "Join Now" butonuna tıklayın.

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- 3. "Personal and Contact Detail" bölümünde kaydınız için gerekli olan bazı kişisel bilgileri girmeniz gerekmektedir. Form boyunca yanında "\*" işareti gördüğünüz alanlara giriş yapılması zorunludur.
  - a. Prefix: Ünvan bilginizi girmeniz gerekmektedir.
  - b. First Name: Adınız
     Middle Name: Varsa ikinci adınız
     Last Name: Soyadınız
  - c. Address: İletişim adresi bilginizi girmeniz gerekmektedir. Gireceğiniz adres ev adresiniz ise "Home Address", iş adresiniz ise "Business Address" seçeğini işaretleyiniz. Her iki adres bilgisi için de giriş yapabilirsiniz.
    - i. Business Address:
      - 1. Business Name: İşyerinizin adı
      - 2. Business Role: İşyerindeki göreviniz
      - 3. Address 1 ve Address 2: Detaylı adres bilgisi

- 4. Town/City: İl
- 5. Country: Ülke
- 6. Post Code: Posta kodu
- ii. Business Address:
  - 1. Address 1 ve Address 2: Detaylı adres bilgisi
  - 2. Town/City: İl
  - 3. Country: Ülke
  - 4. Post Code: Posta kodu
- d. Prefered Contact Address: Hem ev hem de iş adres bilgisi girişi yapmanız durumunda sizinle yapılacak iletişimlerde öncelikli olarak kullanılmasını istediğiniz adres seçimini yapmanız gereken alandır.
- e. Phone: Telefon bilgileriniz
  - i. Personal phone: Kişisel kullanımınıza ait telefon numaranız
  - ii. Business phone: İş telefonu numaranız
  - iii. Mobile phone: Cep telefonu numaranız
  - iv. Fax: Faks numaranız
- f. E-Mail
  - i. Your e-mail: Kullandığınız geçerli bir e-posta adresi
  - ii. Please re-enter your email: İlk bölümde girdiğiniz e-posta adresini doğrulamak için tekrar girmeniz gerekmektedir.
- g. Carfirmation: Kiraladığınız arabayla ilgili bazı bilgileri (araç türü ve markası, ne zaman hazır olacağı vb) aracı teslim almadan e-posta adresinize gönderilmesini istiyorsanız bu seçimi işaretleyiniz.
- h. Hertz E-Receipts: Araç kiralama işlemleriniz sonrasında e-posta adresinize fatura gönderimi yapılmasını istiyorsanız bu seçimi işaretleyiniz.
- i. Driving License Details: Ehliyet bilgilerinizi girmeniz gereken alandır.
  - i. Driving Licence Number: Ehliyet numaranız
  - ii. Driving Licence Issuing Country: Ehliyeti aldığınız ülke

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- 4. "Membership Details" bölümünde Hertz üyeliğiniz ile ilgili bazı bilgileri girmeniz gerekmektedir.
  - a. Membership Details:
    - i. User ID: Bir kullanıcı adı tanımlamanız gerekmektedir. Kullanıcı adı oluşturmazsanız sisteme giriş yaparken üyelik işleminiz tamamlandığında sizle paylaşılacak üyelik numaranızı da kullanabilirsiniz.
    - ii. Password: 4-16 karakter arası bir şifre oluşturmanız gerekmektedir.
    - iii. Please re-enter your password: İlk bölümde girdiğiniz şifreyi doğrulamak için tekrar giriniz.
  - b. Frequent Traveller (FT): Bir seyahat programı üyeliğiniz varsa bu programla ilgili bilgilerinizi buraya girebilirsiniz.
  - c. Privacy Elections: Hertz kampanyaları ile ilgili bilgilendirilmek istiyorsanız burada seçim yapabilirsiniz. (Bilgilendirmeleri postayla almak istiyorsanız "Post Mail" alanında "Yes", e-postayla bilgi almak istiyorsanız "Your email" alanında "Yes" seçimini işaretleyiniz.)



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## 5. "Your Billing Information" alanine doldurunuz.

- a. Your Billing Address: Faturanın kesileceği adres ile ilgili seçiminizi yapacağınız bölümdür.
- b. Your Credit Cards on Profile:
  - i. Credit Card Number: Servise kayıt için kullandığınız TEB kart numaranız
  - ii. Month: Kartınızın son kullanma tarihindeki ay bilgisi
  - iii. Year: Kartınızın son kullanma tarihindeki yıl bilgisi

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## 6. "Vehicle Preferences" alanine doldurunuz.

- a. Select a vehicle class: Tercih ettiğiniz araç türü seçiminiz
- b. EMEA Optional Insurance: Araç kiralama sırasında geçerli olmasını istediğiniz sigorta servisler için tercihleriniz (İstemediğiniz sigorta çeşitleri için "Decline" seçimini işaretleyiniz)





7. "Summary" Önceki bölümlerde girmiş olduğunuz bilgileri kontrol edin, tüm bilgiler doğruysa kayıt işleminizi "I agree" butonunu tıklayarak tamamlayabilirsiniz.

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