

# AVIS INDIA

## Corporate Portal

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### PROCESS NOTES FOR RENTERS (SELF-BOOKING)

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A Comprehensive Step-by-Step Guide

Version 1.0 | March 2026  
Avis India Mobility Solutions Private Limited

## 1. Overview

Welcome to the enhanced Avis Corporate Portal – a reimagined digital platform designed to empower you with a faster, smarter, and more seamless self-booking experience.

This document serves as your definitive guide to navigating the new portal, creating and managing your own reservations, and taking advantage of powerful new features engineered to simplify your travel experience.

## 2. Key Features & Enhancements

The upgraded portal introduces several high-impact capabilities for self-booking renters:

- **Optimized User Experience:** A modern, high-speed interface engineered for seamless booking.
- **Flexible Modifications:** Amend or modify your bookings up to 4 hours\* prior to your reporting time.
- **Duplicate Bookings:** Instantly recreate new reservations leveraging your booking history.
- **Continuous Bookings:** Schedule multi-day or multi-leg trips in a single, unified workflow.
- **Waypoint Support:** Add multiple stops in your City Local and Outstation travel bookings.
- **Escort Integration:** Option to include an escort from the client office prior to pick-up (subject to company policy).

## 3. Getting Started – Login & Sign-Up

**Step 1:** Navigate to the Avis Corporate Portal at [corporate.avis.co.in](https://corporate.avis.co.in)

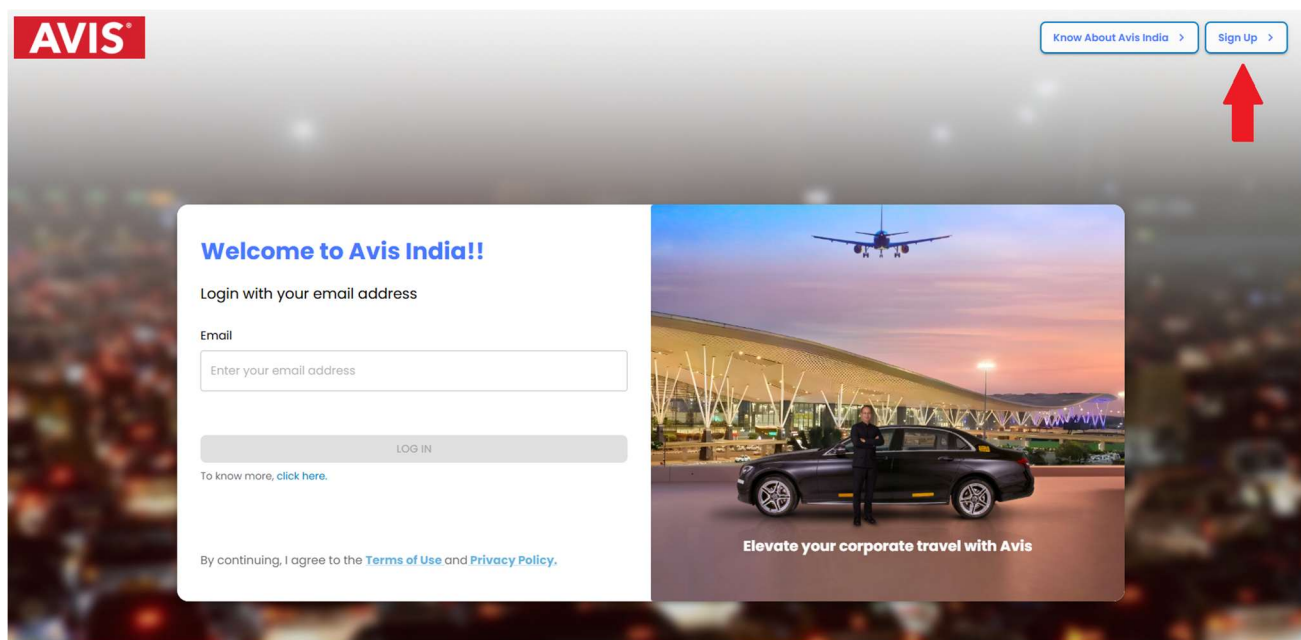


Fig 1: New Login Screen

**Step 2:** Your existing Corporate Login ID remains unchanged. Complete the one-time Sign-Up process and reset your password to gain access.

**Step 3:** Upon successful login, you will be directed to your account dashboard:

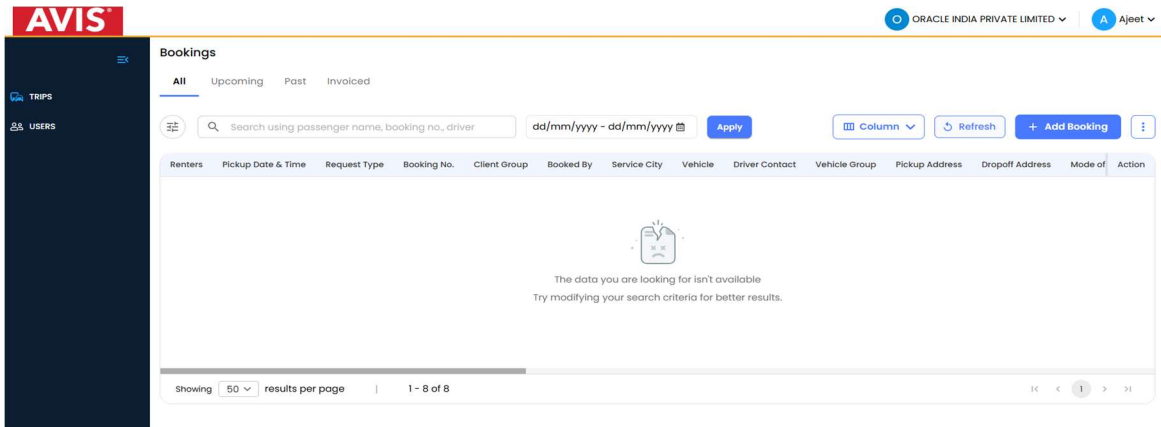


Fig 2: Dashboard Overview After Login

## 4. Portal Navigation & User Profile

Familiarise yourself with the portal's navigation by reviewing the highlighted tabs on your dashboard:

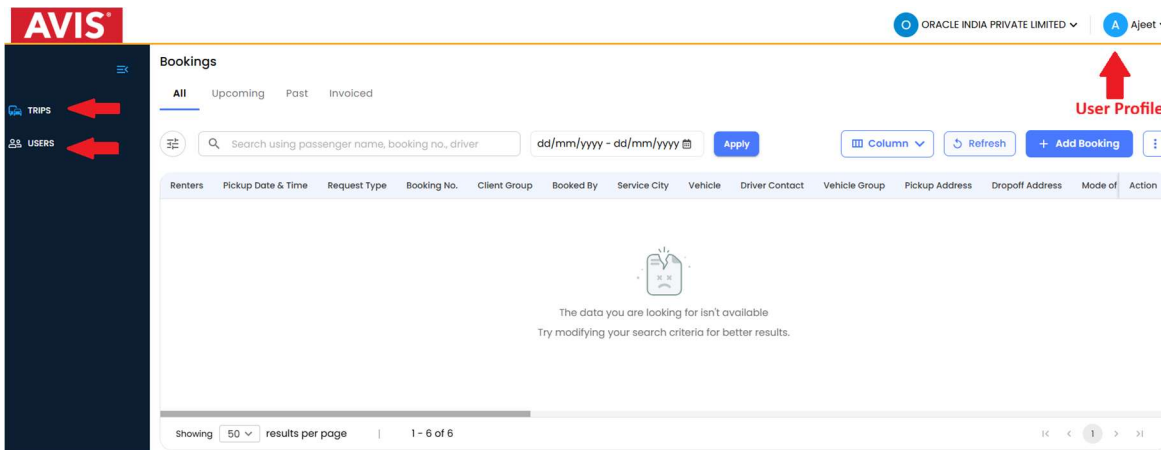


Fig 3: Portal Navigation Tabs

### 4.1 Managing Your Profile

Access your personal account details by clicking on the Profile icon:

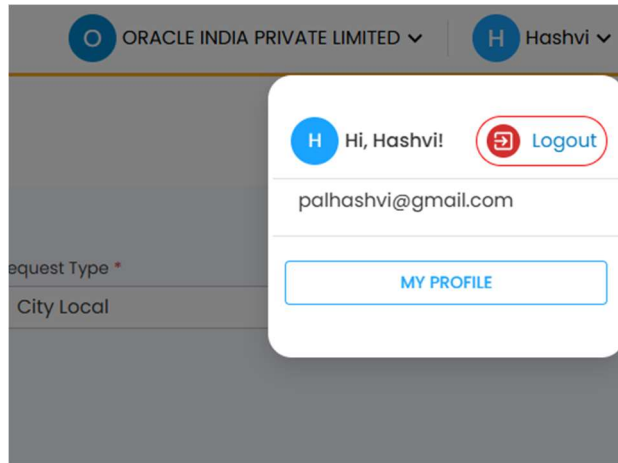


Fig 4: Accessing the Profile Menu

After clicking My Profile, you will be directed to your information management page:

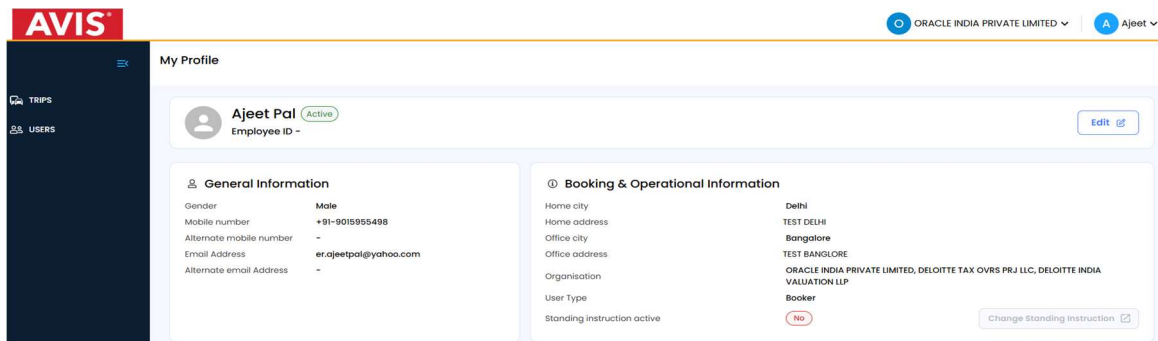


Fig 5: User Information View

Here you can review and update your personal details as required.

**Note:** CC Users – Please re-authenticate your standing instructions via the ‘Change Standing Instruction’ tab after completing your one-time sign-up.

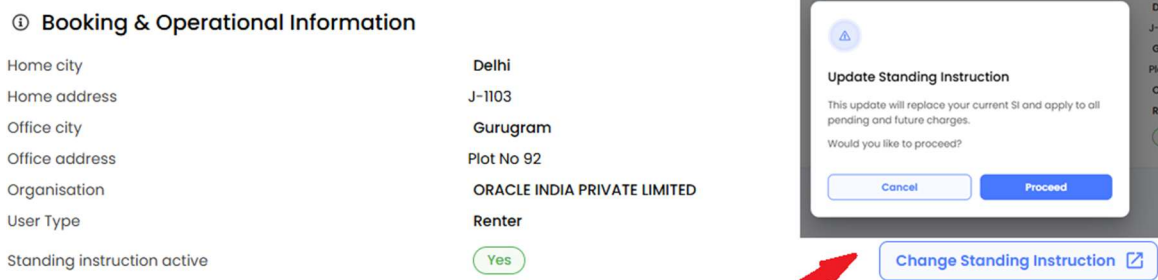


Fig 6: Standing Instruction Tab

## 5. Live Tracking

Track your assigned vehicle in real time, starting 15 minutes prior to your scheduled pick-up time.

**Note:** This feature will go live by 20th April 2026.

## 6. Creating a New Booking

**Step 1:** Click on the Trips tab on the left-side navigation panel.

**Step 2:** The new booking form will appear as shown below:

Fig 7: New Trip Booking Form

### 6.1 Adding Waypoints

**Step 3:** Under Renter & Route Details, click on Way Point to add multiple stops in your City Local and Outstation travel (optional).

### 6.2 Escort Details

Include escort details in your reservation using a simple toggle on the booking form (eligibility depends on your company policy):

Fig 8: Escort Details Toggle

## 7. Booking Actions & Management

**Step 1:** Once the reservation request is submitted, your booking is created and an email confirmation is triggered to your registered email address.

**Step 2:** You will be redirected to the Trip List screen:

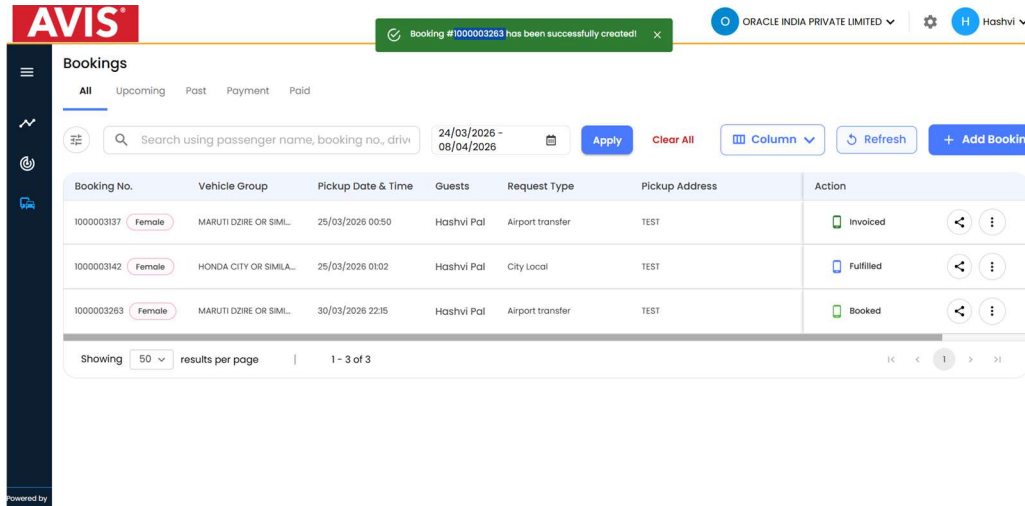


Fig 9: Booking Confirmation & Trip List

**Step 3:** Click on the three dots (More) next to the Action tab to access additional options:

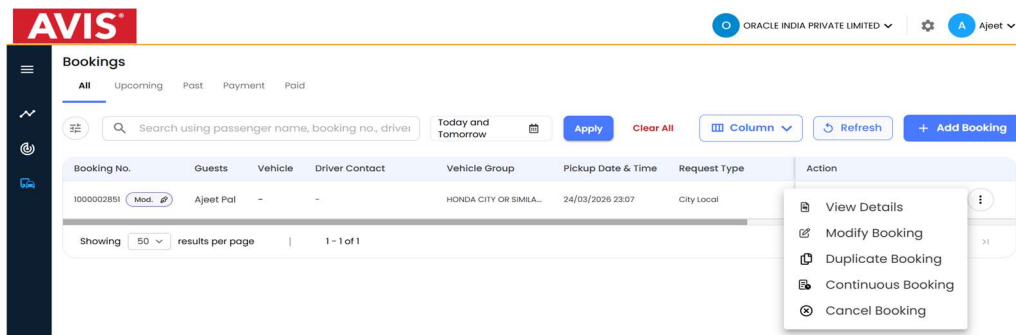


Fig 10: Additional Action Options

## 7.1 Available Actions

- ▶ **View Details** – Review your complete booking information at any time.
- ▶ **Modify Booking** – Amend your booking directly through the portal up to 4 hours\* before your scheduled pickup.
- ▶ **Duplicate Booking** – Instantly recreate reservations from past bookings with full flexibility to edit any field before submitting.
- ▶ **Continuous Booking** – Create multiple sequential bookings at once – each with its own custom address, time, and location.

Fig 11: Continuous Booking Workflow

- ▶ **Cancel Booking** – Cancel any upcoming trip with ease. Cancellations are permitted at least 2 hours\* prior to the scheduled pickup.

## 8. Need Assistance?

For any queries or support requirements, please reach out to your dedicated Avis Relationship Manager who will be happy to assist you.

Alternatively, contact our 24x7 Support Team at:

 **+91 124 472 4850**

## 9. Terms & Conditions

Action	Avis Locations	Non-Avis (Partner)
Create / Amend Booking	4 hours prior	8 hours prior
Cancel Booking	2 hours prior	4 hours prior

\* All timelines referenced above are relative to the Reporting Time of your booking.