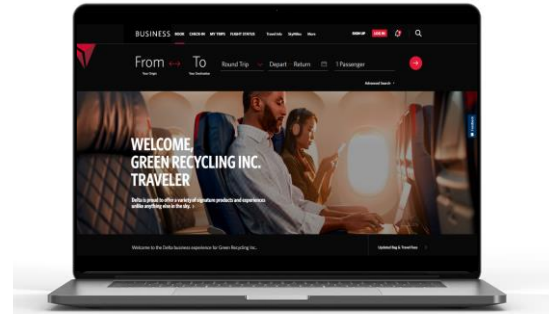


New business experience on delta.com

User guide for business travelers

For companies that choose to book business travel directly, delta.com and the Fly Delta App now provide:

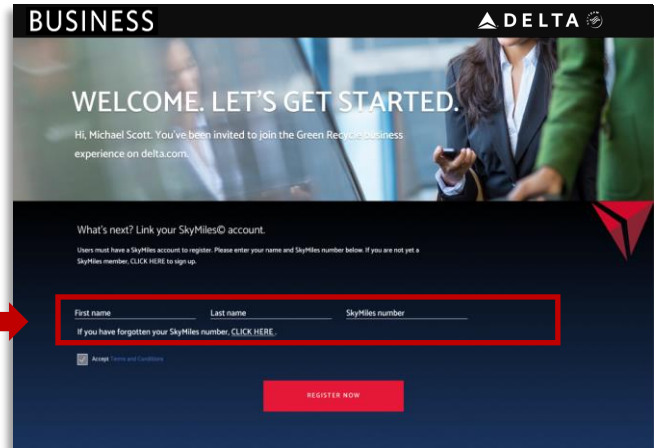
- Access to your corporate forms of payment
- Self-service of bookings on delta.com and the Fly Delta app with elevated servicing via Reservations
- Automated syncing of your business trips and receipts back to your company



Getting started and using the new business experience is simple

1 Register[‡] your SkyMiles account

- Click on the link provided by your company and enter your business email.
- An email will be sent to you with a link to register for the program.
- Input your name and SkyMiles* number to link your business profile to your SkyMiles account and continue earning miles.

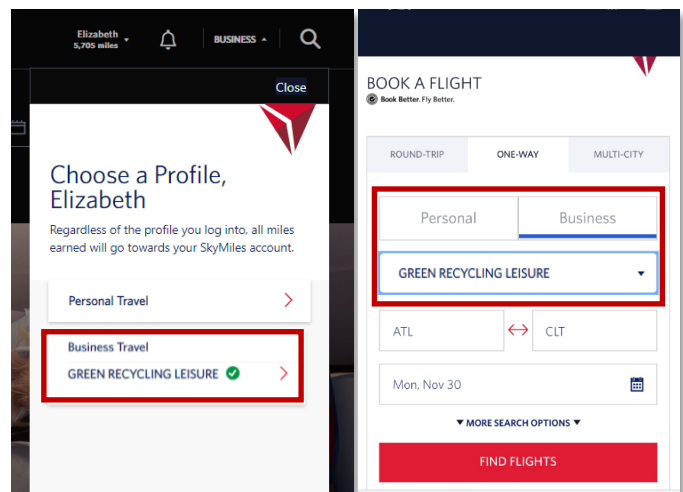


[‡] If your SkyBonus member number is saved under the "flight preferences" in your SkyMiles profile, please delete before registering

*In order to register you must be a SkyMiles Member. If you're not already a SkyMiles Member, please join by registering [here](#).

2 Select your Business Travel Profile

- Log into delta.com or the Fly Delta App with your SkyMiles account.
- Proceed down the 'Business Travel' path to book your business trips.
- Toggle between your personal and business profiles using the menu in the top right corner on delta.com or on the "Book a Flight" page in the Fly Delta app.

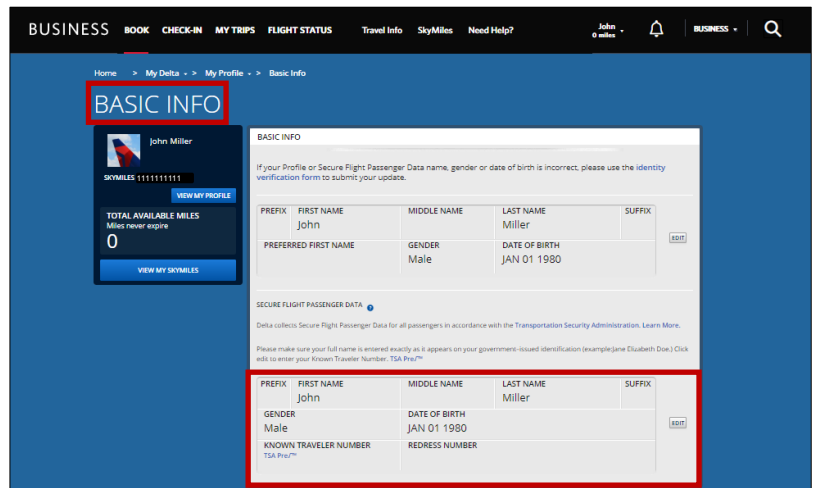
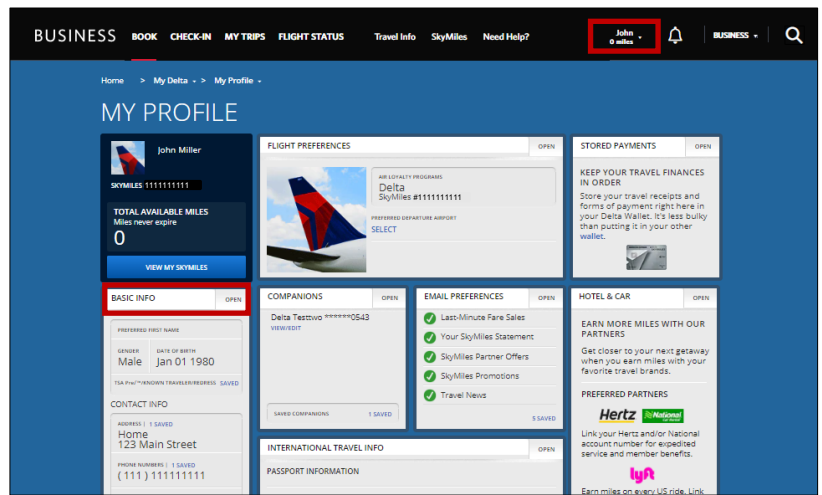


New business experience on delta.com

User guide for business travelers

3 Simplify your booking process by adding “Secure Flight Passenger Data” in your SkyMiles profile (optional)

- Navigate to your SkyMiles profile by selecting your name in the business profile section (see below).
- Under the ‘Basic Info’ section of your profile (see below), enter your traveler and redress number (see below) to link your TSA pre-check profile to your SkyMiles account.



New business experience on delta.com

User guide for business travelers

4 Your company name will display at the top of your flight search results

BUSINESS | ATL - DFW | One Way | Sep 5 | 1 Passenger | MODIFY Lauren 0 miles

One Way ATL·DFW

FLIGHTS FOR GREEN RECYCLING

Book Confidently with No Change Fees

Rest assured, we are waiving change fees on Delta bookings through July 31, 2020. Valid for all destinations served by Delta, this waiver allows a change to your travel for one year from date of purchase. Fare differences will apply. See full terms for details.

Sat, Sep 5, 2020

Price includes taxes and fees. Baggage fee may apply. Services and amenities may vary or change. Seat(s) assigned after check-in.

Flight	Basic (E)	Main (T)	Comfort+ (S)	First (D)
DL1378 ATL → DFW 8:11am → 9:20am 2h 9m Nonstop	\$78.10 One Way 2 left at this price	\$113.10 One Way 2 left at this price	\$142.10 One Way 2 left at this price	\$387.10 One Way 2 left at this price
DL411 ATL → DFW 10:05am → 11:20am 2h 15m	\$49.10	\$92.10	\$112.10	\$212.10

5 Choose to upgrade your experience using your SkyMiles or credit card. Travelers can also sync their post-purchase to their organization.

ATL - DFW | One Way | Sep 5 | 1 Passenger | Modify Lauren 41,496 miles

Book Better. Fly Better.

Trip Summary

FLIGHTS FOR GREEN RECYCLING INC

One Way
Change Flight

DL2310
ATL → DFW
Thu, Sep 5
8:55am - 10:08am
Nonstop, 2h 13m
Main

Changeable / Nonrefundable

Comfort+

- Complimentary Delta Studio® entertainment
- Up to 3" of Extra Legroom
- Dedicated Overhead Bin Space

\$28.45
3,000 Miles

UPGRADE

First

- Spacious Seat with Extra Legroom
- Board First with First Class Boarding
- 2 Free Checked Bags

\$97.05
9,705 Miles

UPGRADE

Trip Total

Currency Calculator

1 Passenger

Flights \$138.57

Taxes, Fees & Charges For Flights \$24.68

Amount Due \$163.25 USD

New business experience on delta.com

User guide for business travelers

6

Confirm (Top IMG) or edit (Bottom IMG) passenger information on the “Review and Pay” page

✓ Passenger Info

Please make sure your full name is entered exactly as it appears on your government-issued identification. When booking a reservation, this [Secure Flight Passenger Data](#) is required for compliance with U.S. and foreign government regulatory programs, including [TSA Secure Flight](#).

Passenger 1

I'm not traveling

First Name	Middle Name (optional)	Last Name	Suffix
John	Middle Name (optional)	Miller	▼
Frequent Flyer Program(optional)	Frequent Flyer Number	Date of Birth	
Delta Air Lines/SkyMiles ▼	1111111111	Feb ▼ 3 ▼	1956 ▼
Gender	Known Traveler #(optional)	Redress # (optional)	
Male ▼	Known Traveler #(optional)	Redress # (optional)	

① Passenger Info

Please make sure your full name is entered exactly as it appears on your government-issued identification. When booking a reservation, this [Secure Flight Passenger Data](#) is required for compliance with U.S. and foreign government regulatory programs, including [TSA Secure Flight](#).

Passenger 1

All fields required unless noted

I'm not traveling

Saved Companions

Select Saved Companion ▼

First Name	Middle Name (optional)	Last Name	Suffix
First Name	Middle Name (optional)	Last Name	-- ▼
Frequent Flyer Program(optional)	Frequent Flyer Number	Date of Birth	
Delta Air Lines/SkyMiles ▼		MM ▼ DD ▼	YYYY ▼
Gender	Known Traveler #(optional)	Redress # (optional)	
Select Gender ▼	Known Traveler #(optional)	Redress # (optional)	

Save as Companion for Faster Future Checkout

By selecting save I affirm that I have obtained permission from this person to store their information. [View More](#)

- The “I’m not traveling” option allows a traveler to book on behalf of other passenger(s)
- The “save a companion” allows the ability to store other traveler information for future bookings

New business experience on delta.com

User guide for business travelers

7

Select the payment option of your choice and complete your booking

Note: If your company administrator has assigned a form of payment for you to use for business travel purchases, it will display for selection in the payment section. If the payment option is mandatory you will not be able to change your form of payment.

New business experience supports self-service on delta.com or the Fly Delta app

Servicing Options

- Trips automatically added to the My Trips section of your SkyMiles profile and labeled as "Business Travel"
- Access trips on delta.com or the Fly Delta app to make any required changes including the purchase of a seat upgrade with miles
- Any changes to your trip will be automatically synced* with your organization for duty of care

* Excludes multiple passenger bookings