

Setup Instructions:

Screenshots below show access to the Negotiated Price. You can access the program on any device, including the Delta app (you will find the Business Travel option after setup and by clicking on Book in the app).

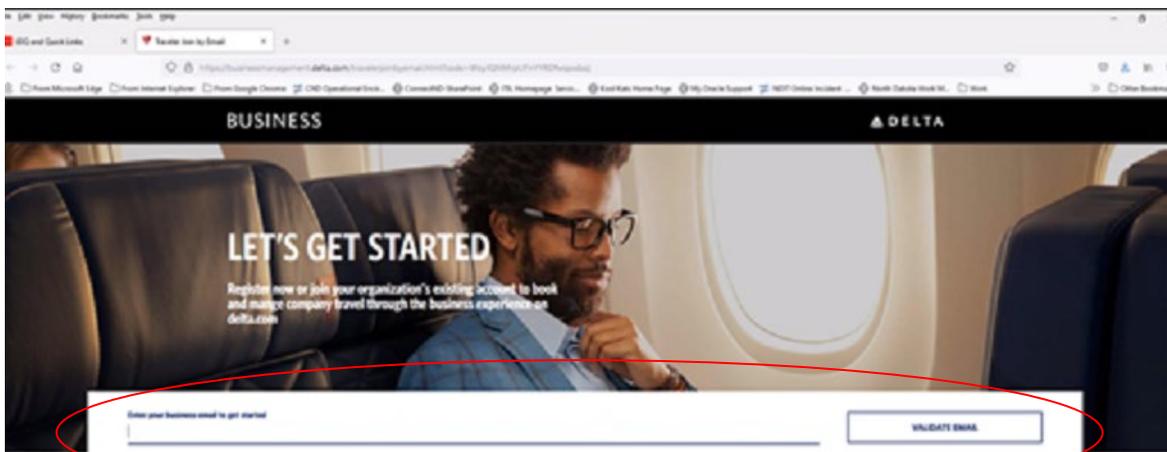
AT FIRST SETUP: Accessing the Delta Discount Program link from PeopleSoft or [inside.NDUS](https://inside.ndus.edu), it will open a new browser tab. Enter your work email address and click Validate Email (see Figure 1). You should receive an email from business.experience@delta.com. It may take a few minutes for the email to arrive. Check your junk mail if you don't see it. In the email, click the button to accept the invitation.

State Agency - You must access the "Delta Discount Program" through the PeopleSoft Employee Self Service and then under JDQ and Quick Links. Next click on Delta Discount Program from the left-hand panel. Once you access the link, you will be presented with the Delta screen as shown below.

North Dakota University System - You must login to [inside.NDUS](https://inside.ndus.edu), select NDUS Discounts on the right side selection box, and select "Delta EDP" from the tab at the top.

AFTER FIRST SETUP: You no longer need to access PeopleSoft/inside.NDUS to obtain the discount. Just go to Delta.com and log into your SkyMiles account or by clicking on Book in the app. You will automatically see the screen shown in Figure 3.

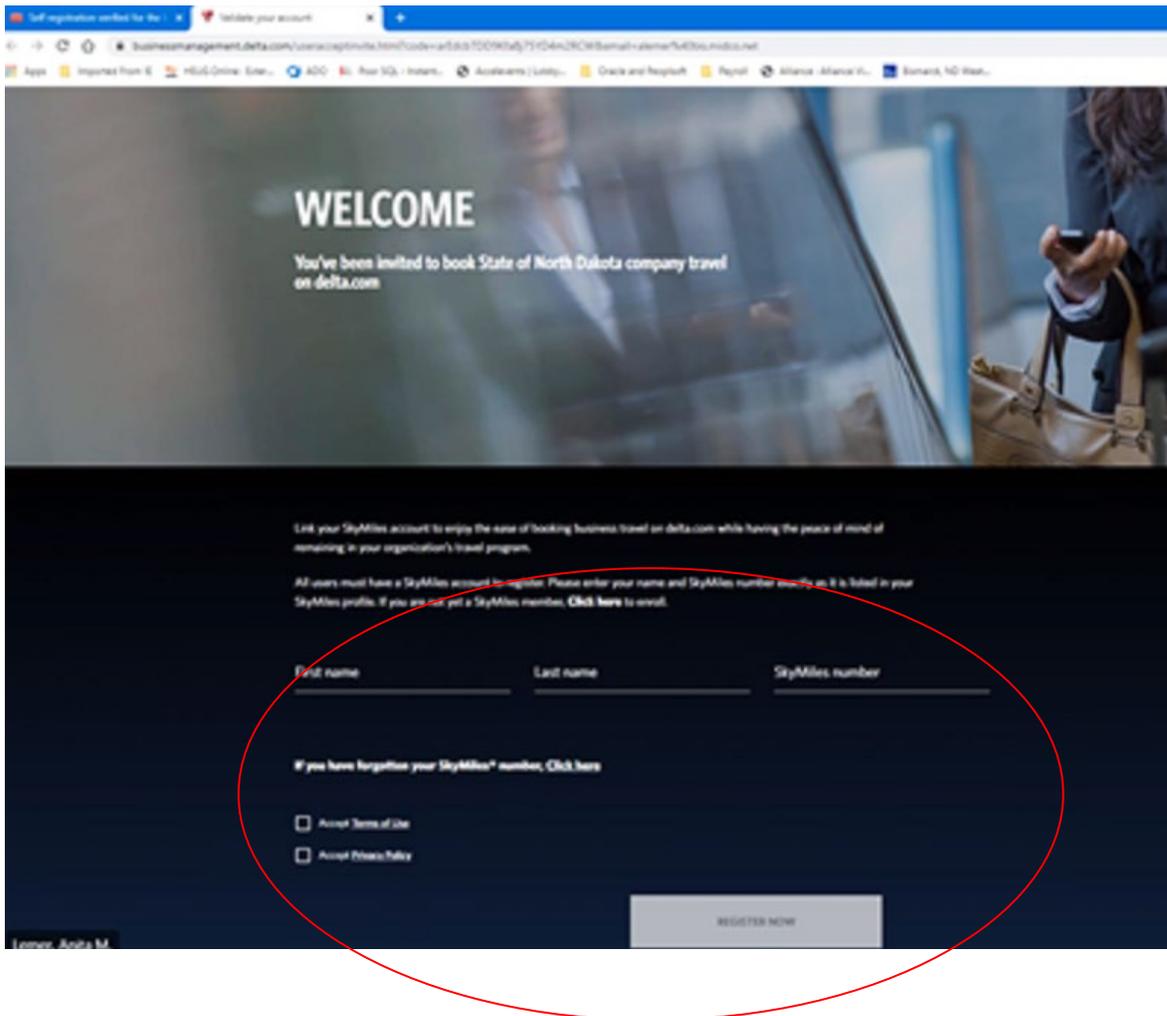
Figure 1



You should receive an email from business.experience@delta.com. It may take a few minutes for the email to arrive. Check your junk mail if you don't see it. In the email, click the button or link to accept the invitation. A web page will open and it will then ask for your Name and SkyMiles Number. If you haven't created one, it will allow you to enroll at this point.

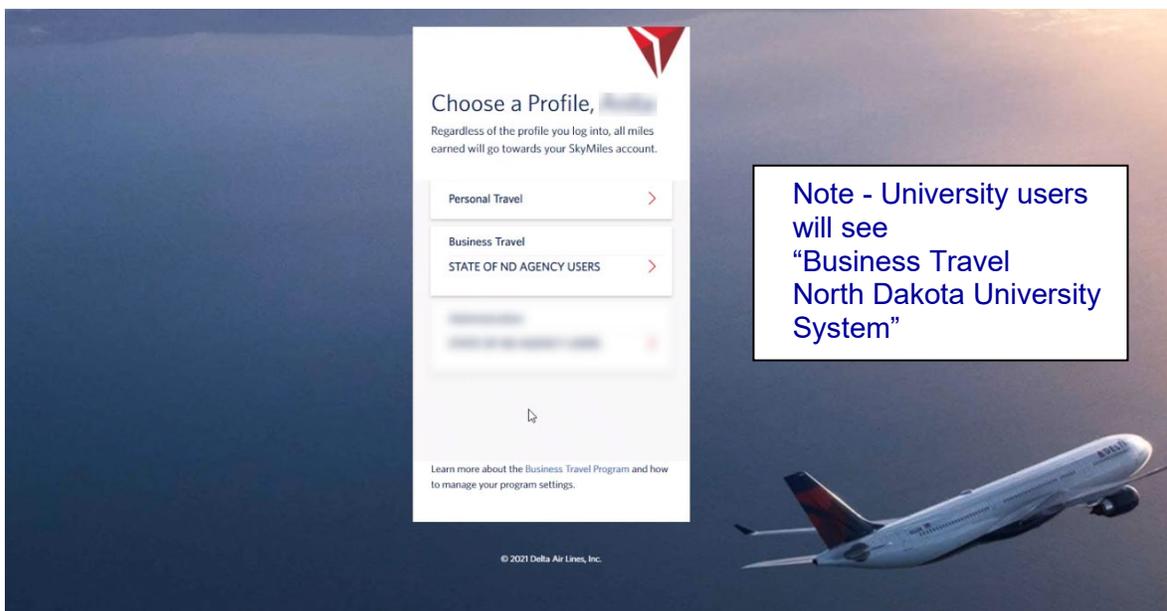
You will need to check Accept Terms of Use and the Privacy Policy. Legal counsel has reviewed both terms. Our Master Agreement covers and overrides them (see Figure 2). Click Register Now.

Figure 2



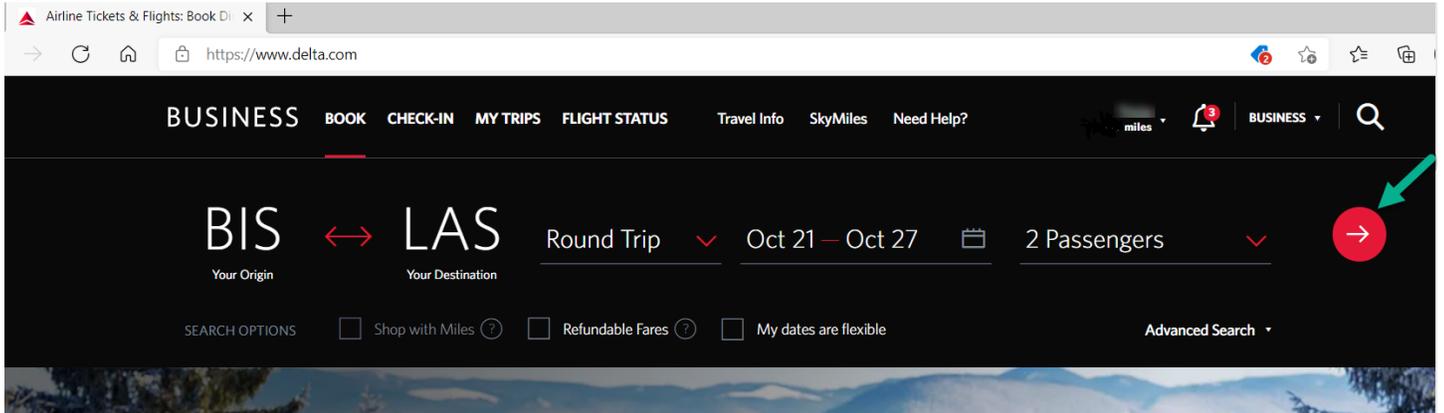
This will open the Delta.com website. Log into your account and you will be prompted with a screen similar to what is listed below. For the discount, you **MUST** select Business Travel (even if you are booking personal travel) (see Figure 3).

Figure 3



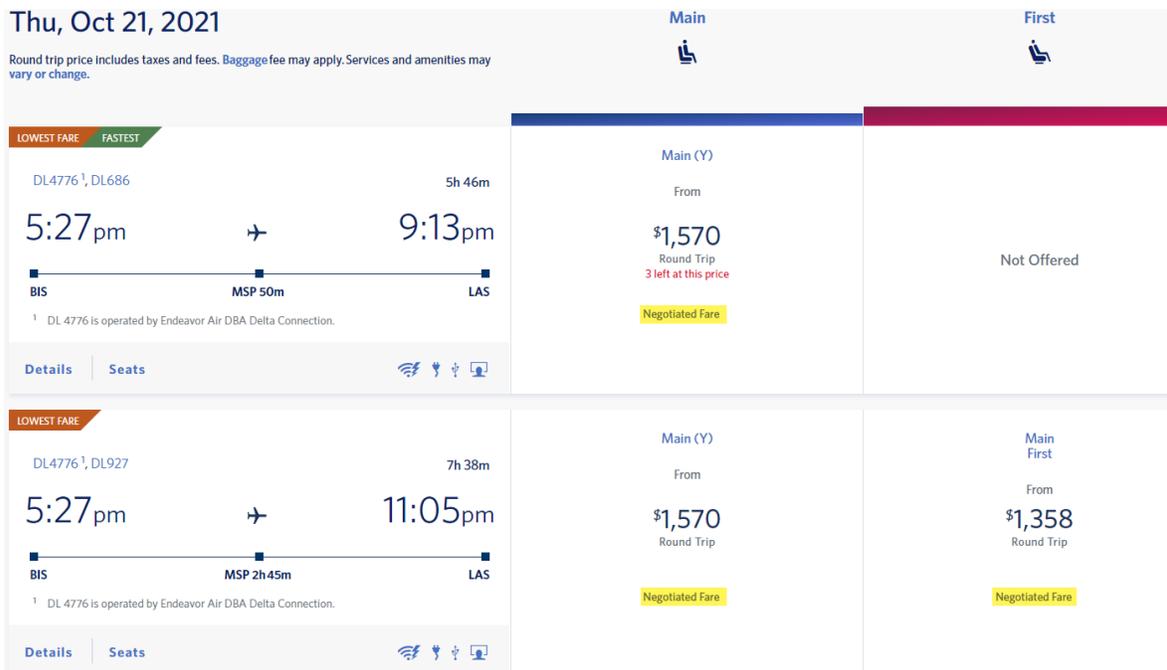
Follow the screen to enter your travel info and click the red arrow pointing to the right to search (see Figure 4).

Figure 4



After searching, the following screen will appear. Be sure you are seeing “Negotiated Fare” below the pricing. Note that some flights are not eligible for the Negotiated Fare (see Figure 5).

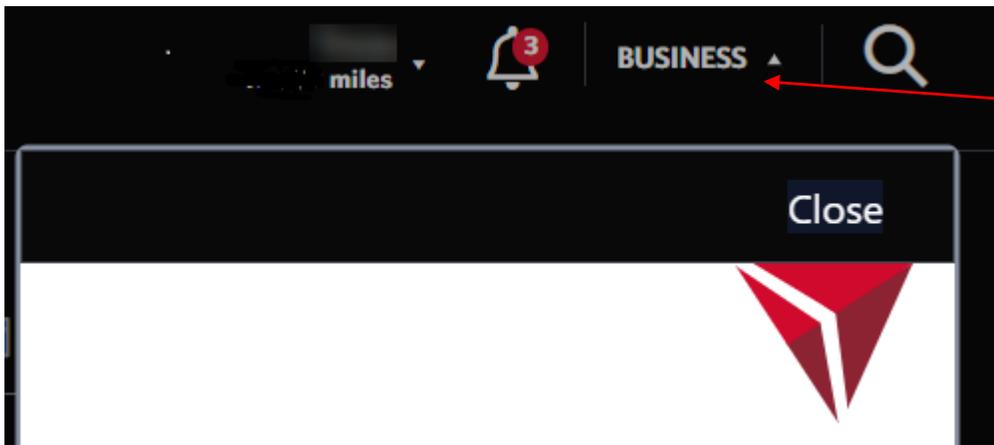
Figure 5



Select the Flight by hovering over and clicking the rate displayed. You will be prompted to select the outbound and return (if applicable) flight (see Figure 5 above). Follow the remainder of the screens to book your ticket.

Should you want to jump back to personal travel, you can toggle by going to the upper right-hand corner and selecting the drop-down as shown below (see Figure 6). This is available on any screen within Delta.com. Reminder that it is allowable to utilize this discount for personal travel for State/NDUS employees. This feature is primarily for businesses who have not negotiated the personal travel discount as an employee benefit.

Figure 6



Note- Select the dropdown to toggle between Personal and Business Travel