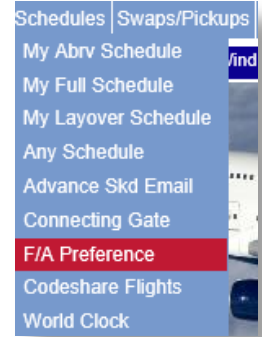


Delta Air Lines Flight Attendants Flight Data Download

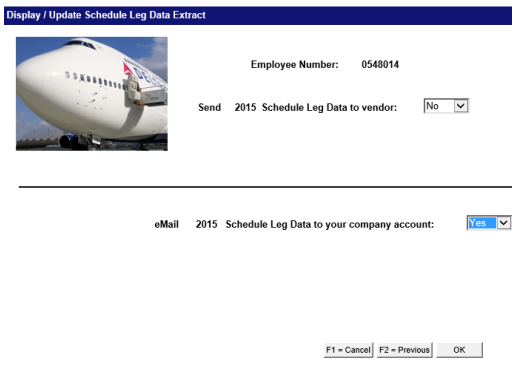
Delta typically releases your iCrew file in early January. You don't have to wait for your December MAPS to be published in mid-February.

1. To quickly retrieve your flight history in a single file, Sign into iCrew and from the 'Schedules' drop-down, select 'F/A Preference'



2. On the next page, click on 'Schedule Leg Data Extract'.

3. You'll see two options. Choose the second option: 'email Schedule Leg Data to your company account'. Enter 'YES' for this (second) option and click the 'OK' button.

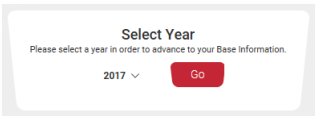
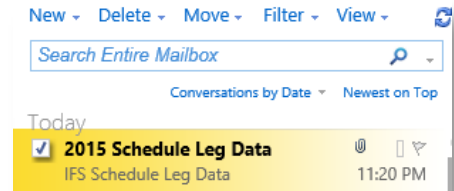


4. You'll receive the confirmation message 'Email request submitted'. It may take a few minutes to appear in your company email account.

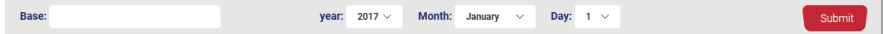
eMail 2015 Schedule Leg Data to your company account:

Email request submitted

5. Log in to your company email. You'll receive an email with your 'Schedule Leg Data'

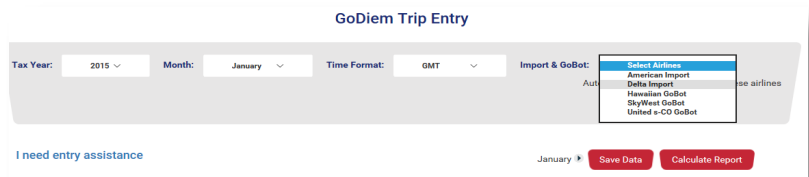


IMPORTANT: Please use airport city codes for your base. Do not use internal airport base designators (e.g. DFW for Dallas international base; the correct base designator in this case is DFW). If you are domiciled in a city with co-terminals, the base city must match the base airport code where your first trip of the year originated. For example, if you are based in New York City, and flew your first trip out of JFK, enter JFK as your base, not NYC.



6. To calculate your own report, login to your account on www.godiem.com or sign up to create an account. You'll be prompted to select the tax year and enter your base information. After entering your base and advancing to the GoDiem Data Entry page, click on 'Delta Import' from the 'Import & GoBot' drop-down. Follow the instructions to upload your Schedule Leg Data file and calculate your report. You can view complete instructions by selecting 'Instructions' > 'Using our site'.

IMPORTANT: The Delta flight attendant file is formatted as a CSV file. If you do not have MS Excel or other spreadsheet software installed on your computer, downloading the Schedule Leg Data file will cause it to lose its format, and your flight information won't import correctly to our site. There are two options available if this is the case for you:



1. Delta Perks offers Office Professional Plus (for Windows) or Microsoft Home and Business for Mac (which includes MS Excel) for \$9.95. To order a copy, click on the 'Computers & Electronics' tile on the Delta Perks page in DeltaNet.
2. We'll calculate your report for you. See step 7, below.

7. To have us calculate your report, visit www.godiem.com and click on the 'ORDER REPORT' tab. On the order form, check the box: 'I'll email my file to info@godiem.com'. Forward your Delta email with the file attachment directly to us (don't download to your computer first).

