To book using Delta E-Credits

1. Seach for flights/itinerary in GDS
2. Once you have found a suitable itinerary
    a. Build PNR book the flights, assign seats if possible, etc.
    b. Enter any TSA / KTN info directly into PNR via SSR
        i. You may also add DOB, KTN, FF#s, etc. as PNR remarks for our records
            1. ¤:5P/FREEFORM
    c. Use the link to calculate the total number of points to be redeemed
        i. Provide this total and the tentative itinerary to client
3. Once client confirms schedule/costs, etc.
    a. Client will need to request emailed approval from Patrick LaQuaglia, or in his absence, John O'Halloran for the specific number of points and/or existing e-credits to be redeemed
        i. We canNOT redeem **any** points without direct approval from Patrick (or John in his absence)
4. Once the emailed approved is received,
    a. Logon to [Delta SkyBonus](Delta SkyBonus)
        i. Username: ANDREAST
        ii. Password: Kirramoon01
    b. To redeem the e-credits, click on "My SkyBonus"
        i. "Order Rewards"
        ii. ">Delta ecredits"
        iii. Enter the number of each level of e-certificate as suggested by the web-app
        iv. then, scroll down to the bottom and click, "update" and the cart total should update
        v. verify total number of points is correct, then click "check-out"
        vi. Click continue redemption
        vii. Email with ecredits info required to book will be emailed to Carlos' email
    c. If time is short, you may be able to find that info online by:
        i. Clicking on My Skybonus,
        ii. Statement, then navigating to
        iii. Redemptions, then
        iv. Click on details
        v. You should see the certificate numbers and their corresponding redemption codes
5. Once the points have been redeemed and you have the certificate numbers and redemption codes:
    a. Call SkyBonus @ 1-877-832-5211 to and have them issue the tickets
        i. Start with any existing e-credits as provided by the web-app
        ii. Then, begin using the largest of the new certificates that were redeemed
    b. Record e-tkt number in PNR just as we normally would with a GK record (T-TK-)

Treat the PNR as you were any and send ETKT, etc.

Invoice is not required as no cost charged to their MasterCard