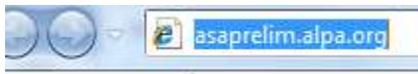


The Prelim Award Application must be installed on a Windows PC. It is not compatible with Mac, iPhone, or iPad Apple products. These instructions will help you with the process, though the screenshots may not match your version operating system or internet browser. The process is generally the same for other versions. If you have problems please call 888-624-5195 or email asapbs@alpa.org. You should only have to do this process once. The next month, when you enter your information and click download, it should open easily.

To install the AuditViewer Application:

Note: You will need you company 5 digit employee number and your ALPA member number to open the Prelim Award and view the Bid Award Details. If you need your ALPA member number please email membership@alpa.org.

Go to <http://asaprelim.alpa.org>



Near the bottom of the page you will see a link to “Download the AuditViewer Application”.

Click to Download.

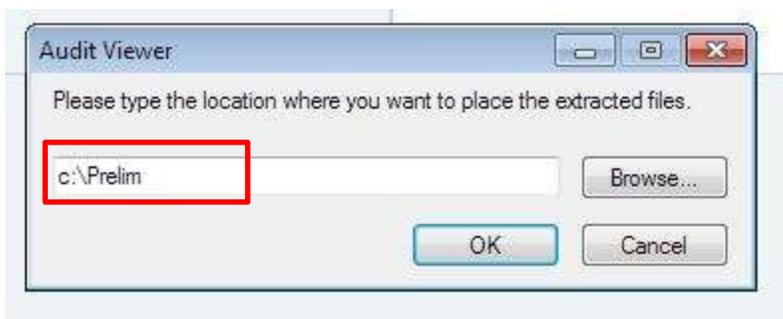
ASA Prelim Download	Last Updated
<p>Employee #</p> <input data-bbox="246 1346 773 1419" type="text"/> <p>ALPA #</p> <input data-bbox="246 1482 773 1556" type="text"/>	<p>ATL CR2 CA Null ATL CR2 FO null ATL CR7 CA null ATL CR7 FO null DTW CR7 CA null DTW CR7 FO null IAD CR2 CA null IAD CR2 FO null</p>
<p>Can't Download?</p> <input data-bbox="545 1598 808 1661" type="button" value="Download"/>	<p>System Message: There is no system message at this time!</p>

Download the AuditViewer Windows Application Here!

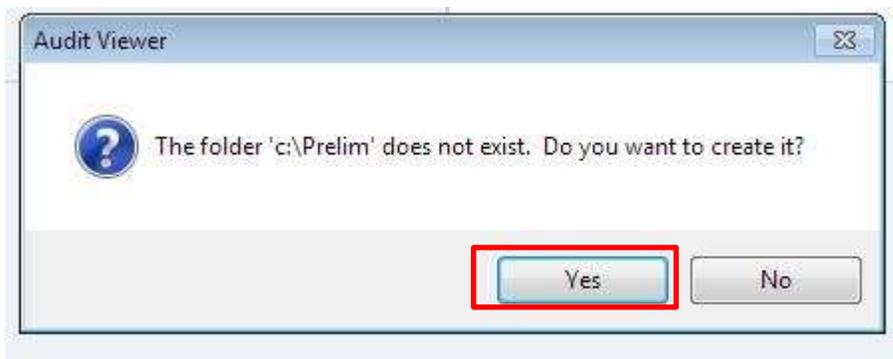
You will then see a prompt similar to the following. Select RUN.



The application will unzip the file to a location of your choosing. This needs to be a permanent location. You can create a folder for it like c:\Prelim by typing this in the text box and clicking OK. You may also BROWSE to place the file in another folder.



It will ask for confirmation to create a new folder. Click YES.



After placing the file, the unzip program should show the following.



Return to the webpage and enter your 5 digit employee number and ALPA member number. There is a link to email us if you cannot access your prelim for any reason.

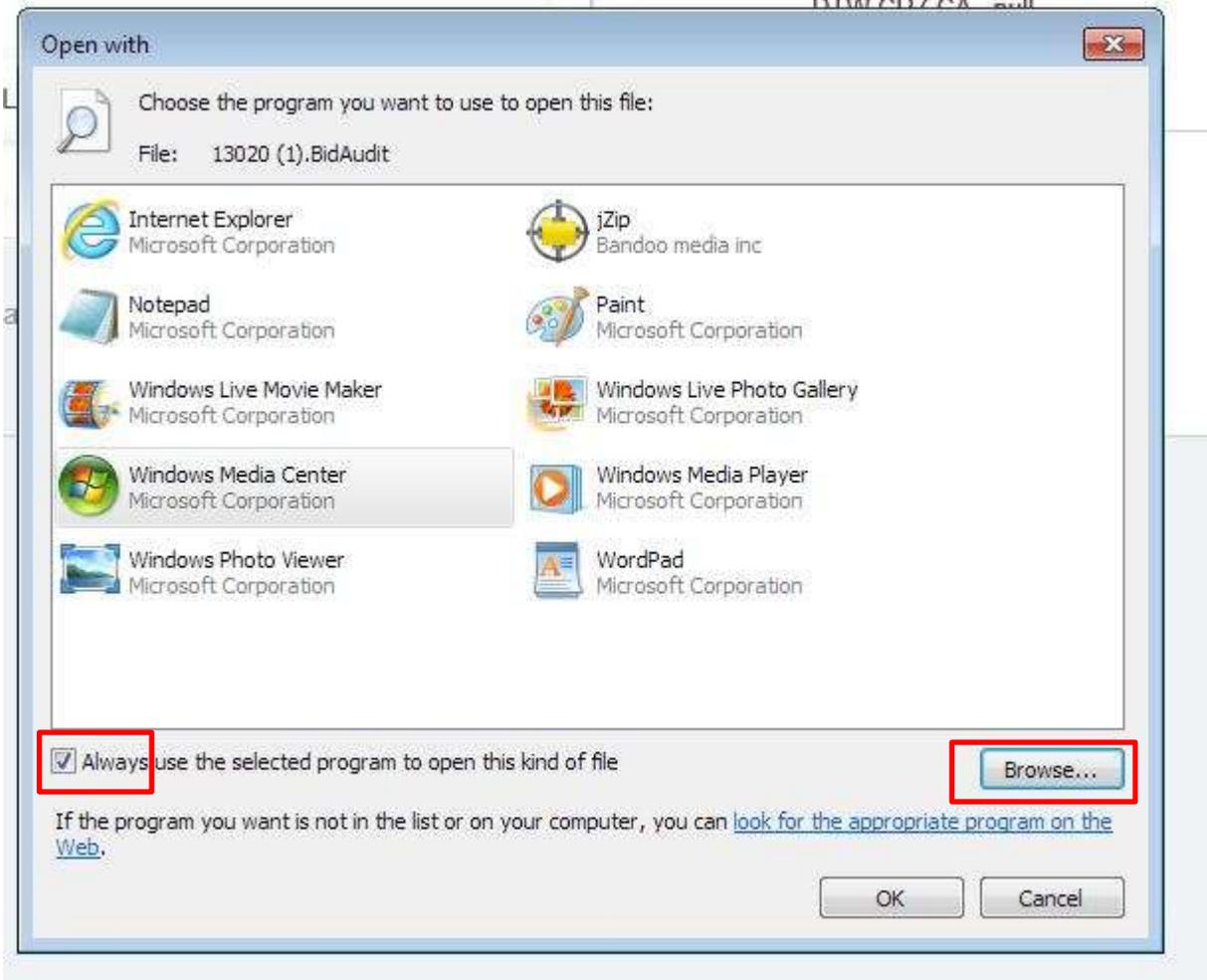
Click **DOWNLOAD**.

A screenshot of a web form titled "ASA Prelim Download". The form contains two input fields: "Employee #" with five dots (•••••) and "ALPA #" with seven dots (•••••••) and a cursor. Below the fields is a link "Can't Download?" and a blue button labeled "Download".

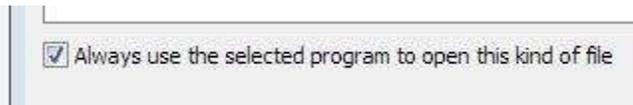
You will again be prompted to Open or Save. Choose OPEN.



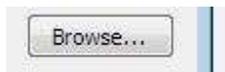
The system will prompt you to associate the .Bidaudit file as below.



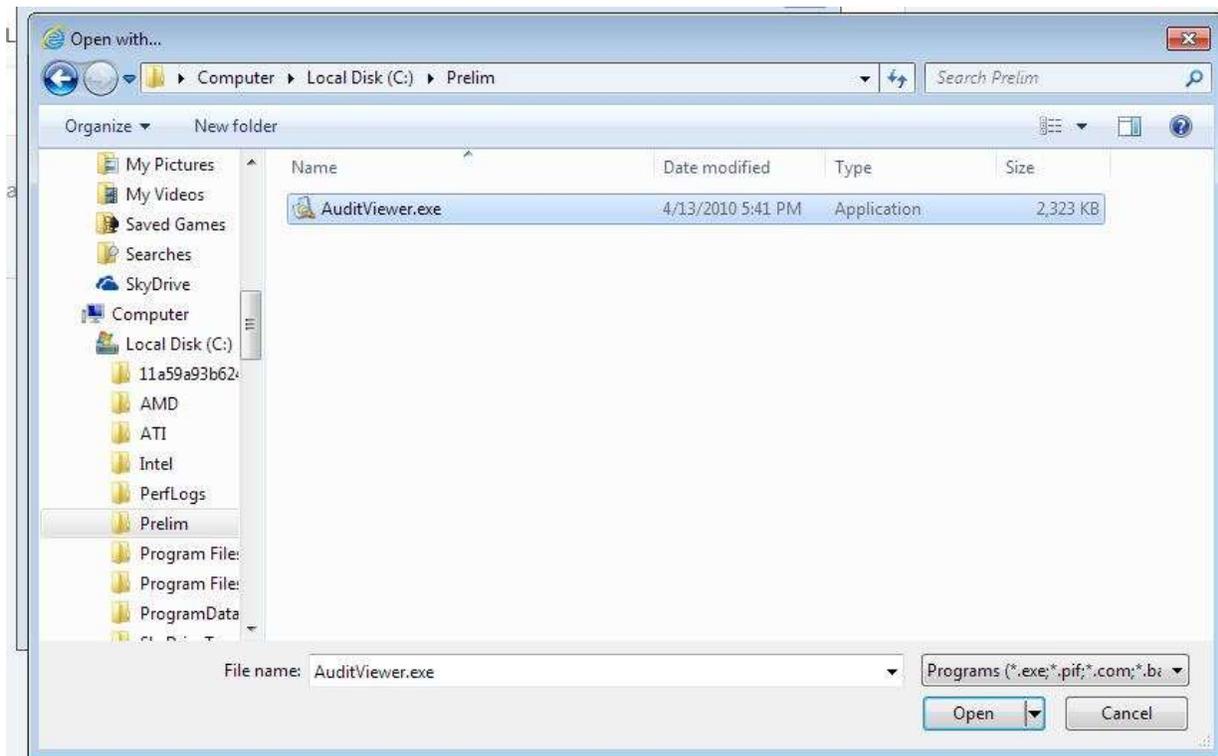
Be sure to check the “Always use the selected program...” checkbox as below.



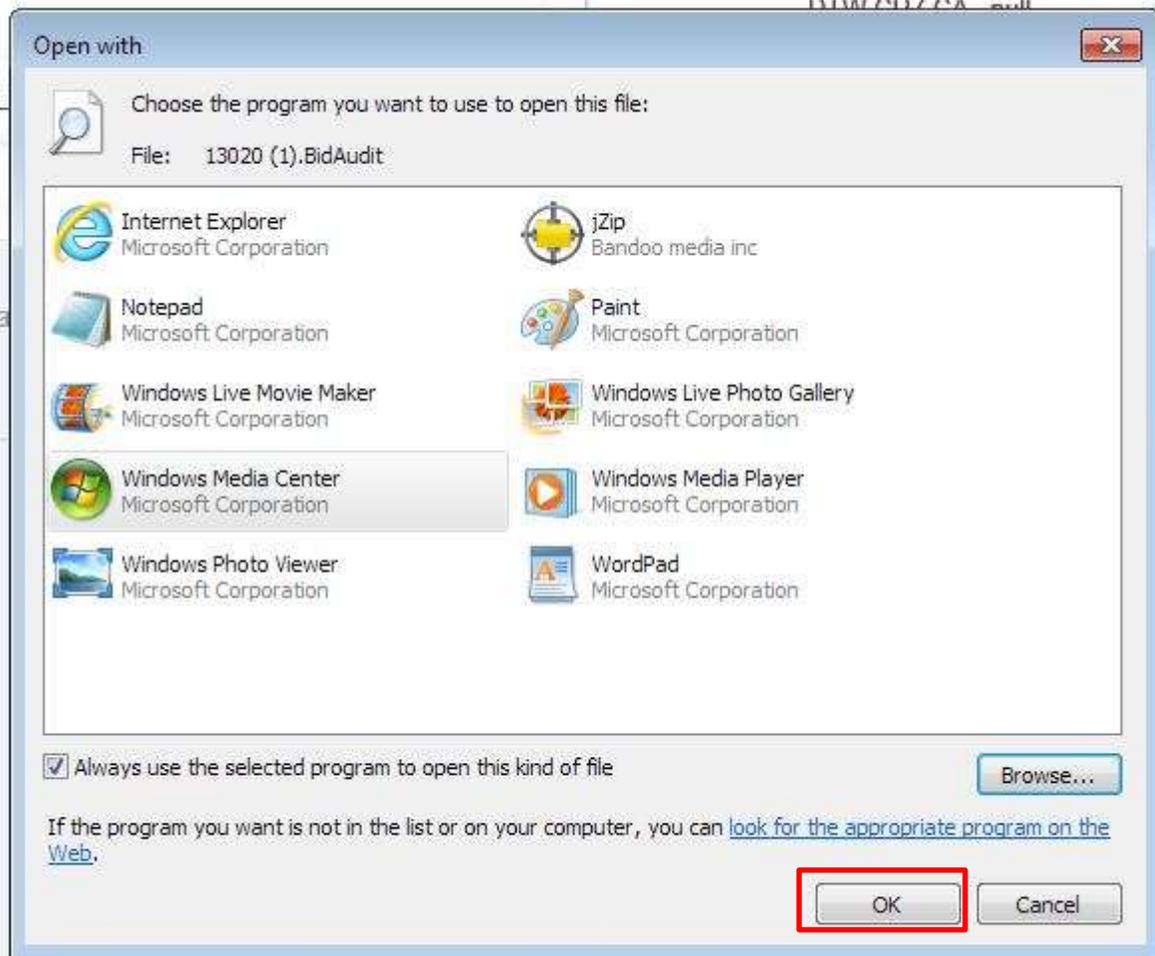
Then click BROWSE.



Locate the AuditViewer.exe application in the folder you selected in the prior steps. Highlight the application and click OPEN, or double click the AuditViewer.exe application.



The system will bring you back to this dialogue box. Select OK.



Your Prelim Award detail should now be viewable.