




**A4DD**  
ASSOCIATION FOR DELIVERY DRIVERS

## How To Access Training Completion Certificate

1. Access the training portal using the login credentials that were e-mailed to you (see screen shot example below).

 rminfo@mail-app.lossfreerx.com  
to me ▾ Apr 16, 2021, 12:36 PM (3 days ago) ☆ ↶ ⋮

### Access A4DD Online Safety Training

Dear Your Name

This is a reminder that you can access the professional safety training you ordered through the Association for Delivery Drivers. To access your online video course, note the login information below and click the green "Login" button. You have until the Due Date shown to complete the training. Once you complete the training, you will be able to download a certificate of completion. Good luck with your training. Remember, it could save your life.

Title	Type	Due Date
HIPAA Training for Delivery Drivers	Online Training	04/16/2021

Your Employee Portal Login Information:

**Username:** jimmymack  
**CompanyID:** 307999  
**Password:** [REDACTED]

**Note: Please either save the email or write down the login information and put in a safe place. You will use the same login credentials for future training.**

**Your Username, Company ID, and Password are listed here**

**Click here to be taken to the training portal where you will enter your login credentials.**

Login to access your assigned tasks download  
me

Please contact A4DD Association Administrator at [trainingcenter@a4dd.org](mailto:trainingcenter@a4dd.org).

**2. Enter login credentials in the appropriate places on the login screen.**

Employee Portal Login

**Username:**

**Company ID:**

**Password:**

**Enter Username, Company ID, and Password that you received in an email.**

**Click here to log in to training.**

### 3. Click on "Completed Tasks" button.



Succeed Management Solutions, LLC

English Kathy Shollenberger

My Tasks Announcements Safety Data Sheets

#### My Tasks

Upcoming Tasks

Completed Tasks

No Tasks Scheduled

**Note:** If you have any training that has not been started or completed, you may click on the "Upcoming Tasks" button to reveal that training.

Click here to reveal the training(s) that have been completed.

#### 4. Follow steps to download the certificate.

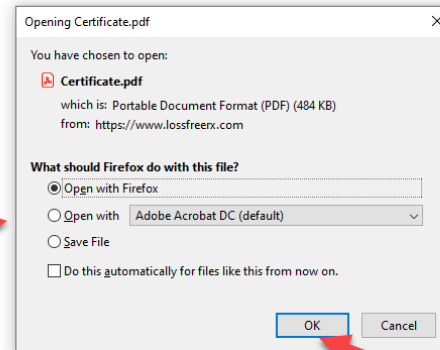


### My Tasks

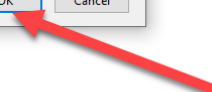
Upcoming Tasks Completed Tasks

Name	Type	Completed	Downloads
Driver Safety - Distracted Driving	Online Training	4/16/21	
Aggressive Driving for CMV Drivers	Online Training	4/16/21	

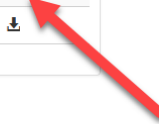
Step 2: Click button next to option to determine how you would like to see the certificate--Open with browser, Open with application (like Adobe or Word), or Save the File to a Folder.



Step 3: Click OK.



Step 1: Click on the arrow in the Downloads section next to the course,



## 5. Print and/or download the certificate.

Certificate-2.pdf - Adobe Acrobat Pro DC (32-bit)

File Edit View Sign Window Help

Home Tools Certificate-2.pdf x

Save Star Cloud Print Search 1 / 1 66.1% Print Comment Fill Sign



**Print and/or  
download the  
certificate.**

**SAMPLE**