



# A4DD

ASSOCIATION FOR DELIVERY DRIVERS

## How To Sign Up For Driver Membership

1. Open A4DD website at: [www.A4DD.org](https://www.A4DD.org).
2. Click on Driver Sign Up at top of page.

Latest updates

Click on Driver Sign Up

WELCOME  
**DELIVERY DRIVER**

This Association is for you!!

The Association for Delivery Drivers is here to help you in the success of your business and to make it easy for you to get what you need, when you need it and at a great price.

3. Start process of filling out application. There are several pages of information needed. The following screenshots will help you by pointing out sections where particular attention is required.

The screenshot shows a web application for a membership application. At the top, there's a header with the title "Membership Application" and a breadcrumb "Home → Membership Application". Below the header is a progress bar with four steps: "Membership Details" (1), "Vehicle Information", "Payment Information", and "Review" (4). The "Membership Details" step is active.

The main content area is titled "Select Your Membership Duration". It features two options: "Full-Year Membership \$1.13 Per Week" for \$59.00/year (selected with a yellow radio button) and "6-Months Membership \$1.49 Per Week" for \$39.00/6-Months (unselected with a white radio button). A red arrow points from the "Full-Year" option to a text box on the left, and a green arrow points from the "6-Months" option to a text box at the top.

Below the membership options is a "Contracting Carrier Code" field with a placeholder "Enter Carrier Code" and an "APPLY" button. A note below the field states: "Code can qualify driver for discounts on membership and benefits."

The "Account Information" section includes fields for "First Name", "Middle Name", "Last Name", "Gender" (a dropdown menu with "Select" chosen), "Email", "Confirm Email", "Choose a Password", "Confirm Password", and "Preferred Language" (a dropdown menu with "English" chosen). A note below the password fields states: "Password must contain at least 7 characters, we recommend to use uppercase, lowercase letters & numbers."

At the bottom, there's an "Upload Photo" section with a "Browse..." button, the text "No file selected.", and a "View Image" link. A red arrow points from the "Browse..." button to a text box on the right. A "Send message" button is located in the bottom right corner.

**Annotations:**

- Top Box:** Indicate if you want membership for a year or six months by click the appropriate button.
- Left Box:** If the company you deliver for has a CONTRACTING CARRIER CODE with A4DD, enter it here. This is important to ensure you receive benefits of driving for an A4DD Contracting Carrier.
- Right Box:** Note: Photo is optional.

# Page One: (continued)

**Your business name goes here. If you don't have one, leave blank.**

**Click drop down arrow and select business type from list.**

**Click arrow to answer "yes" or "no".**

**Note: Information in these fields is related to your business as an independent contractor.**

**List the primary company you make deliveries for. List second and/or third if applicable.**

**Click CONTINUE to proceed.**

**Business Information**

My Business Name

Business Type

Do you have a Business Tax ID Number (FEIN)?

Phone

Cell Phone (for receiving text messages)

Backup Phone Number

Street Address

Street Address 2

City

State

5-Digit Zip Code

**Carrier Information**

Primary Contracting Carrier

2nd Contracting Carrier (if any)

3rd Contracting Carrier (if any)

**CONTINUE**

**Page Two: This section addresses the types of deliveries you make and important driving information.**

**Membership Application**  
Home → Membership Application

Membership Details    1    2    3    4    Review

**Type of Work You Do - give percentages for each type**

Routed/Scheduled Work (vs. on-demand)    Residential Deliveries (vs. Commercial)    Work Using a Paid Helper

Select    Select    Select

Routed/Scheduled work percentage is required.    Residential Deliveries percentage is required.    Work using paid helper percentage is required.

Installation and Assembly of Products

Select

Installation and Assembly of Products percentage is required.

**Cargo Information**

Cargo Weight - How Many Packages/Items Weigh More Than 100 lbs. Each?

- select from below -

How many of your packages/items weigh more than 100lbs?

**Cargo You Transport (Select Top Two From List)**

- select from below -

Documents/Small Packages  
Bulk Printed Matter

(Select Items Using ctrl + left Click)

Primary cargo you transport 1 is required.

**Cargo You do not Transport (Select All that Apply)**

Documents/Small Packages  
Bulk Printed Matter  
Bank Checks  
Computers/Electronics

(Select Items Using ctrl + left Click)

**Annotations:**

- If some or all of your deliveries are routed or scheduled work versus "on demand", use drop down to indicate percentage.
- Use drop down menu to indicate percentage (if any) of your deliveries that are "residential".
- Use drop down menu to indicate percentage (if any) of your work that is done using paid helper.
- Use drop down arrow to indicate percentage (if any) of your deliveries that involve installation or assembly of products.
- Use drop down to indicate TWO of the types of cargo you transport.
- Use drop down menu to indicate percentage of packages you deliver that weigh over 100 pounds.
- Use drop down menu to indicate cargo you DO NOT transport. Indicate all that apply.

Send message

## Page Two: (continued)

← → ↻ 🏠 <https://account.a4dd.org/SignUp-Step2.aspx> ... 🌐 📄 📧 📅 📌 📁 📂 📃 📄 📅 📆 📇 📈 📉 📊 📋 📌 📍 📎 📏 📐 📑 📒 📓 📔 📕 📖 📗 📘 📙 📚 📛 📜 📝 📞 📟 📠 📡 📢 📣 📤 📥 📦 📧 📨 📩 📪 📫 📬 📭 📮 📯 📰 📱 📲 📳 📴 📵 📶 📷 📸 📹 📺 📻 📼 📽 📾 📿 📠 📡 📢 📣 📤 📥 📦 📧 📨 📩 📪 📫 📬 📭 📮 📯 📰 📱 📲 📳 📴 📵 📶 📷 📸 📹 📺 📻 📼 📽 📾 📿

**Use drop down to indicate number of years of driving experience.**

**Use drop down to determine "full-time" or "part-time" based on the criteria indicated.**

**Extremely Important:** In most cases, drivers are independent contractors and do not have other drivers working for them. If you do have drivers working for you, contact A4DD before proceeding.

**Use drop down to indicate number of miles driven annually making deliveries.**

**Use drop down to select "longest distance" your drive**

**Use drop down to indicate typical distance you drive for deliveries.**

**Click CONTINUE when all fields are completed.**

**Driving Information**

Years of Delivery Driving Experience  
Select  
Years of delivery driving experience is required.

Your Full-Time/Part-Time Status  
Select  
for you?

Number of subcontracted or employee drivers is required.

Distance You Typically Drive for a Delivery. If You Drive Routes, Enter the Typical Distance between Stops  
Select  
Distance Driven is required.

Longest Distance Normally Driven to Make a Delivery  
Select  
Longest Distance Driven is required.

Miles Driven Annually for Delivery Work (Approximate)  
Select  
Work-related average annually mileage is required.

BACK CONTINUE

## Page Three: Licensing and Vehicle Information

**Membership Application**  
Home → Membership Application

Membership Details (1) | Work Profile (2) | Licensing / Vehicle (3) | Review (4)

### Licensing and Authority Information

Driver's License Number <input type="text"/> <small>Driver's license is required.</small>	State Issuing Driver's License <input type="text" value="Select"/> <small>License State is required.</small>	Date of Birth (mm/dd/yyyy) <input type="text" value="mm/dd/yyyy"/> <small>Date of Birth is required.</small>
Commercial Driver's License (CDL)? <input type="text" value="No"/>	Do You Have Federal (DOT) Motor Carrier Authority? <input type="text" value="No"/>	If You Have Authority, Type Your DOT or MC Number <input type="text"/>
Do You Have State Motor Carrier Authority? <input type="text" value="No"/>	If You Have State Authority, Specify the States <input type="text"/>	

Upload Driver's License (front and back) - formats accepted are JPEG, JPG,PNG, GIF, TIF: Front side:  No file selected. Back side:  No file selected.

Vehicle Make:  Vehicle Model:

**Annotations:**

- Enter Driver's License Number here.
- Use drop down to indicate state where license was issued.
- Click on calendar icon to use to enter date of birth.
- Use drop down to indicate answer to question and fill in state authority if applicable.
- Use drop downs to answer questions on this line and last field to enter DOT or MC number if applicable.
- Upload image of front and back of your driver's license using instructions above.

## Page Three: (continued)

← → ↻ 🏠 🔒 https://account.a4dd.org/SignUp-Step3.aspx

**Primary Vehicle Information**

Vehicle Type:  Vehicle Type is required.

Vehicle Make:  Vehicle Make is required.

Vehicle Model:  Vehicle Model is required.

Vehicle Year:  Vehicle Year is required.

Vehicle's Liability Insurance Limits:  Vehicle Liability Insurance Limits is required.

Expiration Date of Vehicle Insurance:  Vehicle Insurance Expiration Date is required.

Upload Vehicle Photo showing full front and one side (formats accepted are JPEG, JPG, PNG, GIF, TIF):  No file selected.

Do You Make Deliveries Using Another Vehicle?  Use drop down to answer question concerning other vehicle used for deliveries.

Upload Auto Insurance "Declarations" Pages (up to 3 images) (formats accepted are JPEG, JPG, PNG, GIF, TIF):

No file selected.  No file selected.  No file selected. Upload photo of your vehicle with full front and full (one side) view using the methods indicated.

How did you learn about the Association?  Use drop down to answer question concerning other vehicle used for deliveries.

I Wish to Advertise My Services to A4DD Contracting Carriers (At No Additional Cost):

Sign Me Up (at no extra cost) for A4DD's Safety Rewards Program and a chance to win up to \$100 each month.

Send A4DD's Blog/Newsletter, "Your Bottom Line", to My Email Address

Click CONTINUE--a pop up will appear.

Use drop down to indicate type of vehicle you use for deliveries and then fill our make and model in the fields to the right.

Upload photo of your vehicle with full front and full (one side) view using the methods indicated.

Click on how you heard about A4DD and sign up for free services.

Use drop down to answer question concerning other vehicle used for deliveries.

Upload vehicle insurance "Declarations" pages-- up to three images based on criteria on this line.

List year of your vehicle and then use drop down menu in fields to the right to indicate vehicle insurance liability limits and expiration date of insurance.

**Page Three: (continued) Read and Agree to the following.**

By clicking the "I Agree" button below, I agree to all of the following terms and conditions of membership.

**Membership Terms and Conditions**

I certify that I have personally completed this Sign-Up Form, and that all of the information is correct and true. I understand that the information provided is incorporated into my Member Profile. I agree to update my Member Profile online to maintain the truth and accuracy of its information. I understand that companies providing benefits to Association members rely on the accuracy of my Member Profile, and I accept that material misrepresentations within it may be grounds for voiding, terminating or altering my membership benefits.

**Release and Permission**

I give my permission for the information contained in my online Member Profile, which I provide during the Sign Up process and other usage of this website, to be shared with service providers who arrange with the Association to provide benefits to members, and with A4DD Contracting

I Agree

I Disagree



## Page Four: Review

You can review your application and edit if needed.

https://account.a4dd.org/SignUp-Step4.aspx

LOGOUT FAQ NEWS CONTACT US

MEMBER BENEFITS MEMBER FORUMS DRIVER RESOURCES CONTRACTING COMPANIES

### Membership Application

Home → Membership Application

Membership Details 1 Work Profile 2 Licensing / Vehicle 3 Review 4

**Membership Details**

Name:  
Email:  
Gender:  
Preferred Language:  
Business Name:  
Business Type:  
Tax ID Number (FEIN):  
Phone:  
Cell Phone:  
Address:

**Your details for each item will be listed here.**

[Edit](#)

**\$39.00/6-Months**

**6-Months Membership**  
\$1.49 Per Week

**Next Renewal Date**  
08/25/2021

**Last Amount Paid**  
\$1.00

**Work Profile** [Edit](#)

**Licensing / Vehicle** [Edit](#)

**Use "edit" buttons for each section if changes/corrections are needed.**

Send message

## 5. Click "Pay Now" to enter Membership Payment Information.

https://account.a4dd.org/SignUp-Step4.aspx?Id=NwA4ADIANAA= 80%

DRIVER SIGN UP DRIVER LOGIN COMPANY LOGIN FAQ NEWS CONTACT US

MEMBER BENEFITS MEMBER FORUMS DRIVER RESOURCES CONTRACTING COMPANIES

# A4DD

ASSOCIATION FOR DELIVERY DRIVERS

## Membership Application

Home → Membership Application

Membership Details 1 Work Profile 2 Licensing / Vehicle 3 Review 4

**Membership Details** [Edit](#)

Name: [Redacted]  
Email: [Redacted]  
Gender: [Redacted]  
Preferred Language: [Redacted]  
Business Name: [Redacted]  
Business Type: [Redacted]  
Tax ID Number (FEIN): [Redacted]  
Phone: [Redacted]  
Cell Phone: [Redacted]  
Address: [Redacted]

Contracting Carrier Code: -  
Primary Contracting Carrier: Amazon  
2nd Contracting Carrier: -  
3rd Contracting Carrier: -

**6-Months Membership**  
\$39.00/6-Months  
\$1.49 Per Week

MasterCard VISA American Express DISCOVER

Coupon Code:  [APPLY](#)

[PAY NOW](#)

**Step 1: If you were provided a "Coupon Code", insert here and click "Apply".**

**Step 2: Click "Pay Now". This will take you to Payment Information Screen where you will enter your payment information. (Note: You will be able to pay by Credit/Debit Card or Check-ACH Transaction).**

**USEFUL LINKS**

Update My Member Profile Update Payment Information  
Send Certificate Of Insurance Membership Next Steps

**CONTACT INFO**

Administrator: JC Burnett  
Online Form - quickest option  
Phone: (773) 361-1100 (Toll Free)

## 6. Enter payment information.

### EXAMPLE ONE: CREDIT or DEBIT CARD

The screenshot shows a payment form for 'Association for Delivery Drivers' with a total amount of \$10.53. The form is divided into three main sections: Payment Type, Credit Card Info, and Billing Contact Info. Red arrows point to various fields with instructional boxes. A green arrow points to the \$10.53 amount with a note box.

**Step 1: Click payment type.** (Points to the 'Credit' button)

**Step 2: Enter Credit or Debit Card number.** (Points to the 'Credit Card Number' field)

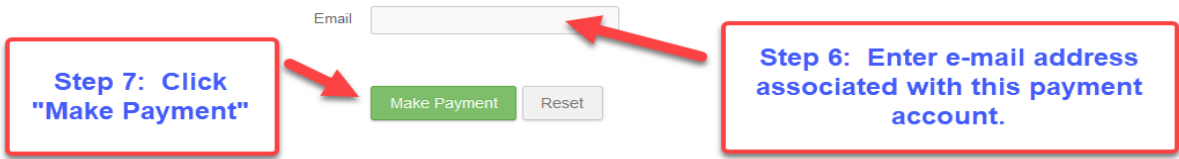
**Step 3: Enter CVV (Card Security Code) from front or back of the card--depending on the type of card.** (Points to the 'CVV2' field)

**Step 4: Use drop down menu to enter card expiration date (month and year).** (Points to the 'Expiration Date' dropdowns)

**Step 5: Enter Personal Information associated with this account.** (Points to the 'Billing Contact Info' section)

**Note: Initial withdraw amount will be here. Future weekly or monthly amounts were listed on application.** (Points to the \$10.53 amount)

The form fields include: Payment Type (Credit, Check), Credit Card Info (Credit Card Number, CVV2, Expiration Date), and Billing Contact Info (First Name, Last Name, Billing Address 1, Billing Address 2, City, Province/State, Country, Postal Code, Phone).



## EXAMPLE TWO: ELECTRONIC FUNDS TRANSFER (CHECKING or SAVINGS)

(Page One of Two)



**Association for Delivery Drivers** \$7.14

Payment Type

Credit  Check

Electronic Check Info

**Step 1: Click Payment Type**

**Step 2: Enter Account "Routing Number" from front of check.**

**Step 3: Enter "Account Number" from front of check.**

**Step 4: Indicate if you want funds withdrawn from a "Checking" or "Savings" account.**

**Step 5: Indicate if this is a "Consumer Account" or "Business Account".**

**Note: This is the initial amount that will be withdrawn. Future weekly or monthly amounts were indicated on the application.**

Routing Number

Account Number

Account Type  Checking  Savings

Account Ownership  Consumer Account  Business Account

Billing Contact Info

**Step 6: Personal Information just as it appears on the bank account.**

First Name

Last Name

Billing Address 1

Billing Address 2

City

Province/State

Country

Postal Code

Phone

Email

By entering my own or my Company's routing and account number above and clicking "Submit", either as an individual or as an authorized Company representative, I authorize the payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from either my own or the Company's checking or savings account as indicated above and, if necessary, electronic credits to my own or the Company's account to correct erroneous debits. I understand that the processing of the payment will be completed within 1-2 banking days. If the payment returns unpaid, I authorize you or your service provider to collect the payment by EFT(s) or draft(s) drawn from my own or the Company account. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice.

I accept these terms, acknowledge these disclosures and authorize this payment on behalf of myself or my Company and further agree, on Company's behalf, that Company shall be bound by the Nacha Rules in effect, both now and as amended from time to time.

PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.

**Step 8: Click "Make Payment".**

**Step 7: Print a copy of this page for your records using your browser's print function.**

## 7. Review "Welcome" e-mail from the Association.

The screenshot shows an email interface with a header bar containing 'Delete', 'Respond', 'Unread', 'Up', 'Select', 'Aloud', 'Speech', 'Language', and 'Zoom'. The email content includes a 'Welcome, J...' greeting, a red callout box for Step 1, a 'Welcome to The Association for Delivery Drivers (A4DD)' message, a paragraph about logging in, a red callout box for Step 2, membership payment information, a red callout box for Step 3, and several paragraphs of instructions and a closing message. A red arrow points from the Step 1 box to the 'Reply' button area.

**Step 1: Note that your application is "pending administrator's approval"--which could take up to 2 business days.**

Reply Reply All Forward

Thu 6/3/2021 12:22 PM

**Welcome to The Association for Delivery Drivers (A4DD).** You're going to like what this Association can ADD to your bottom line. Your account is open pending administrator's approval, which can take up to 2 business days. Once it is approved, you will be notified by email.

In the meantime, you may log back onto the Association website to take full advantage of all member benefits. Just go to [www.A4DD.org](http://www.A4DD.org) and click on the "Driver Login" button at the top of the page. You will be asked for your email address and password. Here is your login information. Please keep it secure:

**Email Address:** [redacted]  
**Password:** [redacted]

**Step 2: Make note of your login and password.**

**Step 3: Login to website to review and sign up for member benefits.**

Here is your membership payment information for your records:  
Subscription Id: 101103023877  
Transaction Id: 101103023867  
Paid Amount: \$39.00  
Next Payment Date: 12/03/2021

Please keep your member profile up-to-date to stay qualified for all benefits. Do this online by going to Professional Delivery Drivers > My Account on the [a4dd.org](http://a4dd.org) website. Click on "**Update My Member Profile**", then update your information.

Your membership will be automatically renewed unless you notify the Association. To do this, go to Professional Delivery Drivers > My Account and click on "**Cancel A4DD Services**". Complete the brief questionnaire. Note that cancellation will terminate all your member benefits, including any you may need to satisfy carriers, like insurance.

If your payment information changes (new credit/debit card or bank account) let us know and avoid extra fees for declined payments. Go to Professional Delivery Drivers > My Account and click on "**Update Payment Information**". Do this promptly to avoid problems

Welcome again! We are glad to have you as a member of the Association and hope your member benefits help you to achieve success as an Independent Delivery Driver. Please use the [Contact Us](#) page to send us your feedback .