



How To Order Compliance Training Course(s)

1. Open A4DD website at: www.A4DD.org.
2. Click on Driver Login at top of page.

https://www.a4dd.org

DRIVER SIGN UP DRIVER LOGIN COMPANY LOGIN FAQ NEWS CONTACT US

MEMBER BENEFITS MEMBER FORUMS DRIVER RESOURCES CONTRACTING COMPANIES

Click here to login.

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. Enter your e-mail and password. This will take you to the MEMBER BENEFITS page.

The screenshot shows the A4DD (Association for Delivery Drivers) website's driver login page. The browser address bar shows <https://account.a4dd.org/DriverLogin.aspx>. The page features the A4DD logo and navigation links for DRIVER SIGN UP, DRIVER LOGIN, and COMPANY LOG. The main content area includes a login form with fields for Email and Password, and buttons for LOGIN, CANCEL, and Forgot Password. A 'Not a member?' section offers Sign Up options. A 'Delivery Companies' section also provides Sign Up and Click Here links. An 'Update Member Profile' modal is open, asking if the user's profile information has changed, with Update, Not Now, and Click Here buttons. The footer contains 'USEFUL LINKS' and 'CONTACT INFO'.

Step 1: Enter e-mail address here.

Step 2: Enter password here.

Note: If you don't remember your password, click here and follow the prompts.

Step 3: Click here to login.

Note: If any information in your Member Profile may be out-of-date, click Update.

If you don't need to update information in Member Profile, click Not Now.

If you need to update Payment Information only, click the words Click Here on the bottom right of the text box.

This box appears AFTER you click LOGIN in Step 3.

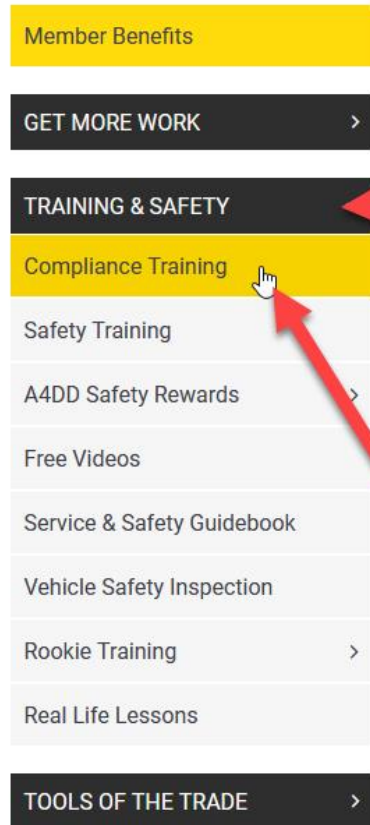
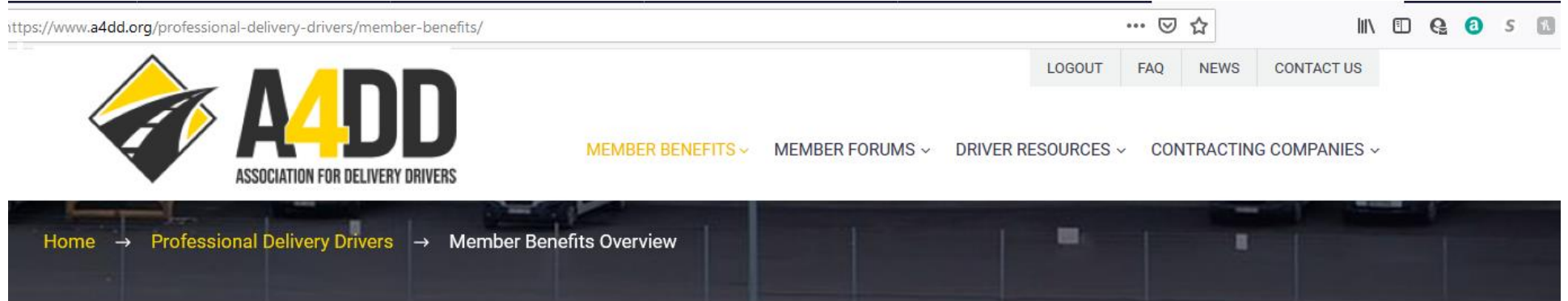
USEFUL LINKS

- Update My Member Profile
- Update Payment Information
- Send Certificate Of Insurance
- Membership Next Steps
- Safety Training
- Monthly Safety Lesson
- Cargo/Property Damage Insurance
- General Liability Insurance
- Business Auto Insurance
- Cancel Membership And/Or Insurance

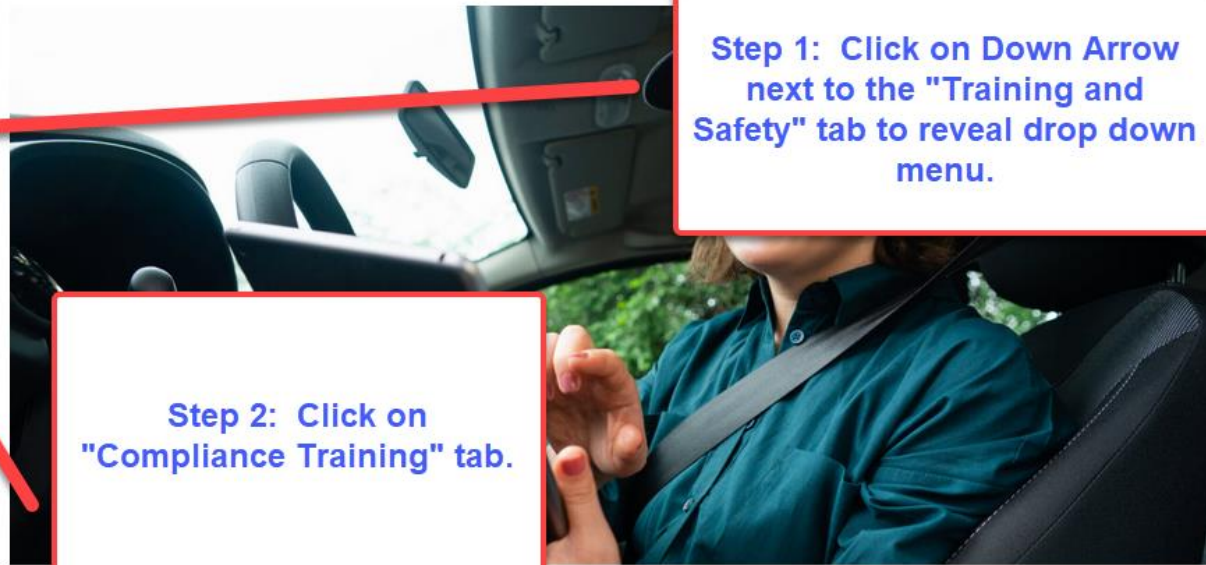
CONTACT INFO

Administrator: JC Burnett
Online Form - quickest option
Toll Free: (877) 264-A4DD (2433)
Email: a4ddteam@a4dd.org
P.O. Box 123
Gaylordsville, CT 06755

4. Click on the Compliance Training tab.

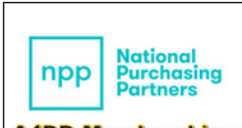


Welcome Delivery Driver. This Association is for you!!



The Association for Delivery Drivers is here to help you succeed. A4DD makes it easy for you to get what you need, when you need it, and at a great price. Take advantage of products and services that simply aren't available or affordable to individual drivers on their own. Meet carrier contract standards to qualify for the best work around. Association dues cost barely \$1 per week, and drivers who join A4DD enjoy many benefits, including:

5. Scroll down page and click on the "Category" where the course is listed that you would like to access.



you always pay less than \$15.00 per course compared with commercial providers that charge \$20.00-\$50.00. Members with a Contracting Company Code (CCC) pay even less: 10%-25% less. Save the most by purchasing a "Double Bundle". Don't miss out on good work. Get into compliance with A4DD training today.

Note: members with a CCC get a Certificate of Completion sent automatically to your primary contracting company. If you don't have a CCC code, ask your contracting company to contact A4DD to get you one.

Step 1: Click on the CATEGORY that contains the course you would like to access.
(Note: For this example we are going to choose the "Pharmaceuticals delivery" category).

Click on a category to access the training courses listed with it.

Pharmaceuticals delivery

- HIPAA compliance
- Medicare/caid Fraud, Waste & Abuse
- Secure Vehicle Storage

Food delivery: meals and groceries

- Safe food handling
- HIPAA compliance

Medical labwork and specimens

- Bloodborne Pathogen Handling
- HIPAA compliance

Workplace Training: V-DASH

- Combo #1: Violence, Drugs & Alcohol
- Combo #2: Stress and Harassment

Home Goods delivery

TBD

6. Click on the title of the training course that you would like to access.



Step 1: Click on the title of the training course you would like to access.

Pharmaceuticals delivery training

HIPAA training

This course teaches what delivery drivers who handle medical records and labels need to know about protecting patient privacy – so you can avoid fines and penalties.

FWA training

Satisfies compulsory training for those who provide health-related services to Medicare/Medicaid enrollees to maintain standards for transparency and disclosure.

Vehicle Storage training

Securing vehicles to protect at-risk medicines and meet Joint Commission standards.

Click on the title of the training you'd like to access.

[Back to Top of Page](#)

7. Choose the course you would like to access and indicate mode of payment.

The image shows a web page for signing up for training. On the left is a navigation menu with items like 'MEMBER BENEFITS', 'GET MORE WORK', 'TRAINING & SAFETY', 'TOOLS OF THE TRADE', 'INSURANCE', 'MEMBER FORUMS', 'RESOURCE CENTER', and 'MY ACCOUNT'. The main heading is 'Sign Up Here for Delivery Driver Compliance Training'. Below this are logos for HIPAA, Medicare, OSHA, and FDA. The text explains the enrollment process, including a note about 'Double Bundle' credits and a confirmation email. A form section includes a dropdown for 'Training Course Selected' (set to 'HIPAA Compliance'), radio buttons for 'Choose Type of Enrollment' (Single Course selected) and 'Choose Mode of Payment' (Pay with New Payment Info. selected), and a list of previous courses. A yellow 'ENROLL' button is at the bottom. Four red-bordered callout boxes provide instructions: Step 1 points to the dropdown menu; Step 2 points to the enrollment type options; Step 3 points to the payment mode options; and Step 4 points to the 'ENROLL' button. A green-bordered note points to the 'List of previous courses'.

MEMBER BENEFITS

- GET MORE WORK >
- TRAINING & SAFETY >
- TOOLS OF THE TRADE >
- INSURANCE >
- MEMBER FORUMS >
- RESOURCE CENTER >
- MY ACCOUNT >

Sign Up Here for Delivery Driver Compliance Training

HIPAA Health Insurance Portability & Accountability Act

Medicare

OSHA Occupational Safety and Health Administration

FDA U.S Food and Drug Administration

Click the 'Enroll' button and enter payment information to sign up for training after you make sure the right training course is selected. Compare the cost of a single course to a discounted "Double Bundle".

Note: If you have an unused "Double Bundle" credit, then the price will be \$0.

After you enroll, you will receive a confirmation email. Once your training course is ready (within 24 hours), you will receive another email with a link to click to begin your training. After you complete the course, you will receive a "Certificate of Completion".

Step 1: Make sure that the course listed is the course you would like to access. If not, click the arrow to reveal drop down menu of courses.

Step 2: Click on button for "Single Course" or "Double Bundle". (Note: A Double Bundle would cost \$21.49--making the second course just \$8.00).

Note: If you have previously purchased courses, they will be listed here.

Step 3: Indicate if you are paying with "New" payment information or "Saved" payment information from a previous transaction.

Step 4: Click "Enroll".

Training Course Selected: HIPAA Compliance

Choose Type of Enrollment: Single Course Training Double Bundle

Course Fee: \$13.49

Choose Mode of Payment: Pay with New Payment Info. Pay with Saved Payment Info.

List of previous courses:

- FWA Compliance (03/04/2021)
- FWA Compliance (03/11/2021)

ENROLL

8. Read the Warning in the Pop-up window and click OK.

Warning

Member acknowledges and agrees that in exchange for using a Contracting Carrier Code (CCC) to save on training course costs, Member authorizes the CCC's granting carrier to receive a copy of Member's Certificate of Completion for the training, as well as information concerning Member's training activity including dates and course topics.

OK CANCEL

Step 1: Read "Warning" in Pop-up window.

Note: If you do not have a Contracting Carrier Code associated with your A4DD member profile, this notice will not appear and you will be taken to the payment page after previous step.

Step 2: Click "OK" indicating your approval of providing course completion information to the Contracting Carrier whose Code you used to receive a discount on the course(s).

Sign Up Here for Delivery Driver Compliance Training

MEMBER BENEFITS

GET MORE WORK

TRAINING & SAFETY

TOOLS OF THE TRADE

INSURANCE

MEMBER FORUMS

RESOURCE CENTER

MY ACCOUNT

www.Loadchief.com

Be Your Own Damn Boss

Choose Type of Enrollment: Single Course Training Double Bundle

U.S. Food and Drug Administration

9. Enter payment information.

EXAMPLE ONE: CREDIT or DEBIT CARD

The screenshot shows a web browser window with the URL <https://secure.bluepay.com/interfaces/shpf>. The page title is "Association for Delivery Drivers" and the amount is "\$10.53".

Payment Type

Step 1: Click payment type. (Arrow points to the "Credit" button, which has a blue checkmark.)

Credit Card Info

Note: Initial withdraw amount will be here. Future weekly or monthly amounts were listed on application. (Green box with arrow pointing to "\$10.53")

Step 2: Enter Credit or Debit Card number. (Arrow points to the "Credit Card Number" input field.)

Step 3: Enter CVV (Card Security Code) from front or back of the card--depending on the type of card. (Arrow points to the "CVV2" input field.)

Step 4: Use drop down menu to enter card expiration date (month and year). (Arrow points to the "Expiration Date" dropdown menus.)

Billing Contact Info

Step 5: Enter Personal Information associated with this account. (Arrows point to the "First Name", "Last Name", "Billing Address 1", "Billing Address 2", "City", "Province/State", "Country", "Postal Code", "Phone", and "Email" input fields.)

Step 6: Enter e-mail address associated with this payment account. (Arrow points to the "Email" input field.)

Step 7: Click "Make Payment" (Arrow points to the green "Make Payment" button.)

Buttons: "Credit" (selected), "Check", "Make Payment", "Reset".

Logos: VISA, Mastercard, DISCOVER, AMEX.

EXAMPLE TWO: ELECTRONIC FUNDS TRANSFER (CHECKING or SAVINGS)

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Association for Delivery Drivers

\$7.14

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

Payment Type

Credit Check

Step 1: Click Payment Type

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

Electronic Check Info



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

Routing Number

Account Number

Account Type Checking Savings

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".

Account Ownership Consumer Account Business Account

Billing Contact Info

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

Form fields for Billing Contact Info with red arrows pointing to each field:

- 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".

Buttons: **Make Payment** (green) and **Reset** (grey)

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

10. Review Acknowledgment that transaction completed.

https://account.a4dd.org/compliance-training-thankyou.aspx?INVOICE_ID=101100757398&BANK_NAME=Credit One Bank%2C National Association& 80%



LOGOUT FAQ NEWS CONTACT US

MEMBER BENEFITS MEMBER FORUMS DRIVER RESOURCES CONTRACTING COMPANIES


Compliance Training Thank You

Home → Compliance Training Thank You

Thank you for enrolling in an A4DD Compliance Training course.
We are sending a confirmation email to you.
[Click here](#) to return to A4DD Member Benefits

Sincerely,
Your A4DD Service Team

Review notice that transaction completed successfully.



USEFUL LINKS	
Update My Member Profile	Update Payment Information
Send Certificate Of Insurance	Membership Next Steps
Safety Training	Monthly Safety Lesson
Cargo/Property Damage Insurance	General Liability Insurance
Business Auto Insurance	Cancel Membership And/Or Insurance

CONTACT INFO
Administrator: JC Burnett
Online Form - quickest option
Toll Free: (877) 264-A4DD (2433)
Email: a4ddteam@a4dd.org
P.O. Box 123 Gaylordsville, CT 06755

11. Check your e-mail for enrollment confirmation and information regarding when course will be ready to access.

A4DD.org Compliance Training course enrollment: 5/31/2021 12:53:32 PM External Inbox x

A4DD postmaster@a4dd.org via sendgrid.net 12:53 PM (8 minutes ago) ☆ ↶ ⋮

to me ▾

Dear J [REDACTED]

This confirms that you have enrolled for A4DD Driver Compliance Training. See details below. Once your training course is ready (within 24 hours), you will receive another email notifying you and giving you a link to click on to begin your training. You will receive a Certificate of Completion upon successfully taking the course.

These are the submitted details:

Course Title: HIPAA Compliance
Type of Enrollment: Single Course
Contracting Carrier Code: orphan1
Paid Amount: \$13.49
Transaction Id: 101100757398

Thank you,
Sincerely,

Association for Delivery Drivers
Member Support
P.O. Box 123
Gaylordville, CT 06755

[Contact Us form](#) (quickest response)
a4ddteam@a4dd.org
Phone: 877-264-2433

↶ Reply ↷ Forward

Please note that once your training course is ready (within 24 hours), you will receive another e-mail giving you a link to the training and login credentials.