



## How To Renew Your Contracting Company Online Ad

1. Open A4DD website at: [www.A4DD.org](http://www.A4DD.org).
2. Click on COMPANY LOGIN at top of page.

A screenshot of the A4DD website homepage. At the top, there is a navigation menu with links for 'DRIVER SIGN UP', 'DRIVER LOGIN', 'COMPANY LOGIN', 'FAQ', 'NEWS', and 'CONTACT US'. A red arrow points from the 'COMPANY LOGIN' link down to a white box with a red border on the right side of the page. The main content area features a large image of three white delivery vans. Overlaid on this image is the text 'WELCOME DELIVERY DRIVER' in large white letters, followed by 'This Association is for you!!' and a paragraph: '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.' The white box contains the text 'Click Here to Login' in blue.

### 3. Enter your e-mail and password. This will take you to the INTRODUCING THE ASSOCIATION page.

The screenshot shows the A4DD (Association for Delivery Drivers) website's carrier login page. The browser address bar shows the URL <https://account.a4dd.org/CarrierLogin.aspx>. The page features the A4DD logo and a navigation menu with links for DRIVER SIGN UP, DRIVER LOGIN, COMPANY LOGIN, FAQ, NEWS, and CONTACT US. Below the navigation, there are dropdown menus for MEMBER BENEFITS, MEMBER FORUMS, DRIVER RESOURCES, and CONTRACTING COMPANIES.

The main content area is titled "Log in to access services for 'recognized' contracting carriers". It contains a login form with fields for "Username:" and "Password:". Below the form are two yellow buttons: "LOGIN" and "CANCEL". A link for "Forgot Password" is located below the "LOGIN" button. To the right of the login form is a section titled "Delivery Companies:" with two yellow buttons: "Sign Up" and "Click Here".

Four instructional callouts are overlaid on the page:

- Step 1: Enter e-mail address here.** A red-bordered box pointing to the Username field.
- Step 2: Enter password here.** A red-bordered box pointing to the Password field.
- Step 3: Click here to login.** A red-bordered box pointing to the LOGIN button.
- Note: If you don't remember your password, click here and follow the prompts.** A green-bordered box pointing to the "Forgot Password" link.

#### 4. Follow the steps below to access the "Renew Your Online Ad" screen.

The screenshot shows the A4DD website interface. At the top right, there are links for LOGOUT, FAQ, NEWS, and CONTACT US. Below these are navigation menus for MEMBER BENEFITS, MEMBER FORUMS, DRIVER RESOURCES, and CONTRACTING COMPANIES. A red box labeled "Step 1: Hover mouse here to reveal menu." points to the CONTRACTING COMPANIES dropdown. A secondary dropdown menu is open, showing options: Introducing the Association, Getting Started with A4DD, and Contracting Comp. Services. A red box labeled "Step 2: Hover mouse here to reveal choices." points to the Contracting Comp. Services option. A third dropdown menu is open, listing various services: Find My Drivers, Access Digital Load Board, View Driver Ads, Workers Comp. (audit-free), Contingent Liability Insurance, Renew Your Online Ad, and Update Next Steps Screen. A red box labeled "Click here to open up 'Online Ad Signup' screen." points to the "Renew Your Online Ad" option. On the left side, there are three main navigation buttons: INTRODUCING THE ASSOCIATION, GETTING STARTED, and CONTRACTING COMPANY SERVICES. Below these is a BeAVendor.com logo with the text "Certification and Best Practices Training for Delivery Drivers". The main content area features a banner titled "Introducing the Association" with a sub-header "Home -> Introducing the Association". Below the banner are two images: a male driver with a clipboard and a female driver with a clipboard. The text below the images reads: "Introducing the Association. Refer Delivery Drivers to A4DD." followed by a paragraph: "Given today's legal and regulatory environment, it's increasingly important to work with independent delivery drivers who can truly function as independent small businesses. A4DD can help through our partnerships with leading delivery industry vendors. Just point drivers in our direction to get the tools and resources they need – all at substantial savings due to our group purchasing power." Below this is another paragraph: "Imagine defending your IC model when drivers behave like professionals without you providing or picking out solutions for them. Our driver members can comply with rigorous contract standards easily and affordably through 24/7 online access to an ever-growing lineup of member benefits, including:" followed by a list of two bullet points: "✓ Advertising their services and obtaining additional work from other sources" and "✓ Carrying business insurances that's affordable and fully portable". At the bottom right, there is a yellow "Send message" button.

**Step 1: Hover mouse here to reveal menu.**

**Step 2: Hover mouse here to reveal choices.**

**Click here to open up "Online Ad Signup" screen.**

[Send message](#)

## Step 5: Fill out the Online Ad Signup information.



**Step 1: Enter Contracting Carrier name.**

Contracting Carrier Name

Number of Delivery Drivers under Contract

**Step 2: Enter number of drivers currently under contract. This number will be used to price your ad.**

**Step 3: Click on "Cost Calculator" to price your ad.**

Ad Charge Calculation ⓘ  
  
Advertisement Charge: None

### Headquarters Address

Street address  City  State

Zip Code

**Step 4: Fill in Company Information.**

**Step 5: Fill in information for person completing the form.**

### Person Completing Ad Signup Form

First Name  Last Name  Title

Email  Telephone

(xxx-xxx-xxxx)

Zip Code

**Person Completing Ad Signup Form**

First Name

Last Name

Title

Email

Telephone  
  
(xxx-xxx-xxxx)

**Step 6: Indicate NOW or LATER even though you are renewing your existing ad.**

You may either upload an existing online Ad for A4DD to use, or let us create one for you using your logo and any additional text you wish drivers to see.

When will you upload your image?  
 Now  Later

What will you be uploading?  
 Ad  Logo

**Step 7: Indicate if you want to upload an "ad" that you've created OR you are uploading your logo so that we can create an "ad" for you.**

**Step 9: Enter any additional information we need to know here--such as "use existing ad".**

Where should your ad link to (website)? http://

**Step 8: Enter your website's URL if you want your ad to hotlink to your website.**

Comments

**Note: This step does not apply to Contracting Companies who are "renewing" their ad.**

**Note:** Payment information is NOT stored by the Association for your security!

**Note:** After you click on submit below, please complete a Carrier Profile Questionnaire to qualify as a Contracting Carrier and receive a "CCC" discount code for the delivery drivers contracted with your company.

**Step 10: Click SUBMIT. Note: This will take you to the Payment Screen.**