

# COVID-19 Employee Travel Acknowledgement



## Accessing the ADP Employee Travel Acknowledgement Form

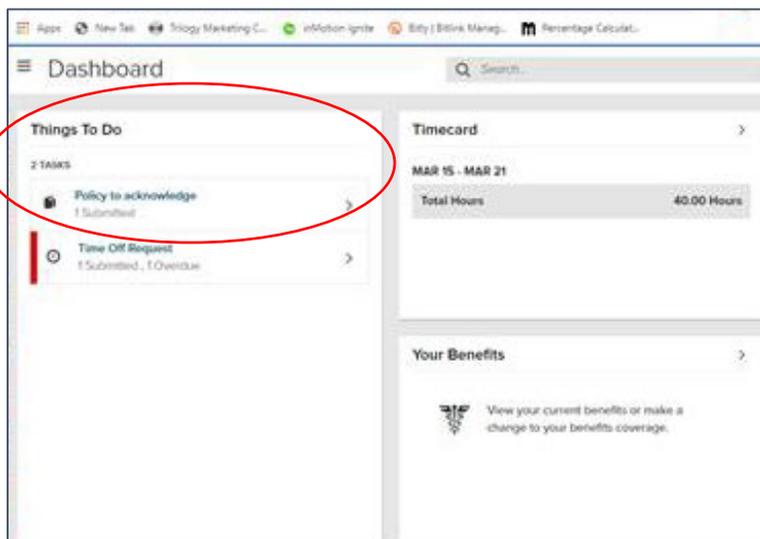
### Step 1

- Paste the following url into your browser to log into the ADP system  
<https://my.adp.com/static/redbox/login.html>

A screenshot of the ADP login page. The page has a light blue background. At the top right, there is a language dropdown menu set to "English (US)". The main heading is "Log in to Trilogy Health Services, LLC". Below this, there are two input fields: "USER ID \*" and "PASSWORD \*". A red error message "User ID is required" is visible next to the password field. There is a "Remember User ID" checkbox and a "LOG IN" button. Below the login button is a link for "FORGOT YOUR ID/PASSWORD?". At the bottom, there is a "First Time User?" link and a "REGISTER NOW" button.

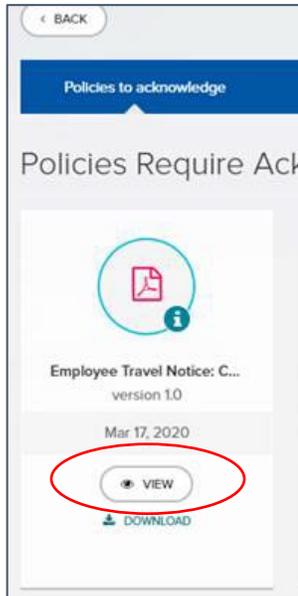
### Step 2

- On the Dashboard under Things To Do and click **Policy To Acknowledge**



### Step 3

- Click View to bring up the **COVID-19 Letter from Michael Bryant the and Acknowledgement Agreement**



### Step 4

- Read the **COVID-19 Letter and Check the Acknowledgement box and then click agree**

