

COVID-19 Employee Travel Acknowledgement



Accessing the ADP Employee Travel Acknowledgement Form

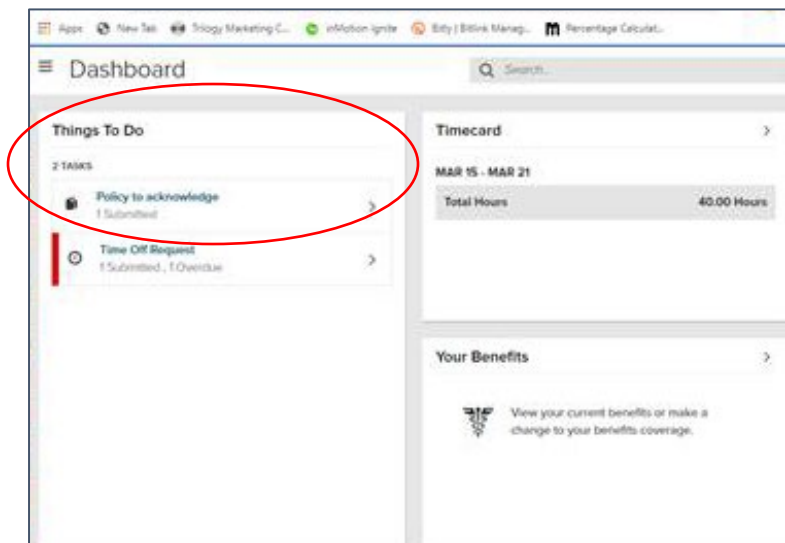
Step 1

- 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 login page for Trilogy Health Services, LLC. The page has a blue gradient background. In the center is a white login box. At the top right of the box is a language dropdown menu set to "English (US)". The main heading is "Log in to Trilogy Health Services, LLC". Below this 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 button is a link "FORGOT YOUR ID/PASSWORD?". At the bottom of the box, it says "First Time User?" followed by a "REGISTER NOW" button.

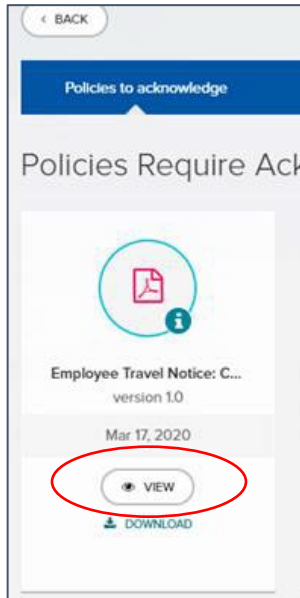
Step 2

- 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**

