

Policy for Intacct User Maintenance

PURPOSE

It is the policy of JMT Consulting Group, Inc. to protect our client's systems, to the extent within our power and our client's wishes, as pertains to access rights within their Intacct system specific to the addition, set up and management of actual users. As part of this overall policy, JMT recommends that authorized rights to add users to the Intacct system be limited to JMT. This document outlines the specific measures in place at JMT to ensure compliance with industry standards as well as to offer an additional level of oversight for our clients in reducing exposure for the unauthorized addition of users. This additional level of security safeguards against the unauthorized acquisition and setup of users, including the potential assignment of administrator privileges to those users which can potentially compromise a Client's data security.

In addition, as a "Software as a Service" (SaaS) subscription service, the addition of Intacct users (Business, Approval/Manager, and/or Employee type) immediately initiates a charge for the Client account. An invoice to the Client is automatically generated for the subscription cost, said cost prorated to the end date of the current subscription term. Intacct provides for a 24-hour cancellation policy for users set up in error, where upon a credit memo will be issued for the original billing.

Client's signature on Page 3 of this Policy signifies Client's desire to engage JMT for maintenance of its user additions and terminations. There is no charge for this service for clients' current on their JMT EVP annual support plan.

ADDING USERS

Under this policy, the process for adding users is as follows: Client advises JMT of authorization to add user(s) utilizing the User Addition/Termination Form, to support@jmtconsulting.com. Form must be completed with all clients' required information and requisite signatures authorizing said addition. Upon receipt of the fully executed form, JMT will set up said User in the Intacct system, with requisite security as provided on the completed authorization form. (NOTE: User subscriptions are paid in advance, charged from date of user add through to current subscription period end).

Client is responsible for assignment and management of user Role(s), User Group(s), Permission(s), etc.

Upon completion of User addition, Client's authorized personnel will receive an email notification that the user add has been completed. This serves as confirmation that the user(s) has been added, as well as an additional security check for authorization purposes. Upon receipt of the confirmation email by the Client, the Client is responsible for immediately advising JMT if there is an error or issue with the additional user add.

TERMINATED USERS

Upon termination, either voluntarily or involuntarily, Client must advise JMT immediately utilizing the User Addition/Termination Form, with all client required authorization signatures. Upon receipt of the fully executed form, JMT will immediately inactivate said User in the Intacct system, which will prevent any further electronic access to the Intacct system. (NOTE: User subscriptions are paid in advance and no refund for unused user subscription is provided by Intacct).

PROTECTING USER RECORDS

It is the policy of JMT to protect all client user data from potential breach of security.

User records include any written, printed, or electronic document containing security information. This information is typically located in electronic form in the client folder; however, this document applies to any record of user information. Within JMT, the following steps are to be followed when handling user records.

- User information must only be used for business purposes. Under JMT's security policy, it is expressly forbidden to use, distribute, license or sell user information for any reason. User information may, however, be released for a legitimate, properly documented request of a governmental or regulatory body upon approval of the managing partner of the Firm. User information may also be released to a third party for legitimate business purposes under the guidelines of IRS Code Section 7216 upon receipt of a signed consent form by the relevant party.
- Hard copy records are generally stored in the facility file room or at the secure, off-site file storage company. Work in process files may be stored in work areas, file cabinets or offices.
- Records containing User information may never be disposed of in the trash, whether at JMT Consulting Group facility or at any other location. When disposal is necessary, any portion of the record containing user information as defined in this document must be shredded in a suitable, cross-cut shredding machine.

User Addition / Termination Form

ORGANIZATION NAME:

| USER ADD | | | |
|-------------------------------|------------------|----------|-----------------|
| ITEM | USER INFORMATION | | |
| Effective Date | | | |
| User ID ¹ | | | |
| Last Name, First Name | | | |
| Title | | | |
| Email Address | | | |
| Phone Number | | | |
| User Type | Business | Employee | Project Manager |
| Admin Privileges ² | Off | Limited | Full |

¹ JMT will determine this based on existing User ID methodology.

² If User Type = Employee or Project Manager, please select 'Off' for Admin Privileges.

| USER TERMINATION | | | |
|------------------------|------------------|----------|-----------------|
| ITEM | USER INFORMATION | | |
| Effective Date | | | |
| User ID | | | |
| User Type | Business | Employee | Project Manager |
| Last Name | | | |
| First Name | | | |
| Reason for Termination | | | |

| AUTHORIZED SIGNATURE ³ | | |
|-----------------------------------|-------|------|
| SIGNED | TITLE | DATE |
| | | |

³ An 'Authorized Signer' must be a Business User with admin privileges to authorize changes.

Please email form to support@jmtconsulting.com.