



Your Web Base Employee Time Clock Solution
www.EASYTIMECLOCK.COM
73099

Phone: 405-314-2436
11221 NW 97th Street, Yukon, OK

Service/User Agreement between
Easy Time Clock LLC
And
Easy Time Clock Customer

This agreement has been entered into as of the date the customer created an account to use Easy Time Clock time and attendance program online.

Easy Time Clock offers a time and attendance program for companies to track their employee's time at work. Features are available for use depending on the type of account the customer wants to use. The customer is solely responsible for ensuring the time entries and reports are correct and ready for payroll before processing payroll. Customer service and technical support is available to contact either by email at services@easytimeclock.com or by phone at 405-314-2436 for assistance.

Privacy Policy

The online privacy policy describes how we collect and store your information for internal use only. We do not give out contact or client information without written consent via email or by signed document. See our privacy policy online at <http://www.easytimeclock.com/PrivacyPolicy.aspx>.

Data Security

We backup the database every few minutes so that in the unlikely event of a complete loss, we are able to restore from backup with the loss of only a few minutes of the most recent activity. We call this our Disaster Recovery (DR) plan.

Physical Security

Our servers are located in a colocation building in Oklahoma City. The building was built specifically for cloud based servers.

Here is a list of the important features:

- Large battery powered Uninterruptable Power Supplies (UPS)
- Two large diesel generators
- Three Internet Service Providers (ISP)
- Concrete walls to protect from natural disasters
- Onsite guard 24/7
- Access restricted by an authorization list, government ID, and fingerprint

Data Transmission Security

We have an SSL certificate to encrypt the data as it travels back and forth between you and the servers. For the most part, time and attendance data is not of a personal nature where this level of protection is required, but we have it just in case you would like to use it.

Access Audit Trail

Easy Time Clock is DCAA and Affordable Care Act compliant to meet all labor laws, Fair Labor Standards Act and wage and hour compliance, requirements for businesses to keep accurate and complete time records. Easy Time Clock provides a complete audit trail that logs the ip addresses, the individual's login



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name and action taken on every page that is visited and every change that is made. So if there is a question on who did what, or when something is changed or deleted, you can track down the source. If there is a federal or state labor dispute and an audit report is needed as proof of time and attendance, Easy Time Clock will provide the reports requested in a timely manner to the administrator on the account.

Price and Payment Terms

There is a monthly service fee for using the web based Easy Time Clock program. The invoice is posted to the account at the end of the 30-day trial from the day of the month the account was created. The first 30-days are free. The end of the second month is when the first invoice for payment will be posted.

Both parties agree to the following pricing terms for the full or basic feature accounts:

Full Feature Account Prices

Employees	Price
1-25	\$1.00 per employee
34-66	75¢ per employee
100-500	50¢ per employee
1,000 Plus	25¢ per employee

Basic Feature Account Prices

Employees	Price
Unlimited	50¢ per employee
1,000 Plus	25¢ per employee

Invoice and Payment Terms:

1. The monthly fee is based on the number of users in active status per month.
2. Monthly, an invoice is posted to the account and an email notification is sent to the account administrator's email address.
3. A payment is due upon receipt.
4. A payment will need to be received within 15 days from the date the invoice was posted to the account.
5. The payment options are either by check or by credit card.
6. Advance payments are accepted at any time.

Past Due Terms:

If an account is 15 days past due, the account will be flagged to block reports until payment is received. If you are paying by check, the payment will need to be received within 15 days from the date the invoice was posted. If payment is late, call customer service. If a check is in the mail, please email services@easytimeclock.com, or call customer service with the check number and the date the check was mailed to authorize unlocking the account.

When creating an account, the customer agrees to the user agreement and payment terms.

Signed by
Easy Time Clock LLC