

## Terms of Service

Last Updated: November 1, 2020

**BY CLICKING “I ACCEPT,” OR BY DOWNLOADING, INSTALLING, OR OTHERWISE ACCESSING OR USING THE SERVICE,** YOU AGREE THAT YOU HAVE READ AND UNDERSTOOD, AND, AS A CONDITION TO YOUR USE OF THE SERVICE, YOU AGREE TO BE BOUND BY, THE FOLLOWING TERMS AND CONDITIONS (“**TERMS**”). IF YOU ARE NOT ELIGIBLE, OR DO NOT AGREE TO THE TERMS, THEN YOU DO NOT HAVE PERMISSION TO USE THE SERVICE.

1. **Overview.** This customer portal (“**Service**”) allows you to view and pay invoices to your service provider (“**Provider**”). You are solely responsible for maintaining the confidentiality of your account and password, and you accept responsibility for all activities that occur under your account.
2. **Eligibility.** You must be at least 18 years old to use the Service. By agreeing to these Terms, you represent and warrant that you are at least 18 years old. If you are an entity, organization, or company, the individual accepting these Terms on your behalf represents and warrants that they have authority to bind you to these Terms and you agree to be bound by these Terms.
3. **Authorization.** You authorize Provider and its third-party payment processor to charge all sums for the invoices that you make payments towards, including all applicable taxes, to the payment method specified in your account. If you pay any fees with a credit card, Provider or its third-party payment processor may seek pre-authorization of your credit card account to verify that the credit card is valid and has the necessary funds or credit available to cover your payment.
4. **License.** You may access and use the Service solely for your personal, non-commercial use. Except and solely to the extent such a restriction is impermissible under applicable law, you may not: (a) reproduce, distribute, publicly display, or publicly perform the Service; (b) make modifications to the Service; or (c) interfere with or circumvent any feature of the Service, including any security or access control mechanism. If you are prohibited under applicable law from using the Service, you may not use it.
5. **Proprietary Rights.** The visual interfaces, graphics, design, compilation, information, data, computer code (including source code or object code), products, software, services, and all other elements of the Service are protected by intellectual property and other laws. Nothing in these Terms grant you any license, right, or interest to any intellectual property right except as expressly set forth in these Terms.
6. **Modification of these Terms.** These Terms may be updated on a going-forward basis at any time. Please check these Terms periodically for changes. If a change to these Terms materially modifies your rights or obligations, you may be required to accept the

modified Terms in order to continue to use the Service. Material modifications are effective upon your acceptance of the modified Terms. Immaterial modifications are effective upon publication.

7. **Term and Termination.** These Terms are effective beginning when you accept the Terms or first download, install, access, or use the Service, and continue until terminated. If you violate any provision of these Terms, your authorization to access the Service and these Terms automatically terminate. You may terminate your account and these Terms at any time by contacting the service provider you are accessing through this portal (the "Provider"). Upon termination of these Terms, your license rights will terminate, and you must immediately cease all use of the Service, and you will no longer be authorized to access your account or the Service.

**Disclaimers; No Warranties on Software, Web Services of Applications.** THE SERVICE AND ALL MATERIALS AND CONTENT AVAILABLE THROUGH THE SERVICE ARE PROVIDED "AS IS" AND ON AN "AS AVAILABLE" BASIS. ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, RELATING TO THE SERVICE AND ALL MATERIALS AND CONTENT AVAILABLE THROUGH THE SERVICE ARE DISCLAIMED, INCLUDING: (A) ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, QUIET ENJOYMENT, OR NON-INFRINGEMENT; AND (B) ANY WARRANTY ARISING OUT OF COURSE OF DEALING, USAGE, OR TRADE. THERE IS NO WARRANTY THAT THE SERVICE OR ANY PORTION OF THE SERVICE, OR ANY MATERIALS OR CONTENT OFFERED THROUGH THE SERVICE, WILL BE UNINTERRUPTED, SECURE, OR FREE OF ERRORS, VIRUSES, OR OTHER HARMFUL COMPONENTS. THE LIMITATIONS, EXCLUSIONS AND DISCLAIMERS IN THIS SECTION APPLY TO THE FULLEST EXTENT PERMITTED BY LAW.

8. **Privacy Policy.** Provider's privacy policy applies to the collection, use, storage, disclosure, and other processing of your personal information related to the Service.