



**IDEMIA Identity & Security**  
 5705 W. Old Shakopee Road  
 Suite 100  
 Bloomington, MN 55437-3107  
 USA  
 Phone (800) 932-0890  
 FAX (952) 932-7181

**MAINTENANCE AGREEMENT ADDENDUM  
 QUOTATION**

QUOTE ID: 25236  
 QUOTE DATE: 02/14/20  
 CUSTOMER ID: BD-12244  
 PRICE LIST: SL-LAWENF

**COVERAGE**

**BILL TO:** MONTEREY COUNTY SOCIAL SERVICES  
 1000 SOUTH MAIN STREET

START DATE: 05/01/20  
 END DATE: 04/30/21

SALINAS, CA 93901

United States

COVERAGE TYPE	DESCRIPTION	SERIAL NUMBER	QTY	PRICE
<b>EQUIPMENT LOCATION:</b> MONTEREY COUNTY SOCIAL SERVICES - 1000 SOUTH MAIN STREET SALINAS, CA 93901				
5100D-TPE-ED-M95	ANNUAL 9/5 MAINTENANCE			
TPE-5100D-ED		54816-001	1	\$1,599.00
TP- LIVESCAN1-PM	LIVE SCAN PREVENTATIVE MAINTENANCE			
TPE-5100D-ED		54816-001	6	\$786.00
				<b>TOTAL: \$2,385.00</b>

PLEASE CHECK PREFERRED BILLING:	<input type="checkbox"/> ANNUAL INVOICE	OR	<input type="checkbox"/> QUARTERLY INVOICE	OR	<input type="checkbox"/> MONTHLY INVOICE
NAME: DEBRA BLANCHARD			PO NUMBER:		
TITLE: Maintenance Contract Admin			SIGNATURE BY:		
PHONE: (952) 945-3302 Ext 5547			NAME(Print) / DATE		
FAX: (952) 852-8747			TITLE:		
EMAIL: DBlanchard@morphotrust.com			PHONE / FAX:		
			EMAIL:		

The terms and conditions of MORPHOTRUST USA maintenance services agreement are hereby incorporated into this Addendum by reference. Please sign and date this Maintenance Agreement Addendum. If a purchase order is required, please attach or include the purchase order number on this addendum. Some of the terms set out herein may differ from those in the buyer's purchase order and some may be new. Acceptance is conditional on the buyer's assent to the terms set out herein in lieu of those in the buyer's purchase order. Seller's failure to object to provisions contained in any communication from the buyer shall not be deemed a waiver of the provisions of this acceptance. Any changes in the terms contained herein must be specifically agreed to in writing by an officer of the seller before becoming binding on either seller or buyer.

**AN INVOICE WILL BE ISSUED UPON RECEIPT OF A SIGNED MAINTENANCE AGREEMENT ADDENDUM**

Quote ID: 25236

DocuSigned by:

*Anne Brenton, County Counsel*  
 07025F3AA36B4A4...

DocuSigned by:

*Burcu Mousa*  
 811C333563B9474...

Page: 1 of 1

6/2/2020 | 4:19 PM PDT

6/5/2020 | 9:39 AM PDT

**Idemia Identity & Security USA, LLC**  
**SYSTEM MAINTENANCE TERMS AND CONDITIONS**  
 for use with

U.S. End User Customers

**Idemia ® TouchPrint™ LiveScan Product Line**

covering

**I. GENERAL SCOPE OF COVERAGE**

Subject to payment in full of the applicable maintenance fees for the System ("System") described in Idemia Identity & Security USA, LLC ("Idemia") current Maintenance Agreement Addendum Quotation 20567 ("Addendum") with customer ("Customer"), Idemia, or its authorized agents or subcontractors, shall provide the System maintenance services ("Services") set forth and in accordance with the terms herein (this "Agreement") and the Addendum. The terms of the Addendum are hereby incorporated into this Agreement by this reference.

**II. MAINTENANCE SERVICES**

The Services provided by Idemia are those services selected by Customer from one or more of the following maintenance services programs:

**A. Included With All Remedial Maintenance Services.** Included With All Remedial Maintenance Services are as follows:

- Unlimited 24/7 telephone technical support for System hardware and software from the Idemia TouchCare Support Center via Idemia toll free telephone number.
- TouchCare Support Center managed problem escalation, as required, to Idemia's technical support staff to resolve unique problems.
- Idemia shall furnish all parts and components necessary for the service and maintenance of the System. Replacement parts shall be sent to the Customer. All replaced defective parts shall become Idemia's property. Idemia shall determine if a replacement part is necessary. Replacement parts and components may be new or refurbished. Unless otherwise agreed by Idemia, replacement parts and components needed at international destinations shall be shipped by to the Customer-specified United States destination, and the Customer shall arrange for shipment of the parts and components to the final international destination. In the event Idemia ships replacement parts and components to an international destination, the Customer shall be responsible for all shipping

- expenses, duties, tariffs, taxes, and all other delivery related charges.
- Idemia shall make available to Customer one copy (in electronic or other standard form) of each Update (defined herein) for those System components that are developed by Idemia and for which Idemia, in its sole discretion, elects to develop and generally make available to customers whose Systems are under warranty or under a current Idemia Maintenance Agreement Addendum. Customer shall provide Idemia with continuous network or dial-up access to the System (whether stand alone or connected to a central site), and Idemia shall deliver the Update via this remote network or dial-up access is not available for 24/7 Maintenance Services and 9/5 Maintenance Services Customers, then Idemia shall install the Update during any subsequently scheduled on-site visit by Idemia for service of the System. An "update" means a new release of such System software components that are developed by Idemia which contain (i) bug fixes, corrections, or a work-around of previously identified errors with such software, or (ii) minor enhancements, improvements, or revisions with substantially similar (but not new) functionality to the original licensed System software.

**B. 24/7 Maintenance Services: Idemia's 24/7 Maintenance Services are as follows:**

- Customer will receive a telephone response to service calls within one (1) hour from the time the Customer places a service call with Idemia's Help Desk.
- Idemia's Help Desk will attempt problem resolution via telephone, verbal and dial-in troubleshooting prior to dispatching a Idemia field service engineer to Customer's facility for on-site service.
- If on-site service is necessary, such service shall be provided 24/7, including holidays. Idemia shall use its best efforts to have a Idemia's field service engineer at the Customer's facility within four (4) hours from the time the engineer is dispatched by

- Idenia's Help Desk for customers located within a 100 mile radius of an authorized Idenia's service location and within 24 hours for customers located outside such 100 mile radius.
- At no additional charge (provided Customer has granted Idenia with continuous network or dial-up access to the System, whether stand alone or connected to a central site), Idenia will provide Customer with up to four (4) Customer-requested type of transaction changes to existing type of transaction applications; provided further, however, that any such type of transaction change does not, in the sole opinion of MorphoTru's Development Management Team, require a significant development or deployment effort. Generally, a significant development effort is one that takes Idenia more than one full business day to develop, and a significant deployment effort is one that requires Idenia's deployment of one or more of its field service engineers to more than [5] Customer locations or Idenia's field service engineer(s) collectively traveling a distance greater than [250] miles in order to complete the installations. In any such events, Idenia will provide such services on a time and materials basis and Idenia will provide Customer with a quote for developing and providing Customer with any such applications and changes. Table updates are treated as Updates and will be made available to Customer in accordance with Section II.A. of this Agreement.
- At no additional charge (provided Customer has granted Idenia with continuous network or dial-up access to the System, whether stand alone or connected to a central site), Idenia will provide Customer with up to four (4) Customer-requested type of transaction changes to existing type of transaction applications; provided further, however, that any such type of transaction change does not, in the sole opinion of MorphoTru's Development Management Team, require a significant development or deployment effort. Generally, a significant development effort is one that takes Idenia more than one full business day to develop, and a significant deployment effort is one that requires Idenia's deployment of one or more of its field service engineers to more than [5] Customer locations or Idenia's field service engineer(s) collectively traveling a distance greater than [250] miles in order to complete the installations. In any such events, Idenia will provide such services on a time and materials basis and Idenia will provide Customer with a quote for developing and providing Customer with any such applications and changes. Table updates are treated as Updates and will be made available to Customer in accordance with Section II.A. of this Agreement.

**C. 9/5 Maintenance Services. Idenia's 9/5 Maintenance Services are as follows:**

- Customer will receive a telephone response to service calls within one (1) hour from the time Customer places a service call with Idenia's Help Desk.
- Idenia's Help Desk will attempt problem resolution via telephonic verbal and dial-in troubleshooting prior to dispatching a Idenia field service engineer to Customer's facility for on-site service.
- If on-site service is necessary, such service shall be provided nine (9) business hours (that is, 8:00 a.m. to 5:00 p.m.) per day, five business days per week. Idenia shall use its best efforts to have an Idenia's field service engineer at Customer's facility within eight (8) working hours from the time

**D. Help Desk Maintenance Services. Idenia's Help Desk Maintenance Services are as follows:**

- The Services do not include any Idenia on-site maintenance services. The Customer agrees to provide the on-site personnel to assist the Idenia Help Desk with troubleshooting, module replacement, and installation of Updates, as required.
- Customer shall maintain at least one (1) Idenia trained System manager on the Customer's System support staff during the term of such Services period contained in the

- applicable Addendum, and such Customer System manager shall be responsible for periodically backing-up System software in accordance with Idemita's periodic requirements. Unless otherwise agreed in writing by Idemita, the Customer shall be responsible for the installation of each Update.
- Customer will receive a telephone response to service calls within one (1) hour from the time the Customer places a service call with Idemita's Help Desk.
- Idemita shall furnish all parts and components necessary for the maintenance of the System. Idemita's shipment of a replacement part to Customer will be initiated promptly after the Idemita's Help Desk determines the need for such item. Replacement part orders initiated prior to 3:00 p.m. Central shall be shipped the same business day, where orders initiated after 3:00 p.m. Central shall be shipped the next business day. All shipments are made via next day priority air.
- If a defective part is required by Idemita to be returned to Idemita, the packaging material used in shipment of the replacement part must be reused to return the defective part. [Note: defective parts are not repaired and returned to Customer. Customer will be invoiced for any defective parts that are not returned to Idemita within two (2) weeks after receipt of the replacement part. Idemita is not responsible for any markings (i.e., asset tags) that Customer may place on System components. It is Customer's responsibility to remove such markings.]
- Upon Customer's request for Idemita on-site service, Idemita shall use its best efforts to have a Idemita field service engineer at the Customer's facility within 48 hours from the time the engineer is dispatched by Idemita's Help Desk. Customer shall pay for such on-site service on a time and travel basis at Idemita's then current rates and travel policies, respectively. Prior to dispatch of a Idemita engineer, Customer shall provide Idemita with a purchase order ("P.O."), complete Idemita's P.O. Waiver form, or provide Idemita with a valid credit card number.

**E. Preventive Maintenance Services** Idemita's Preventive Maintenance Services are as follows:

- Preventive maintenance service calls consist of System cleaning, verification of calibration,

and verification of proper System configuration and operation in accordance with Idemita's specifications for such System. Idemita and Customer will seek to agree upon the scheduling of the preventive maintenance service call promptly after commencement of the term of this Agreement and the commencement of any renewal term.

- Preventive maintenance service calls are only available in connection with Idemita's 24/7 Maintenance Services and Idemita's 9/5 Maintenance Services offerings. Preventive maintenance service calls are priced on a per call basis in accordance with Idemita's then current published prices for such Services. Preventive Maintenance Services may not be available for certain System components.

### III. EXCLUSIONS FROM SERVICES

**A. Exclusions.** The Services do not include any of the following:

- System relocation.
- Additional training beyond that amount or level of training originally ordered by Customer.
- Maintenance support or troubleshooting for Customer provided communication networks.
- Maintenance required to the System or its parts arising out of misuse, abuse, negligence, attachment of unauthorized components (including software), or accessories or parts, use of sub-standard supplies, or other causes beyond Idemita's control.
- Maintenance required due to the System being modified, damaged, altered, moved or serviced by personnel other than Idemita's authorized service representatives, or if parts, accessories, or components not authorized by Idemita are fitted to the System.
- Maintenance required due to failures caused by Customer or Customer's software or other software, hardware or products not licensed by Idemita to Customer.
- Providing or installing updates or upgrades to any third party (i.e., Microsoft, Oracle, etc.) software.
- Providing consumable parts and components (i.e., plates, toner cartridges, etc.); such items are replaced at the Customer's expense.
- Maintenance required due to failures resulting from software viruses, worms, Trojans, and any other forms of destructive or disruptive means introduced into the System.
- Maintenance required due to failures caused by Customer facility issues such as inadequate power

sources and protection or use of the System in environmental conditions outside of those conditions specified in Idemnia's System documentation.

**B. Availability of Additional Services.** At Customer's request, Idemnia may agree to perform the excluded services described immediately above in accordance with Idemnia's then current rates. Other excluded services that may be agreed to be performed by Idemnia shall require Idemnia's receipt of a Customer P.O. before work by Idemnia is commenced.

**C. Non-Registered System Components.** Any System components not registered in the Addendum for which Services are requested by Customer may be required to have a pre-maintenance inspection by Idemnia before being added to the Addendum and this Agreement. This inspection will also be required if this Agreement has expired by more than thirty (30) days. Idemnia's inspection will be billed at Idemnia's current inspection rate plus travel expenses and parts (if any required).

**D. Third Party Hardware and Software.** Customer shall be solely responsible for obtaining from Idemnia or an Idemnia authorized or identified vendor, at Customer's sole expense: (i) all Idemnia and third party software that may be required for use in connection with any Updates, major enhancements or new versions; and (ii) all hardware that may be required for the use of any Updates, major enhancements or new versions. Idemnia will specify the hardware and third party software requirements for any Updates.

#### IV. SERVICE CALLS

Customer may contact Idemnia's TouchCare Support Center by calling 1-888-HELP-IDX (888-435-7439). Service calls under this Agreement will be made at the installation address identified in the Addendum or as otherwise agreed to in writing.

#### VII. LIMITED WARRANTY / DISCLAIMER / LIMITATION OF LIABILITY

Idemnia shall provide the Services hereunder in a professional and workmanlike manner by duly qualified personnel. EXCEPT FOR THIS LIMITED WARRANTY, Idemnia HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE IN REGARD TO THE SERVICES, SOFTWARE, AND ANY OTHER GOODS PROVIDED HEREUNDER. IN NO EVENT SHALL Idemnia's AGGREGATE LIABILITY TO CUSTOMER ARISE OUT OF, OR RELATED TO, THIS AGREEMENT, UNDER ANY

parties' written mutual agreement and Customer's execution of an updated Addendum and Idemnia's receipt of the applicable annual maintenance fee reflected in the updated Addendum. Either party may terminate this Agreement in the event of a material breach by the other party that remains uncured for a period of thirty (30) days from the date the non-breaching party provided the other with written notice of such breach.

#### VI. FEES FOR SERVICES

**A. Fees.** The initial fee for Services under this Agreement shall be the amount set forth in the Addendum. The annual maintenance fee during any renewal term will be Idemnia's current rates in effect at the time of renewal. Customer agrees to pay the total of all charges for Services annually within thirty (30) days of the date of Idemnia's invoice for such charges. The invoice shall set forth the amounts claimed by Idemnia for the previous period, together with an itemized basis for the amounts claimed, and such other information pertinent to the invoice. Customer understands that alterations, attachments, specification changes, or use of sub-standard supplies that cause excessive service calls, may require an increase in Service fees during the term of this Agreement at the election of Idemnia, and Customer agrees to promptly pay such charges when due. The Customer's Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice.

**B. Failure to Pay Fees.** If Customer does not pay Idemnia's fees for Services or parts as provided hereunder when due: (i) Idemnia may suspend performance of its obligation to provide Services until the account is brought current; and (ii) Idemnia may, at its discretion, provide the Services at current "non contractor call" rates on a COD basis.

CAUSE OF ACTION OR THEORY OF RECOVERY,  
EXCEED THE AGGREGATE LIMITS OF Idemita's

INSURANCE IN NO EVENT SHALL *Idemcia* BE LIABLE TO CUSTOMER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOST PROFITS OR REVENUE, LOSS, INACCURACY, OR CORRUPTION OF DATA OR LOSS OR INTERRUPTION OF USE, OR FOR ANY MATTER BEYOND *Idemcia*'S REASONABLY CONTROL, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES). NO ACTION, REGARDLESS OF FORM, MAY BE BROUGHT BY CUSTOMER MORE THAN TWO (2) YEARS AFTER THE DATE THE CAUSE OF ACTION AROSE.

## VIII. LIMITED LICENSE TO UPDATES

Idemia may deliver Idemia-developed Updates to Customer. The terms of Idemia's end user license for the Idemia software delivered as part of the System shall govern Customer's use of the "Updates".

## IX. INSURANCE REQUIREMENTS

11

CHILDREN'S CONCERN FOR

certified copy of this policy or policies.

urchasing Department, unless otherwise directed. Item(s)

Notice to Proceed," with the work under this Agreement until it has obtained insurance required and the Customer has approved such insurance. This approval of insurance shall neither relieve nor decrease the liability of Vitepin.

Citation References

All coverage, except surely, shall be issued by companies whose won a reinsurance policy holder's alphabetic and financial size, category rating of not less than A- VIT, according to the current "Best's Key Rating Guide" or a company equal financial stability that is approved by the Customer's Purchasing Manager.

monetary. General Liability Insurance, including but not limited to liability for damage to property, including coverage for Bodily Injury and Property Damage, Independent Contractors, Products and Completed Work, and coverage of not less than \$1,000,000 per occurrence.

## X. MISCELLANEOUS

completed operations, and shall not incur liability under any insurance policy or certificate of insurance, to any insurance or self-insurance maintained by the Customer and that the insurance of the Additional Insured shall not be called upon to contribute to a loss covered by Identia's insurance. The required endorsement form to Commercial General Liability Additional Insured is ISO Form CG 20 110 45 or CG 20 110 101 in tandem with CG 20 37 10 01 (2000). The required endorsement form for Automobile Additional Insured endorsement is ISO Form CG 48 02 99.

Prior to the execution of this Agreement, the Customer, Identia shall file certificates of insurance with the Customer's contract administrator and Customer's contract/purchasing Division, showing that Identia has in effect the insurance required by this Agreement. Identia shall file a new or amending certificate of insurance within five (5) calendar days after any change is made in any insurance policy which would alter the information on the certificate thereof on file. Acceptance or approval of insurance shall in no way modify or change any terms of this agreement, which shall continue in full force and effect.

Identia shall at all times during the term of this Agreement maintain in force the insurance coverage required under this Agreement and shall send, without demand by Customer, annual certificates to Customer's Contract Administrator and Customer's Contract/purchasing Division. If the certificate is not received by the expiration date, Customer shall notify Identia and Identia shall have five (5) calendar days to send in the certificate, evidencing no lapses in coverage during the interim. Failure of Identia to maintain such insurance is a default of this Agreement, which entitles Customer, at its sole discretion, to terminate this Agreement immediately.

If under Agreement, Idemia provides Customer with Idemia developed software in furtherance of Customer's contract with any U.S. federal, state or local government entity, then unless agreed in advance and in writing by Idemia's Chief Security Officer or Chief Compliance Officer, Customer shall not provide, share, allow access to, or otherwise disclose any such Idemia developed software to anyone not employed by Idemia or the U.S. federal, state or local government entity customarily or of Customer.

#### **D. Other requirements**

All insurance required by this Agreement shall be with a company acceptable to the Customer and issued and executed by an admitted insurer authorized to transact insurance business in the State of California. Unless otherwise specified by this Agreement, all such insurance shall be written on an

## Certificate Of Completion

Envelope Id: 600250BB78694BB8BA26ABA2D209C16C

Status: Completed

Subject: Please DocuSign: Idemia 2020 Renewal \$2385.pdf

Source Envelope:

Document Pages: 6 Signatures: 2

Envelope Originator:

Certificate Pages: 5 Initials: 0

Wes Morrill

AutoNav: Enabled

morrillrw@co.monterey.ca.us

EnvelopeD Stamping: Enabled

IP Address: 192.92.176.114

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

## Record Tracking

Status: Original

Holder: Wes Morrill

Location: DocuSign

6/2/2020 3:14:50 PM

morrillrw@co.monterey.ca.us

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Social Services

Location: DocuSign

## Signer Events

### Signature

### Timestamp

Anne Brereton, County Counsel

DocuSigned by:  
  
Anne Brereton, County Counsel  
07025F3AA36B4A4...

Sent: 6/2/2020 3:24:36 PM

BreretonA@co.monterey.ca.us

Viewed: 6/2/2020 4:18:42 PM

Security Level: Email, Account Authentication

Signed: 6/2/2020 4:19:51 PM

(None)

Signature Adoption: Pre-selected Style  
Using IP Address: 192.92.176.112

## Electronic Record and Signature Disclosure:

Accepted: 6/2/2020 4:18:42 PM

ID: c7ccd381-4071-4880-b835-a9b024247a38

Burcu Mousa

DocuSigned by:  
  
Burcu Mousa  
811C333563B9474...

Sent: 6/2/2020 4:19:53 PM

MousaB@co.monterey.ca.us

Viewed: 6/5/2020 9:36:48 AM

Assistant Auditor-Controller

Signed: 6/5/2020 9:39:45 AM

County of Monterey

Signature Adoption: Pre-selected Style  
Using IP Address: 98.207.93.62

## Electronic Record and Signature Disclosure:

Accepted: 5/6/2020 11:19:26 AM

ID: 08402344-807f-4a45-86ed-2decf9729bbb

## In Person Signer Events

### Signature

### Timestamp

## Editor Delivery Events

### Status

### Timestamp

## Agent Delivery Events

### Status

### Timestamp

## Intermediary Delivery Events

### Status

### Timestamp

## Certified Delivery Events

### Status

### Timestamp

## Carbon Copy Events

### Status

### Timestamp

## Witness Events

### Signature

### Timestamp

## Notary Events

### Signature

### Timestamp

## Envelope Summary Events

### Status

### Timestamps

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/2/2020 4:19:53 PM
Certified Delivered	Security Checked	6/5/2020 9:36:48 AM
Signing Complete	Security Checked	6/5/2020 9:39:45 AM
Completed	Security Checked	6/5/2020 9:39:45 AM
Payment Events	Status	Timestamps
<b>Electronic Record and Signature Disclosure</b>		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Social Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Social Services:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [urenae1@co.monterey.ca.us](mailto:urenae1@co.monterey.ca.us)

### **To advise Social Services of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [urenae1@co.monterey.ca.us](mailto:urenae1@co.monterey.ca.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Social Services**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [urenae1@co.monterey.ca.us](mailto:urenae1@co.monterey.ca.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Social Services**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [urenae1@co.monterey.ca.us](mailto:urenae1@co.monterey.ca.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Social Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Social Services during the course of your relationship with Social Services.