**Terms of Use – Sign-On**

## (1) General

In these Terms of Use:

a) Site means a distinct physical location or project configured by your End Users in the Subscription Services.

*Sites must reflect your genuine operational locations or projects and must not be configured, combined or reconfigured for the purpose of reducing the number of Sign-On licenses you hold. We may review your Site configuration and, if we reasonably determine that Sites have been configured other than in accordance with these Terms of Use, require you to reconfigure them and calculate the number of Sign-On licenses you hold based on the correct configuration.*

b) Sign-On means all sign-ons via the Sign-On functionality of the Subscription Services of an individual at each Site on a single calendar day.

*For example, if one person sign-ons four (4) times at the same Site on Monday, this is counted as one Sign-On for that Site. If that same person sign-ons at the same Site on both Monday and Tuesday (regardless of the number of sign-ons at that Site), this is counted as two Sign-Ons for that Site. If the person sign-ons at different Sites on Monday, this is counted as one Sign-On for each Site.*

## (2) Sign-On

a) Sign-On enables you to record attendance of individuals at a Site. You may configure in the Subscription Services the information required to be provided by an individual when they Sign-On. Any individuals that Sign-On via the Subscription Services are your End Users under the Agreement, and any information collected about such individuals is Your Data under the Agreement.

b) You must have an existing subscription with us to purchase Sign-On license/s. Each Sign-On license purchased begins on the date you submit an Order for the relevant Sign-On license and continues for the duration of the Subscription Term applicable to your existing Subscription Services.

c) As specified in the table below, your Sign-On license includes a monthly allocation of Sign-Ons per Site at which Sign-On has been enabled.

| Site Size | Monthly allocation of Sign-Ons |
|---|---|
| Small | 1,000 |
| Medium | 10,000 |
| Large | Contact your Account Manager or our Customer Support Team |

Sign-Ons not consumed within a given calendar month cannot be banked, accumulated or saved for subsequent calendar months. Sign-Ons cannot be pooled, shared or transferred between Sign-On licenses.

d) If you exceed the monthly allocation of Sign-Ons, we will contact you to discuss moving your Sign-On license/s to the next applicable Size. You agree to meet with us to discuss your Sign-On license/s within seven (7) days of you exceeding your monthly allocation of Sign-Ons at any of your Sites and us initially contacting you about your allocation amount, whichever is later. If the Size of one of your Sign-On licenses changes at any time, all of your purchased Sign-On licenses will be moved to the same Size (regardless of whether or not you have utilised the monthly Sign-Ons for all of your Sign-On licenses).

e) Your purchase of a Sign-On license is an allocation of pooled licenses as specified in your Order for shared use across your Sites. You can only enable a Sign-On license at one Site at a time. The monthly allocation

of Sign-Ons for a given Sign-On license can be shared and transferred between Sites (but not between Sign-On licenses, refer to paragraph (c)).