



Terms of Use – Sign-On

(1) General

In these Terms of Use:

- a) Site means a unique physical location or project configured by your End Users in the Subscription Services; and
- 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. The monthly allocation of Sign-Ons for a given Sign-On license can be shared and transferred between Sites (but not with other Sign-On licenses, refer to paragraph (c)).