

Arizona Department of Financial Institutions (AzDFI)

Electronic Submission Agreement

This document comprises the entire written agreement (the "Agreement") between _____ (Licensee) _____ (License Number) and the Arizona Department of Financial Institutions (AzDFI) concerning the use of AzDFI's encrypted message service. Any use of the terms "You" or "Your" in this Agreement refer to the person or company listed above as the licensee subject to this Agreement. After reviewing the Agreement, you must sign and submit this document to AzDFI through its encrypted message service. Importantly, you must have a person with appropriate authority sign this Agreement.

Your use of AzDFI's encrypted message service is governed entirely by this Agreement. You acknowledge and understand that this Agreement addresses all matters related to your use of AzDFI's encrypted message service. Please read the following terms and conditions carefully. By signing and submitting this Agreement, you acknowledge that you are bound by its terms and consent to the following:

Use of Electronic Signature

You are required to provide a signature line on all submissions to AzDFI that provides the name of a person authorized to submit documents on your behalf, as well as the time and date of the submission. The *signature line* shall consist of the writer's name, position title, and contact information. This *signature line* shall be at the end of all submissions.

You acknowledge and understand that the signature line constitutes an electronic signature, pursuant to Title 44, Chapter 26 *et seq.* of the Arizona Revised Statutes.

Authorized Representatives

You may name individuals to send information on behalf of your company. AzDFI will consider such individuals "Authorized Representatives" with authority to submit information through the encrypted message service. Below the signature line of this Agreement is space to list the names and e-mail address of your Authorized Representatives. AzDFI will only consider the names listed below as your Authorized Representatives. You must submit additional Agreements to add Authorized Representatives.

Please note that you bear all liability and responsibility for the conduct of your Authorized Representatives. AzDFI takes no responsibility and denies all liability for any information wrongfully submitted through the encrypted message service by or under the direction of an Authorized Representative.

Your Liability

You agree that your Electronic Signature is the legal equivalent to your written signature. Accordingly, you understand that you are bound by and liable for all use of your electronic signature when submitting documents using the encrypted message service. It is your responsibility to control the use of your electronic signature and prevent any unauthorized submissions through the encrypted message service. **AzDFI is under no obligation to confirm the actual identity or authority of any user of the Electronic Signature or any component thereof.**

As a user of AzDFI's encrypted message service, you are responsible to keep any information stored on your personal computer, disk, or any associated equipment, secure from unauthorized access.

AzDFI's Liability

AzDFI is not liable for any unauthorized submissions that are submitted using your account through its encrypted message service. Moreover, AzDFI may cancel or restrict use of its encrypted message service at any time, without notice to

you, the user. AzDFI may unilaterally terminate this agreement at any time.

General

The terms and conditions of other agreements relating to any other AzDFI business you may have remain in force except as expressly altered by these Terms. If there is a conflict between any provision of those other agreements and these Terms, those agreements prevail.

I understand and agree to these terms and conditions.

Signature of individual associated with the below email address

Email Account for use of AzDFI's encrypted message service

Authorized Representatives

	<u>Name</u>	<u>E-Mail Address</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

[AZDFI Encrypted Message Service Instructions](#)

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