

EFS Contractor Portal Use Agreement

Energy Finance Solutions (EFS) agrees to maintain the EFS Contractor Portal (hereinafter “portal”), accessible via the EFS website. Use of this portal by contractors is optional and by signing this form, the contractor and administrator agree to the terms of use as outlined below.

- I agree to maintain the confidentiality of my administrator user name and password.
- I accept responsibility for the users I set up through my administrator access and will inform them of the requirement to keep their user name and password secure and confidential.
- I agree to promptly disable access for any user who ceases to be employed by the company and/or should no longer have access to the contractor portal.
- I understand that by signing this agreement I am indicating to EFS my intent to use the portal as my primary method of communication with EFS, and that accordingly, EFS will initiate communication with my office for any of my known customers through the portal, and I agree to log into the portal regularly for any updates. If I do not wish to use the portal as my primary means of communicating with EFS, it is my responsibility to initiate each communication with the EFS office for each of my customers by another means.
- I understand comments I add to the portal cannot be removed once added.
- I understand documents I upload will be sent directly to EFS and agree to only upload documents I know to be from a trustworthy source.
- I will not process applications through the EFS Customer Portal unless the customer is present and accepts the terms of the application by submitting the application to EFS.
- If I become aware of a security issue, such as unauthorized access to the portal, I will notify EFS immediately so they may take appropriate action.
- If, at any time, I wish to discontinue my access to the portal, I agree to notify EFS promptly so they may take appropriate action.

By signing below, I accept all terms and conditions of this agreement and agree to abide by them. I further understand EFS reserves the right to disable portal access for failure to comply.

Contractor Name

Contractor Signature

Date

Administrator Name

Administrator Signature

Date

Please complete the section below, providing your desired administrator user name and email address. Return to EFS via email at efs@energyfinesolutions.com or via fax to 608-249-5788.

Administrator User Name: _____

Administrator Email Address: _____