**Production Website Usage Agreement**

Name: Date:

Position: Dept.:

This is a usage agreement between the person stated above (“User”) and (“Host”) with regard to the Production website (“Site”). The security and integrity of the Site is of paramount importance to the Host and thus User must abide by and agree to the following.

**USER NAME AND PASSWORD**

Host will assign you a username and password. You are responsible for maintaining the confidentiality of log-in information and for restricting access to your computer, and you agree to accept responsibility for all activity on the Site using User’s account or password. All activity, including but not limited to viewing, uploading and downloading records are kept for review by Host. User may request or Host may reassign a new username and/or password, if it is felt either has been compromised.

**COMMUNICATION**

When you visit Host or send e-mails to us, you are communicating with us electronically. You consent to receive communications from us electronically. We will communicate with you by e-mail or by posting notices on this Site. You agree that all agreements, notices, disclosures and other communications that we provide to you electronically satisfies any legal requirement that such communications be in writing.

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**SITE MODIFICATION**

Host reserves the right to change the look and functionality of Site without notice. User may not in any way alter the structure, look or functionality of Site, beyond adding or deleting files, pictures or other user definable items.

**LICENSE AND SITE ACCESS**

Host grants User a limited license to access and make personal use of this Site and not to download (other than page caching) or modify it, or any portion of it, except with express written consent of Host. This Site or any portion of this Site may not be reproduced, duplicated, copied, sold, resold, visited, or otherwise exploited for any commercial purpose without express written consent of Host. This license does not include any resale or commercial use of this Site or its contents or any derivative use of this Site or its contents.

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Linking to Host: You may not link to this Site from your own page.

**TERM OF USE**

User will only be granted access during Production, or until status as Host sees fit to terminate User’s password.

Agreed: (signature)