

From time to time, \_\_\_\_\_ **(name of account holder)** (we, us or Company) may be required by law to provide to you certain written notices or disclosures in hard copy. If you prefer, you may consent to receive any and all documents, notices and disclosures in electronic format by selecting Confirm.

Described below are the terms and conditions for providing to you such notices and disclosures electronically through your Dotloop user account. Please read the information below carefully and thoroughly, and if you can access this information electronically and have access to a valid email account to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking Confirm.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the Dotloop system you will have the ability to download and print any documents we send to you through your Dotloop user account for a period of time (up to 7 years) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.25 per-page fee. To request a hardcopy of any document you received electronically, please contact \_\_\_\_\_ **(email address of account holder)**. The body of such request must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. To withdraw consent for electronic delivery, you may:

1. Decline to sign a document from within your dotloop account, and/or:
2. Send us an e-mail to \_\_\_\_\_ **(email address of account holder)** notifying us that you wish to withdraw your consent and in the body of such request you must state your e-mail, full name, Postal Address, telephone number. We do not need any other information from you to withdraw consent.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, the notices and disclosures will be delivered via an alternative method that you and \_\_\_\_\_ **(name of account holder)** agree on. This will slow the speed at which we can complete certain steps in transactions with you and delivering services to you.

### **All notices and disclosures will be sent to you electronically**

By consenting to receive notice electronically by clicking Confirm you will receive any and all documents, notices, disclosures, communications and acknowledgements from dotloop exclusively in an electronic format until such time as you withdraw consent for electronic delivery.

### **Changes in email Address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must notify \_\_\_\_\_ **(name of account holder)**

In addition, you must notify dotloop to arrange for your new email address to be reflected in your dotloop account by following the process for changing your e-mail in dotloop.

### **Required hardware and software**

- Operating Systems: Windows XP or above, Mac OSX or above
- Browsers: Internet Explorer 8.0 or above, Mozilla Firefox 4.0 or above, Google Chrome 23 or above, Apple Safari 6 or above
- Email: Access to a valid email account
- Screen Resolution: 1024 x 768 minimum
- Enabled Security Settings: Allow per session cookies
- Users accessing the Internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

\*\* These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

### **Acknowledging your access and consent to receive materials electronically**

By clicking Confirm, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify \_\_\_\_\_ **(name of account holder)** as described above, I consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by \_\_\_\_\_ **(name of account holder)** during the course of my relationship.