PDF-Filler, INC (SignNow) - MASTER AGREEMENT MA-1036256
FOR ELECTRONIC SIGNATURE SERVICES

MASTER AGREEMENT USER INSTRUCTIONS

These User Instructions are provided for the Electronic Signature Master Agreement with PDF-FILLER, Inc. Please review these User Instructions carefully.

Judicial Council Staff Contact Information: *Rod Bustos* *Roderick.Bustos@jud.ca.gov* *(415) 865-7722*
Name of the Contractor(s) and contact person information: *Marc Daniels* *mdaniels@signnow.com* *(424) 442-0771*
Goods/Services: *Electronic signature services by per user or per document subscription. See Exhibit 8 for pricing structure.*
Judicial Branch Entities (JBEs) eligible to procure under the Master Agreement: *California Superior or Appellate courts, the Supreme Court, the Judicial Council of California, and the Habeas Corpus Resource Center*
Contract Number: *MA-1036256*
Contract Terms • *Effective Date: February 1, 2018* • *Initial Term: 3 years* • *Initial Term Expiration Date: January 31, 2021* • *Options to Extend: 2 two-year options* • *Final Expiration Date: January 31, 2025*

1. Process

(i) Any Judicial Branch Entity (JBE) may place individual orders for electronic signature services pursuant to this Master Agreement. Any JBE that orders services under this Master Agreement must enter into a Participating Addendum and issue a purchase order. A "Purchase Order" is defined as an ordering document used by a JBE to place an order for services under this Master Agreement. The format of an ordering document may vary by JBE. All Purchase Orders should reference the Master Agreement including MA number. The terms and conditions of this Master Agreement are applicable to all Purchase Orders, regardless of the ordering document or the ordering process selected.

(ii) A Purchase Order placed by a JBE constitutes and will be construed as a separate independent contract between Contractor and JBE, but such contract will be subject to and incorporate the terms and conditions of the Master Agreement. Any additional or supplemental terms contained in the Purchase Order or in any invoice or confirmation of the Purchase Order that conflict with or materially alter any term or condition of this Master Agreement as it relates to a Purchase Order will not be deemed part of such contract.

2. Participating Addendum

Each Participating Addendum (See Exhibit 13) is a separate, independent contract between the Contractor and the JBE entering into the Participating Addendum, subject to the following:

(i) Each Participating Addendum is governed by the Master Agreement, and the terms of the Master Agreement are incorporated into each Participating Addendum;

(ii) a Participating Addendum may not alter or conflict with the terms of the Master Agreement, or exceed the scope of the goods/services provided for in the Master Agreement; and

(iii) the term of a Participating Addendum may not extend beyond the expiration date of the Agreement.

3. Create Purchase Order

After the Participating Addendum has been signed by the JBE and the Contractor, the JBE should create a purchase order to place an actual order for electronic signature services and to encumber funds. The Purchase Order should include language such as *"This purchase order is for the purpose of procuring electronic signature services against Judicial Council Master Agreement No. MA-1036256 and the Participating Addendum signed by the JBE on _____."* (Enter the effective date of your Participating Addendum).

4. Miscellaneous Information

(i) A copy of the master agreement is available at http://www.courts.ca.gov/procurementservices.htm.

(ii) Please contact Will Vongdeuane if your JBE has issues or concerns that cannot be immediately or easily resolved.

(iii) JBEs will be notified when the options to extend are elected and/or when the master agreement is modified or amended. All amendments will be posted on the procurement website with the master agreement.

5. Contract Terms and Conditions

The court should review the entire contract and contact Rod Bustos if there are any questions. Rod Bustos can be reached at Roderick.Bustos@jud.ca.gov or (415) 865-7722.

6. Compensation Provisions

See Exhibit 8 – for pricing and invoicing details.