



eTrainingPortal Implementation Agreement

COMPANY INFORMATION

Company Name		Internal Use Only – Expires 2015 Generated On:	
Contact Person		_ Member or _ NonMember	#
Contact Phone		Project #	2015
Contact Email		EG Contact	

eTRAINING PORTAL

Employers Group’s eTrainingPortal provides low cost, turn-key access to 20, 50 or 75 eTrainingPortal courses for EACH employee in your entire organization or specified location. Implementation time can be as little as two weeks. The Portal may be company-branded using your custom images, color and logo. Please visit www.eTrainingPortal.com to view course offerings and then use this form to select: (1) Package type – silver, gold or platinum, (2) Term – one, two or three year, (3) Payment plan – optional quarterly automatic payment plan, and (4) Optional custom set-up or branding. Note that the base license fee covers 20, 50 or 75 courses for EACH of your first 100 employees.

(1) PACKAGE	License Detail	Courses	Quantity To Order	Amount	TOTAL \$	
Silver	Base License (First 100 Employees)	20	X	\$1,950	=	
	Each Additional 100 Employees		X	\$500	=	
Gold	Base License (First 100 Employees)	50	X	\$2,950	=	
	Each Additional 100 Employees		X	\$700	=	
Platinum	Base License (First 100 Employees)	75	X	\$3,950	=	
	Each Additional 100 Employees		X	\$800	=	
SUB-TOTAL					\$	
(2) TERM	Select Term	1 Year / 4 Quarters	Multiply Sub-Total	X	1.00	= \$
		2 Years / 8 Quarters		1.75		
		3 Years / 12 Quarters		2.50		
(3) PAYMENT PLAN	Optional: Quarterly Payments			X	1.10	= \$
	(A) Multiply Term Amount by 1.10					
	(B) Divide by Appropriate # of Quarters					
(4) OPTIONAL FEES (one-time)	Set Up Fee:	EG Member	X	\$0	=	
	Set Up Fee:	Non Member	X	\$950	=	
	Custom Branding & URL:	EG Member	X	\$750	=	
	Custom Branding & URL:	Non-Member	X	\$950	=	
TOTAL DUE					\$	
ADD (2) TERM AMOUNT or (3) PAYMENT PLAN AMOUNT + (4) OPTIONAL FEE					\$	

Account Set-Up: Please indicate below the person who will serve as the primary account facilitator with access to the Learning Management System (LMS) functionality, and other requested information. The start date (implementation date) must be at least 2 weeks from the date of acceptance and receipt of payment.

Facilitator Name & Phone	
Facilitator Email	
Custom URL (optional)	_____eTrainingPortal.com. Default is "login.eTrainingPortal.com"
Custom Background Color (RGB #)	
Custom Layout (see Appendix A)	___ Layout 1 ___ Layout 2 ___ Layout 3 ___ Standard (default)
Requested Start Date	
Implementation Scope	___ Entire Organization or ___ Facility / Specific Location
Employee Count	

Do you have over 2,000 employees? Call for pricing.

eTRAINING PORTAL INFORMATION

Employers Group will implement gold, silver, or platinum-level access, providing 20, 50 or 75 courses respectively for the number of employees and organization/location named on page 1. All packages include a selection of self-paced online training solutions. Packages include California AB1825 and federal harassment and discrimination prevention training for employees and supervisors – no need to pay extra like in the past! While many companies primarily utilize online training to fulfill compliance-related issues, there are a significant number of productivity-related modules that are included in each package. Employers Group encourages you to familiarize yourself with each package at www.eTrainingPortal.com before making a final selection.

Features:

- 24/7 unlimited organization-wide (or facility-wide) access to all courses for the term purchased
- Open access for supervisors to all courses. Non-supervisory content is available to all employees.
- Training modules include interactive activities, voice narration, bookmarking, certificates of completion.
- Administrative features/functions are available through a provided Learning Management System which tracks trainee progress and account info.
- Email reminder notices are available for mandatory (Certification) courses.
- 2-hour training duration for CA AB1825 harassment prevention training program included.
- Employer-specific harassment prevention policy will be uploaded and included.
- Courses include a proficiency exam which requires a passing rate of 80%. All attempts are tracked and recorded. Once a test is passed, there are no more attempts available.

Set-Up Fee Includes:

- Initial upload of all learners (one time).
- One-on-one walk-through orientation (additional orientations available for \$100).
- Upload and integration of your harassment prevention policy into appropriate modules.

Custom Branding (optional) Includes:

- One RBG (red blue green) color as the background color for your custom landing page.
- Prefix for the custom URL (e.g. YourCompanyName.eTrainingPortal.com).
- Your (1) logo, as a JPEG or other graphics file, (2) header, (3) introductory language, and/or (4) one image you would like on your custom website (JPEG or other graphics file). As you are limited to one image, please compile multiple images into one JPEG or other graphics file before submission. Please see Appendix A for examples.

Access:

- Unlimited access for an entire organization / selected location(s). It is not necessary to contact Employers Group to add additional licenses to your account.
- Initial license fee is based on current employee count.
- Should additional licenses be necessary, employer will be invoiced at the incremental amount (above base license) noted per this agreement. Note that the incremental license amount will include any deactivated employees and will not be prorated.
- Access will be terminated without refund for organizations that violate the usage and access terms of this agreement.
- Trainee Access to eTrainingPortal may be through either:
 - login.eTrainingPortal.com
 - Custom-branded site (e.g. YourCompanyName.eTrainingPortal.com)

AB1825 STATEMENT OF COMPLIANCE

All packages in the eTrainingPortal offering include compliant harassment prevention training for supervisors (per California AB1825).

AB 1825 mandates that every California employer with 50 or more employees provide at least two hours of effective and interactive harassment prevention training to all supervisory positions. Training must be provided, at minimum, every two years. Trainees should include any individual who supervises, directs or significantly influences another individual. Additionally, employers must train any newly hired or promoted supervisor within six months of assuming their position.

The training provider must have specific expertise in harassment, discrimination and retaliation under California and federal law. AB1825 Training will include, but will not be limited to:

- Definitions and review of unlawful sexual harassment and discrimination under CA FEHA and Title VII
- Principles concerning the prohibition of unlawful harassment
- Conduct that constitutes sexual harassment
- Remedies available for sexual harassment victims
- Strategies to prevent sexual harassment
- Practical examples that demonstrate harassment, discrimination and retaliation through case studies/vignettes
- Limited confidentiality of the complaint process
- Resources for victims and how to report harassment
- Employer's obligation to investigate, and related responsibilities
- What to do if a supervisor is personally accused
- Essential elements of an effective anti-harassment policy
- Review of a sample / employer's harassment prevention policy

SYSTEM REQUIREMENTS

Employers Group's online training program has been designed utilizing the latest technology but on basic system requirements. It does not require plug-ins, significant bandwidth or other items that would require advance technical preparation. The following system requirements are recommended:

- Compatible to run with Windows 98 or later and Internet Explorer 6.0 or later
- Connection to the Internet
- Pop-Up Blockers disabled or temporarily allowed
- Pentium-class processor or better (300+ MHz)
- 64 MB RAM recommended
- Windows-based operating system
- Adobe Flash Player 10 or higher (available for free download) required. **Not compatible on Apple products (iPads, etc.) unless an application is purchased at user's expense.**
- Sound card with speakers or headphones (for sound).
- **Action Required by Customer:** Customer's internal IT department must add the domain vubiz.com to their SPF records, and white-list **learn.vubiz.com** and **IP address 209.162.186.41**. This will ensure that emails will be received by the learners.

IMPLEMENTATION INSTRUCTIONS

The eTrainingPortal is designed to be hassle-free. Employers Group will provide instructions on how to effectively manage the learning management system. EG will be available for any questions that arise.

Below is the 4-step process to begin your online training program:

Step One: Review and Accept

- Sign and return this entire form.
- Remit applicable fees. Employers Group can invoice for the fees due. Implementation will not begin until the fees noted on page one have been received.

Step Two: Required Documentation Sent to Employers Group

- Name of your company's primary online account facilitator (administrator).
- Spreadsheet containing trainee names, email addresses and other data. Information **must** be on a spreadsheet template provided to employer by Employers Group. Please do not modify the template fields.
- Company's harassment prevention policy in Word or PDF format, otherwise sample policy will be used.
- Custom URL information: Logo, Color, Terminology, Photos (see Appendix A).

Step Three: Facilitator System Orientation

- Employers Group will schedule one orientation phone call for your Online Account Facilitator (administrator). The account facilitator(s) must review the program demo prior to the call. Internet access required. During the orientation the facilitator will notify EG when to upload trainee information.

IMPORTANT: It is highly recommended that human resources or senior-level management communicate the availability of the new eTrainingPortal benefit to all employees, and inform them that they will receive an email with their training Log In information. Please ask for a sample communication from Employers Group.

eTRAINING PORTAL ACCEPTANCE & PROJECT ASSUMPTIONS

Cancellation & Usage Policy: Access is available for the term purchased. The term begins the first of the month after the acceptance date of this order. Only the multi-year, quarterly payment plan may be discontinued with at least a 4 month advance notice. Any payments due during this 4 month period must be paid.

Automatic Renewal: Upon conclusion of the contract term, eTrainingPortal will automatically renew for the same contract term unless 60 day notice is otherwise given. Renewal will be updated and based on total users in LMS (not including deactivated learners). The base license fee may not increase more than 5% per annum.

Indemnification: Each party agrees to defend, indemnify and hold the other party and any other related or affiliated company harmless from and against any liabilities, claims, damages, suits, costs and expenses, including, without limitation, reasonable attorneys' fees and costs up through and including any appeal, incurred in connection with any program if and to the extent arising out of any negligent act or omission or willful misconduct of the indemnifying party or its employees or, if you are the indemnifying party, program attendees.

Limitation of Liability: Employers Group's total liability relating to this Agreement shall in no event exceed the fees EG receives hereunder for the portion of the work giving rise to liability, or include any special, consequential, incidental or exemplary damages or loss (nor any lost profits, savings or business opportunity).

EG will indemnify Client against any damage or expense relating to bodily injury or death of any person or damage to real and/or tangible personal property incurred while EG is performing the Services and to the extent caused by the negligent or willful acts or omissions of EG's personnel or agents in performing the Services.

Any action against EG must be brought within eighteen (18) months after the cause of action arises.

Duration of Offer: This proposal will remain in effect for 30 days from presentation date unless otherwise modified and agreed upon by all parties.

Sign and Agree to the services/fees described in this proposal and return entire proposal. On behalf of your company (named on page 1), this proposal has been accepted by:

Signature	Date
Print/Type Name	Print/Type Title

Thank you for your order. You will be contacted within 2 business days. For questions, please contact:

Training@employersgroup.com

Jeffrey Hull Senior Director, Learning Services 800.748.8484 x3941
Somaly Heng Senior Manager, Learning Services 800.748.8484 x3962

PAYMENT

Payment Options: Please note that EG requires receipt of payment before securing any resources.

ACH Payment: Appendix B

Invoice me: PO# _____

Check Payable to: Employers Group
Attention: Learning Services
400 Continental Blvd, Suite 300
El Segundo, CA 90245

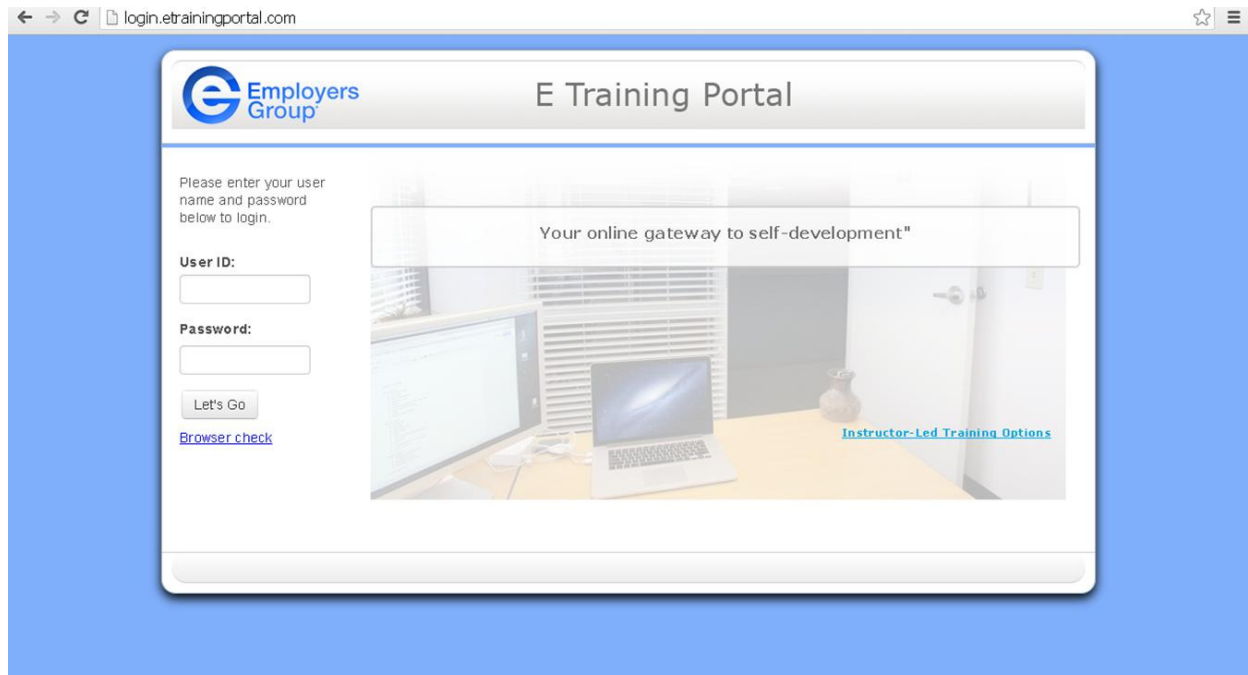
Credit Card: Visa MasterCard American Express

Card Number	Authorized Signature
Expiration Date	Name on Card

Return ALL pages of this completed agreement to Employers Group | Attention: Learning Services
400 Continental Blvd, Suite 300 | El Segundo, CA 90245 | training@employersgroup.com | 213.226.0216 (fax)

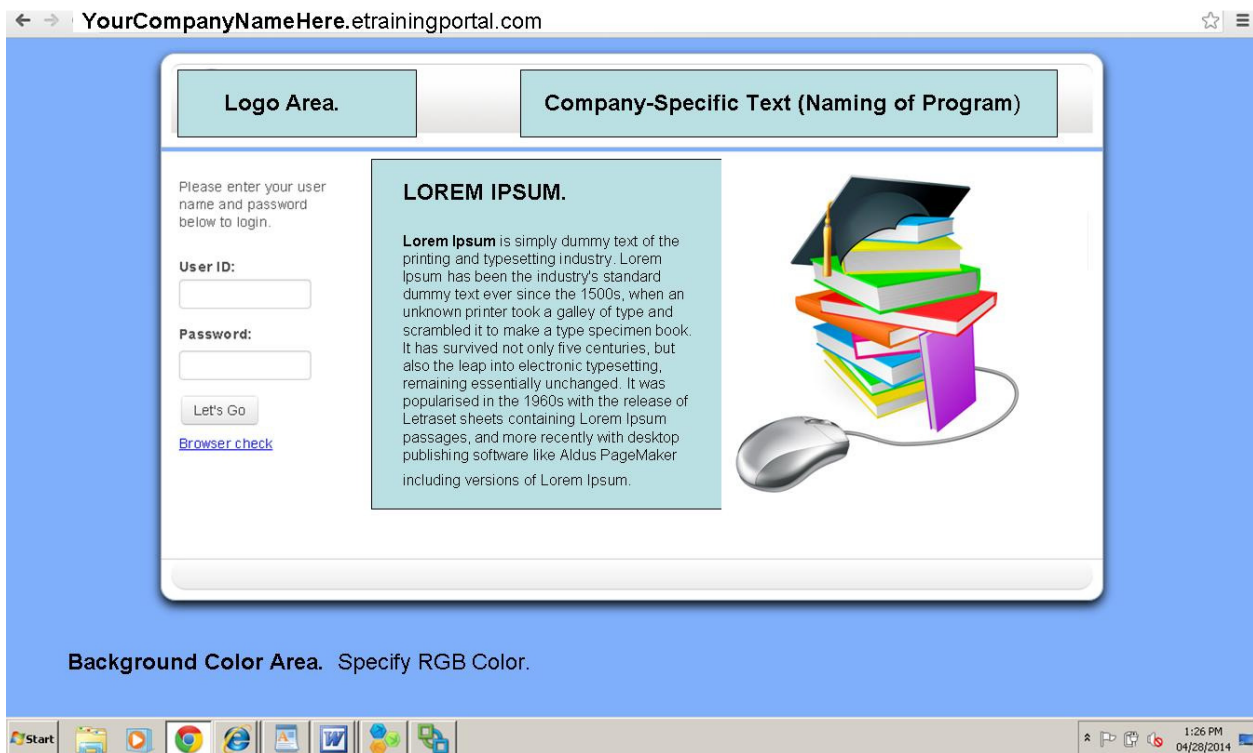
APPENDIX A: STANDARD VERSUS CUSTOM SITE & URL

STANDARD WEBSITE: login.eTrainingPortal.com



CUSTOM WEBSITE & URL: YourCompanyName.eTrainingPortal.com

LAYOUT ONE: Text Box + JPEG Graphic on Right



LAYOUT TWO: Graphic (JPEG) Only

The screenshot shows a web browser window with the address bar displaying "YourCompanyNameHere.etrainingportal.com". The page has a blue background. At the top, there are two light blue boxes: "Logo Area." and "Company-Specific Text (Naming of Program)". Below these, the main content area is white and contains a login form on the left and a graphic on the right. The login form includes the text "Please enter your user name and password below to login.", "User ID:" with an input field, "Password:" with an input field, a "Let's Go" button, and a "[Browser check](#)" link. The graphic on the right depicts a stack of colorful books (red, green, blue, yellow) with a black graduation cap on top, and a silver computer mouse in front of them. Below the main content area, there is a blue bar with the text "Background Color Area. Specify RGB Color." The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "1:26 PM" and date "04/28/2014".

LAYOUT THREE: Graphic (JPEG) as Watermark with Introductory Text Overlay

The screenshot shows a web browser window with the address bar displaying "YourCompanyNameHere.etrainingportal.com". The page has a blue background. At the top, there are two light blue boxes: "Logo Area." and "Company-Specific Text (Naming of Program)". Below these, the main content area is white and contains a login form on the left and a text overlay on the right. The login form includes the text "Please enter your user name and password below to login.", "User ID:" with an input field, "Password:" with an input field, a "Let's Go" button, and a "[Browser check](#)" link. The text overlay on the right starts with "LOREM IPSUM." followed by a paragraph of dummy text: "Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum." The graphic of a stack of books and a mouse is visible in the background, serving as a watermark. Below the main content area, there is a blue bar with the text "Background Color Area. Specify RGB Color." The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "1:26 PM" and date "04/28/2014".

APPENDIX B: BANK ACH AUTHORIZATION

Customer hereby authorizes Employers Group or its designee successor or assign (hereinafter “EG”) to withdraw any amounts due by Customer under this eTrainingPortal Agreement (“Agreement”) by initiating debit entries to Customer’s account at the financial institution (hereinafter “Bank”) indicated in this agreement or at any such other Bank as Customer may from time to time use. Further, Customer authorizes Bank to accept and to charge any debit entries initiated by EG to Customer’s account. In the event that EG withdraws erroneously from Customer’s account, Customer authorizes EG to credit Customer’s account for the amount erroneously withdrawn.

This authorization may be cancelled upon written notification in such a manner as to afford Employers Group and the above-named bank a reasonable opportunity to act on it. In authorizing the above agreement, Customer indemnifies Employers Group of any and all loss, cost, damage or expenses incurred by Customer in connection with errors in deposits, credit or debit entry errors caused by persons who are not employees of Employers Group.

Bank Name:	Bank Phone Number:
Bank address:	
Bank Account Number (not to exceed 17 digits):	Type of Account:
	<input type="checkbox"/> Savings <input type="checkbox"/> Checking
Bank Routing and Transit Number (required 9 digits):	Requested Effective Date (optional):
Account Name:	Tax ID:
Company Name (if different):	Phone Number:

Authorized Signature:	Date Signed:
Printed Name:	Member #:
Title:	

ATTACH VOIDED CHECK HERE

A voided check from your checking account must be included in this application
(Do not use a deposit ticket or temporary check)

Send to: Employers Group | Attention: Service One | 400 Continental Blvd., Suite 300, El Segundo, CA 90245
Phone: 800.748.8484 | Email: ServiceOne@employersgroup.com