



**HERITAGE CREDIT SUITE ACCESS AGREEMENT**

1. The Log In Access privilege is for business purpose use only upon the need to process Credit Applications and can be revoked at anytime for improper use.
2. **Employee(s) establishing personal account(s) must submit their credit application to their District Manager or to Credit Dept. for processing due to confidentiality and privacy issue.**

Acknowledgement:

- a.) I understand that I am submitting a signed credit applications for credit inquiry only to determine customers creditability or ability to pay with permissible purpose under the guidelines & regulations of the Fair Credit Reporting Act and FACT Act.
  - b.) I agree to not submit applications, order credit reports, or other data except in the performance of my job duties for the company.
  - c.) I understand that I am responsible for all activities and application transactions that are associated with the USERID that is assigned to me.
3. Improper use of Username may be considered misappropriate use of the Company's property that can result in disciplinary action and/or up to consideration for termination. **USERNAME - may not be use by another individual or use at another district location.**
  4. Each User is responsible for maintaining the privacy of the assigned Password and keeping it confidential. (Consider changing your password within a reasonable time line).
  5. Upon discovery of misuse or lost password –Please change your password right away or inform the Credit Suite Administrator(s) immediately.

**Corporate Office - Credit Department**

**Software Administrator-Trainer:** *Jade Tichenor* T: (406) 457-8140 F: (866) 347-0009  
jtichenor@heritagepropane.com

**Credit Manager/Administrator:** *Susan Tarnner* T: (406) 457-8158 F: (866) 347-0009  
starnner@heritagepropane.com

6. Access to the Credit Suite complies with the company's acceptable use and policies. All transactions and activity is monitored and are subject for a random audit.
7. Upon termination of employment (i.e. retirement, voluntary or involuntary termination), no further use of the Username/Log In access is authorized or permitted. This policy applies to employee(s) transferred from another district or working with multiple districts. **District Managers are to inform and notify the Credit Suite Administrators with any changes of the employee(s) status, User ID or Password and any District re-alignment.**

**I, the undersigned, understand my obligations and responsibilities of my access to the Heritage Credit Suite. I have read and agreed to comply with our company's policy.**

\_\_\_\_\_  
(Print Employee Full Name)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(District Manager Full Name)

\_\_\_\_\_  
(District Manager Signature)

\_\_\_\_\_  
(Date Signed)