



HERITAGE CREDIT SUITE ACCESS AGREEMENT

1. **Credit Suite Log In Access** privilege is for business purpose use only to process Customer's Credit Applications and can be revoked at anytime for improper use or policy violation.
2. Any employee establishing personal account need to submit their credit application to Corporate Credit Department for processing due to privacy & confidentiality.
Personal Credit Check is not permitted to use and process for training purpose.
3. **All customer credit check process must be authorized with a signed credit application.**
All customers Re-applying for credit after 90 days must submit a new credit application.
Non work related or personal access to Credit Suite is considered improper use of the Company's property and may result in disciplinary action and/or termination.
Log In ID - may not be use by other employee or use at another district location.
4. Employee must keep their Log In ID/Password secure & confidential. **"DO NOT SAVE" USERNAME/PASSWORD IN ANY COMPUTER!** Consider Changing Password after 90 days. Upon discovery of misuse or lost User ID/Password – **Change your password** right away or report any incident or loss of information to Credit Suite Administrator(s) immediately. To remove saved username/password -please call help desk: 1-888-759-0868 or Ext. 601.

Corporate Office Credit Department

Credit Suite Administrator/Trainer:	Jade Tichenor	(406) 457-8140	Direct Line
	jtichenor@heritagepropane.com	(800) 683-0424	Ext. 5140
Credit Manager/Administrator:	Susan Tarnner	(406) 457-8158	Direct Line
	starnner@heritagepropane.com	(800) 683-0424	Ext. 5158

6. Access to Credit Suite complies with the company's acceptable use and policies. All credit transactions and activities are monitored and are subject to a random audit.
7. Upon termination of employment (i.e. retirement, termination, transferred), no further use or access to the Software is authorized or permitted. This policy applies to employee(s) that transferred to another district or working in multiple districts.
District Managers need to notify the Administrators of any changes with the employee(s) status: Termination, Leave of Absence, Transfer, Long Term Medical or Vacation Leave.

The undersigned agreed & understand his/her obligations and responsibilities to utilize Credit Suite Software, and to comply with Access Agreement and the Company's Policy.

_____	_____	_____	_____
(Dist. No.)	(Print Employee Full Name)	(Employee Signature)	(Date Signed)
_____	_____	_____	_____
(Dist. No.)	(District Manager Full Name)	(District Manager Signature)	(Date Signed)