
CHANGE ORDER LOCKER AGREEMENT

Date: _____

Member Name: _____

Member Account Number: _____

The change order locker system is an optional service that allows Business Members to pick up change orders from a locker located at one of FirstLight Federal Credit Union's ("FirstLight") branches with the use of an access code (i.e., without the need to pick up the change order from a teller or other employee at the branch). The change order locker system is available for Business Member's use so long as this Agreement executed by the Business Member is on file with FirstLight Federal Credit Union ("FirstLight") and the Business Member strictly abides by the following terms and conditions.

1. Change orders must be placed on or before 5:00 p.m., one business day in advance via our website. The change order locker system is to be used only for change orders that will be picked up by the Business Member the following business day after placing the request, during regular business hours. All change orders are subject to review by FirstLight and may require additional time to gather the needed currency to fulfill the request. The Business Member or assigned representative will be notified via email or text if a change order will be delayed. If the Business Member fails to pick up the change order during regular business hours on the business day that the change order has been made available by FirstLight for pick-up, the change order will be cancelled, and the Business Member will need to submit a new request.

2. The Business Member hereby authorizes FirstLight (i) to place the change order in the locker system located at the branch where the change order is to be picked up and (ii) to send an electronic notice via email or text to the business owner/signer or assigned representative (at the email address or cellphone number provided by the business owner/signer below) with the code to access the locker system (the "Access Code") when the change order is available for pick-up. The Access Code will be provided by FirstLight to the Business Member or assigned representative when the change order is completed and available for pick-up. The Access Code can only be used once and is only valid during regular business hours on the business day when the change order is made available for pick-up.

3. If the Business Member wants the change order to be picked up by the Business Member's representative, agent or any other person, the Business Member must provide the representative, agent or other person the Access Code to be able to access the locker system. The Business Member's decision in this regard -- to provide a representative, agent or other person with the Access Code -- is at the Business Member's sole and exclusive risk. Further, the Business Member hereby acknowledges and agrees that FirstLight shall have no liability whatsoever for any damages or losses that the Business Member might suffer or incur as a result of the Business Member's sharing of the Access Code provided to the Business Member by FirstLight or the loss or theft of such Access Code.

4. The Business Member hereby releases and forever discharges FirstLight from any and all liability and claims it may have arising out of or relating in any way, directly or indirectly, to the Business

Member's use of the change order locker system and shall indemnify, defend and hold FirstLight harmless against any claims, liabilities, suits, demands and/or expenses, including reasonable attorney's fees and costs, arising out of or relating in any way, directly or indirectly, to the Business Member's use of the change order locker system, including any loss it might incur due to negligence of FirstLight and its agents. Further, in no event shall FirstLight be liable to the Business Member for any indirect, incidental, special, exemplary, punitive or consequential damages arising out of or relating in any way, directly or indirectly, to the Business Member's use of the change order locker system, including but not limited to lost profits or business interruption damages, even if FirstLight has been advised of the possibility of such damages.

5. The Business Member hereby agrees that FirstLight may terminate the Business Member's use of the change order locker system services for any reason and at any time with or without notice to the Business Member.

6. The Business Member expressly agrees that the use of the change order locker system shall be at the sole risk of the Business Member, who hereby assumes any and all risk incidental to or arising out of its use of the change order locker system. The Business Member further agrees (i) to be bound by any future terms, rules or regulations applicable to the change order locker system that are promulgated by FirstLight and (ii) that any such future terms, rules or regulations shall be incorporated into, and deemed an integral part of, this Agreement.

7. The Business Member will keep a copy of this Agreement in its records. The Business Member further agrees that FirstLight may change, amend or modify this Agreement and its terms at any time, in its sole discretion, without prior notice to the Business Member.

Authorized Member(s) on Account

By signing below, I (We) agree to the terms of this said agreement.

_____/_____
Print Name Signature Date

_____/_____
Print Name Signature Date

_____/_____
Print Name Signature Date

Please provide below the name, email address and/or cellphone number where you authorize FirstLight to send you any notices or other communications pertaining to your requests for any change orders, including any notices advising you that a change order is available for pick-up or providing you with the Access Code for the change order locker system.

Name

Email

Phone