

In-Person Electronic Notary Supplemental Terms

These In-Person Electronic Notary Supplemental Terms ("**IPEN Supplemental Terms**") are hereby incorporated into, made a part of, and subject to the terms and conditions of the Procore Subscription and Services Agreement, Master Services Agreement, or their equivalents (or any equivalent agreement) between you and Procore ("**Agreement**") as of the date you accepted these IPEN Supplemental Terms on your applicable order form ("**IPEN Supplemental Terms Effective Date**"). To the extent that these IPEN Supplemental Terms conflict with the terms of the Agreement, these IPEN Supplemental Terms shall control with respect to matters concerning the IPEN Solution. Except as amended by these IPEN Supplemental Terms, all terms and provisions of the Agreement shall continue and remain in full force and effect and binding upon the Parties. Capitalized terms used but not defined herein shall have the meanings assigned to them in the Agreement.

1. **In-Person Electronic Notary Solution.** The In-Person Electronic Notary Solution enables Customer connectivity to a third-party IPEN platform for a commissioned and authorized Notary to perform notarial acts on an Electronic Documents for an individual ("Signer") who is physically present before the Notary at the time of the Notarial Act.

2. Fees.

- a. **GC-Pays Pricing.** With your General Contractor-Pays Procore Pay Solution subscription, you may use the IPEN Solution free of charge for up to twenty (20) Notarial Acts per one million (\$1,000,000 USD) dollars of Annual Construction Volume received through the Procore Pay Solution during your contract year as defined on your Agreement. You agree to pay Procore per \$3.00 per Notarial Act and Procore will invoice you fees owed at the end of your contract year. You are responsible for tracking your usage.
- b. **SC-Pays Pricing.** With your Sub-Contractor-Pays Procore Pay Solution subscription, you may use the IPEN Solution free of charge for an unlimited number of Notarial Acts during your contract year as defined on your Order Form.
- c. You are responsible for any additional charges you incur directly with the third-party IPEN platform.

3. Roles and Responsibilities.

The Notary: The Notary is solely responsible for complying with all laws, rules, and regulations governing Notarial Acts within their commissioning jurisdiction. This includes, but is not limited to, properly identifying the Signer, ensuring the Signer's willingness and awareness, and accurately completing the notarial certificate. The IPEN Solution is a tool to facilitate the electronic execution of these duties; it does not substitute for the Notary's professional judgment and legal obligations.

The Signer: The Signer is responsible for reviewing and understanding the contents of the Electronic Document before applying their Electronic Signature. By signing, the Signer affirms their intent to be bound by the terms of the document.

Procore: Procore's responsibility is limited to providing a functional connection to a third-party IPEN platform for the execution of IPEN transactions. We are not a party to the Electronic Document being notarized and are not responsible for its content, validity, or legal effect. Procore does not provide legal advice, and use of the IPEN Solution does not create an attorney-client relationship. The validity of a Notarial Act performed using the IPEN Solution is contingent upon the Notary's full compliance with applicable law.

4. Definitions.

Electronic Document: Any contract, record, or other document that is created, generated, sent, communicated, received, or stored by electronic means.

Electronic Signature: An electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

Notary: A public official appointed and commissioned by a state government authority (e.g., the Secretary of State) to serve as an impartial witness in the execution of important documents and to perform other official acts, known as notarial acts.

Notarial Act: The function that the Notary performs, such as taking an acknowledgment, administering an oath or affirmation (for a jury), or certifying a copy.