

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, the City of Minneapolis (we, us or Company) may be required by law to provide you with certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures'.

Getting paper or electronic copies

At any time, you may request from us a paper copy or an electronic copy of any record, notice, or disclosure, provided or made available electronically.

You will have the ability to download and print documents we send to you during and immediately after the signing session. After such time, if you wish for us to send you paper or electronic copies of any such documents, notices, or disclosures from our office to you, you may request delivery of such copies from us by following the procedure described below. You may be charged a fee in accordance with the City of Minneapolis data charging policy: <http://www.minneapolismn.gov/datapractices/learn/charges>

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices. How you must inform us of your decision to withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper or electronic format, and then wait until we receive back from you your acknowledgment of your receipt of such paper or electronic notices or disclosures. Further, you will no longer be able to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures may be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we may provide electronically to you all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all the required notices and disclosures to you by the same method and to the same address that you have given us. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically.

How to contact the City of Minneapolis:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper or electronic copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

You may contact us in various ways, as follows:

Email: businesslicenses@minneapolismn.gov

Division of Business and Consumer Services Telephone: 612-673-2080

City of Minneapolis 311 phone services:

If in Minneapolis, call 311.

If outside of Minneapolis, call (612) 673-3000.

Mail:

350 South 5th Street, Room 1

Minneapolis, MN 55403

To advise the City of Minneapolis of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at businessliceneses@minneapolismn.gov and in the body of such request you must state your previous email address, your new email address, your full name, company name, work title, US Postal address,

To withdraw your consent with the City of Minneapolis

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

send us an email to businessliceneses@minneapolismn.gov and in the body of such request you must state your email, full name, company name, work title, US Postal address, existing City of Minneapolis license number, and telephone number, and that you want to withdraw consent. We do not need any other information from you to withdraw consent. The consequences for withdrawing consent will be that transactions may take a longer time to process.

Required hardware and software

The minimum system requirements may change over time.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this

ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described above, then select the check-box next to 'I agree to use electronic records and signatures.'

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify the City of Minneapolis as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by the City of Minneapolis during the course of your relationship with the City of Minneapolis.