

WEST ORDER FORM - CLEAR[®] SERVICES
FOR STATE OF OKLAHOMA - STATEWIDE CONTRACT

610 Opperman Drive, P.O. Box 64833
 St. Paul, MN 55164-1803
 Tel: 651/687-8000



THOMSON REUTERS™

<u>Check West account status below as applicable:</u>		Rep Name & Number _____
New ____ (NACI Form attached)		
Existing with no changes ____ Existing with changes ____ (Permanent name change must attach a Customer Name Change Form)		
Does Subscriber have an existing West account?		
<input type="checkbox"/> Yes If yes, please provide West account number _____		
<input type="checkbox"/> No		
Acct # _____	PO # _____	Date _____
Name/Subscriber _____		Bill To Acct # _____
Order Confirmation Contact Name _____		
E-Mail _____		
CLEAR Contact Name (for delivery of Registration Keys. Individual users will also receive their Registration Keys if their e-mail addresses are provided) _____		
E-Mail _____		Telephone _____
CLEAR Primary Account Contact Name (general business contact) _____		
E-Mail _____		Telephone _____
Permanent Address Change ____ One-Time Ship To ____ Additional Ship To ____ Additional Bill To ____		
Name _____		Attn: _____
Address _____		Suite/Floor _____
City _____	State ____	County ____ Zip _____

*** R E Q U I R E D ***

I F N E E D E D

CLEAR Products Section

Full Svc #	CLEAR Products	# of Users	Monthly Banded	Other	Total Monthly CLEAR Charges

Notes:
 The Total Monthly CLEAR Charges above shall be valid for the Oklahoma State-Wide Agreement period beginning December 21, 2012 through December 20, 2013. Upon the State of Oklahoma, Office of State Finance Information Services Division, issuing written notice of contract renewal for an option year, relevant option year rates will apply.

2013 Total Monthly CLEAR Charges \$ _____

Monthly CLEAR Charges are billed on the date West processes Subscriber's order. Excluded Charges may be modified as set forth in the Subscriber Agreement (as set forth in the State-Wide Contract. Subscriber is responsible for all Excluded Charges as incurred. For new CLEAR customers and current customers changing their CLEAR products, the Total Monthly CLEAR Charges are effective for a minimum of 12 complete calendar months ("Minimum Term"). Following the Minimum Term, the Total Monthly CLEAR Charges will be billed on a monthly basis at the published, then-current State-wide Contract rates.

Internal Use Only	
CLEAR #Atty	BND
Gtwy	3 X MON

	CLEAR Batch Transactional Products Section	
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Full Svc #	CLEAR Batch Products	of Users	Other	Total Monthly CLEAR Batch Transactional Products Charges

Notes:
 The Total Monthly CLEAR Batch Transactional Charges above shall be valid for the Oklahoma State-Wide Agreement period beginning December 21, 2012 through December 20, 2013. Upon the State of Oklahoma, Office of State Finance Information Services Division, issuing written notice of contract renewal for an option year, relevant option year rates will apply.

2013 Total Monthly Batch CLEAR Charges \$ _____

Monthly CLEAR Charges are billed and access to CLEAR Batch shall begin on the date West processes Subscriber's Order. CLEAR Charges for Subscriber's access to and use of CLEAR Batch shall begin when Subscriber first accesses CLEAR Batch and are subject to change as set forth in the "Subscriber Agreement" (as defined herein).

_____ CLEAR users are employed by Subscriber at the location identified above.

OF instruct: Enter a discount of 100% - in the Condition Group 1 field on Additional Data A tab.

	CLEAR Batch Window Products Section	
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Full Svc #	CLEAR Batch Products	Per month Window rate	of Users	Monthly	Other	Total Monthly CLEAR Batch Window Products Charges

Notes:
 The Total Monthly CLEAR Batch Window Product Charges above shall be valid for the Oklahoma State-Wide Agreement period beginning December 21, 2012 through December 20, 2013. Upon the State of Oklahoma, Office of State Finance Information Services Division, issuing written notice of contract renewal for an option year, relevant option year rates will apply.

2013 Total Monthly Batch CLEAR Charges \$ _____

Monthly CLEAR Charges are billed and access to CLEAR Batch shall begin on the date West processes Subscriber's Order. CLEAR Charges for Subscriber's access to and use of CLEAR Window Batch shall begin on the date West processes Subscriber's order. All CLEAR Window Batch CLEAR Charges shall be waived for Subscriber's actual usage in excess of the Monthly Guarantee through the amount of the Window, as set forth above. Subscriber shall pay all CLEAR Window Batch CLEAR Charges in excess of the amount of the Window as incurred, as well as any other applicable CLEAR Charges. CLEAR Batch requests must be submitted at least five (5) business days prior to the end of a billing month in order to apply against the Monthly Guarantee or Window for such month. CLEAR Charges are subject to change as set for the in the "Subscriber Agreement" (as defined herein).

_____ CLEAR users are employed by Subscriber at the location identified above.

	Usage Logging	
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All subscribers will be restricted to "standard logging"; provided, however, authorized law enforcement agencies with arrest powers may request that user input values entered in a search or report be "blind logged". Authorized law enforcement agencies choosing Blind Logging must initial below:

____ Subscriber initials if Subscriber is an authorized law enforcement agency with arrest powers and requests Blind Logging

Required for, and applicable to, only accounts with arrest powers.

West reserves the right to change the logging type based on credentialing and account validation.

IP Address Section
Only External IP Address(es) or Range(s) Must Be Provided

Valid External IP Addresses or IP Ranges belonging to your organization and meeting the following requirements must be provided for all CLEAR orders:

- IP Addresses assigned to jurisdictions outside the United States or West approved U.S. Territories are prohibited.
- IP Addresses will not be accepted from the following ranges which are reserved by the Internet Assigned Numbers Authority for special use or private networks: 10.0.0.0 - 10.255.255.255, 127.0.0.0- 127.255.255.255, 172.16.0.0 - 172.31.255.255, 192.168.0.0 - 192.168.255.255, 169.254.0.0 - 169.254.255.255.
- All IP addresses must be IPv4 addresses.

Permissible IP Address(es) will be those provided below as well as any previously provided IP Address(es) for this Subscriber

Subscriber's Internet Service Provider Name _____

Provide IP Address(es) or IP Address Range(s) below

Additional page(s) may be attached if needed

Beginning IP Address _____	Ending IP Address _____
Beginning IP Address _____	Ending IP Address _____
Beginning IP Address _____	Ending IP Address _____
Beginning IP Address _____	Ending IP Address _____

_____ Subscriber initials if roaming access to CLEAR, permitting user access outside of Subscriber's designated IP Address/range, should be prohibited. Please note that if this is requested Subscriber's users will be required to access CLEAR only through Subscriber's designated entity IPs on file with West.

If you do not know your company's external IP address(s), try the following:

1. Contact your network administration, firewall or security team
2. Contact your Internet Service Provider, ISP (i.e. Cable, DSL, Satellite, etc.)
3. Go to the following URL in your browser: <http://tools.whois.net/yourip/> or <http://www.whatismyip.com> to identify your external IP address (NOTE: If you have multiple IP addresses, this tool will only detect one IP address)

Technical Contact for CLEAR Products (if applicable) (Contact for IP Address Issues)

Name (please print) _____

Telephone _____

E-Mail _____

CLEAR Users, My Account Administrator and Authorized QuickView+ User

Last Name	First Name, M.I.	Email Address	Phone Number	IN	AD	AN	SV	TC

If there are additional CLEAR users additional page(s) must be submitted with the order

User Type Key

IN = Investigator
 AD = Administrator
 AN = Analyst

SV = Supervisor
 TC = Technical

Subscriber shall authorize which user shall be named as the My Account Administrator. Access to My Account will allow CLEAR user management, general account information and granting access to other My Account users.

Authorized My Account Administrator for CLEAR

Last Name _____ First Name, M.I. _____ E-Mail _____
(Required)

Subscriber shall authorize which CLEAR users(s) shall have access to QuickView+. Actual charges billed by West may vary from charges reported on QuickView+. Subscriber shall pay charges as billed. West does not warrant and has no liability with respect to accuracy of charges or other information on QuickView+.

Authorized CLEAR Password Holder for CLEAR QuickView+

Last Name _____ First Name, M.I. _____ Authorized Acct. # _____

	Subscriber Certification Section	
Required for all accounts that interact with, manage or house inmates or detainees.		

Subscriber Certifications must be completed for every order, including renewals.

Subscriber by his/her initials below certifies and acknowledges understanding and acceptance of the security limits of CLEAR and Subscriber's responsibility for controlling product, Internet and network access:

_____ **Subscriber's Initials.** Functionality of CLEAR cannot and does not limit access to non-West Internet sites. It is the responsibility of Subscriber to control access to the Internet. By his/her initials, Subscriber acknowledges its understanding and acceptance of the security limits of CLEAR and Subscriber's responsibility for controlling Internet access.

_____ **Subscriber's Initials.** Subscriber certifies that it shall be responsible for controlling network access to the Internet or internal Subscriber sites. Subscriber agrees to provide its own firewall, proxy servers or other security technologies as well as desktop security to limit access to the CLEAR URL and West software. Subscriber must design, configure and implement its own security configuration.

_____ **Subscriber's Initials.** Subscriber shall not use any Data, and shall not distribute any Data to a third party for use, in a manner contrary to or in violation of any applicable federal, state, or local law, rule or regulation or in any manner inconsistent with the Subscriber Agreement.

_____ **Subscriber's Initials.** CLEAR will be accessed by Subscriber employees only for administrative or internal business purposes. All such access use will fully comply with the following restrictions:

- In no event shall anyone other than approved Subscriber employees be provided access to or control of any terminal with access to CLEAR or CLEAR data.
- Terminals with CLEAR access, access credentials, and CLEAR data will be in secured locations that do not provide inmate/detainee access.
- No access shall be outsourced or otherwise provided to third parties.
- Subscriber shall be solely responsible for ensuring that no sensitive information is made available beyond its stated permissible use.

This Order Form will become effective upon verification by West of Subscriber's credentials in accordance with this Order Form and upon approval and acceptance by West in St. Paul, Minnesota.

CLEAR Passwords. Any passwords issued herein may only be used by the person to whom the password is issued and sharing of passwords is STRICTLY PROHIBITED.

	CLEAR Products to be Lapsed	
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Full Svc #	CLEAR Products

For Credit Card Transactions only:	Visa _____ Master Card _____ Am Ex _____
Card # _____	Expir. Date _____ Total Amt. to Charge _____