

Multi-Factor Authentication Workstation & Network Access Consent for Contractor

I understand that access to the ACE workstations or network requires a multi-factor authentication process. Although most contractors prefer the ease of accessing their ACE workstation or network authentication using their personal device (e.g., your personal cell phone), I have the choice of utilizing my personal device or utilizing an Physical Token (e.g., key fob) to gain access to my ACE workstation or network during working hours.

I understand that access to my ACE workstation or network using my personal device or Physical Token (e.g., key fob) requires my compliance with the following guidelines:

- Access to my ACE workstation or network must be for business purposes only.
- Use of ACE-issued equipment must be for business purposes only and not to be used to conduct personal business of any kind.
- All ACE workstations or network information is the exclusive property of ACE, and will not be accessed, used or disclosed except as authorized by ACE.
- I will only use the log-on information assigned to me to log into my ACE workstation or network. I will not share my log-on information with anyone.
- I will promptly notify my management of any indication of misuse or unauthorized access, use or disclosure relating to Information or ACE computer systems or resources.

I acknowledge and agree that illegal or unsafe use of wireless devices while driving is prohibited whenever I engage in company-related activity whether driving a company-issued or personal vehicle or using a company-issued or personal wireless device.

Instructions: Options for Authenticating Access to ACE Workstations or Network

1. Personal Device (e.g., cell phone): If this is your preferred method to access your workstation or ACE network, you acknowledge and agree to follow the setup instructions.

-OR-

2. Physical Token (e.g., key fob): If this is your preferred method to access your workstation or ACE network, you acknowledge and agree that you must immediately advise your management.

Contractor Acknowledgement

By providing my e-signature acknowledgment, I agree and acknowledge that I have read, understand that I have a choice in selecting the method to access my ACE workstation or network, and have had the opportunity to discuss the contents of the Multi-Factor Authentication Access Consent with my management. I confirm and I agree to abide by the guidelines and understand that all other terms and conditions of my contract including the at-will nature of my contract continue to apply.

Print Name

Signature

Date