Rhumbix Service Terms

Last Updated April 14, 2025

These terms apply only to customers who signed a Rhumbix Order Form prior to October 7, 2026.

1. Universal Service Terms (Applicable to All Services)

1.1 The Service Terms below govern your use of the Services. Capitalized terms used in these Service Terms but not defined below are defined in the Rhumbix Master Subscription Agreement, found at https://www.rhumbix.com/terms, or other agreement with us governing your use of the Services (the "**Agreement**").

1.2 Unless otherwise stated in Customer's Order Form, use of Rhumbix is limited to one (1) instance.

2. **API**

2.1 Integration to on-premise accounting packages through the API may be an additional charge.

2.2 Fees do not include consulting services required to build Rhumbix API integrations or services required to maintain or update integrations built with the Rhumbix API.

2.3 Rhumbix shall bear no responsibility and hereby disclaims all liability for failure of a third party to maintain components of any integrations built using the Rhumbix API that are controlled by the third party.

2.4 Access to the Rhumbix API will be limited by Rhumbix in its sole and ultimate discretion, including restricting key access or limiting functions such as number of read or write requests or customer end points

3. **Data Explorer**

3.1 **Restrictions.** Use is restricted to the number of employees identified in the Order Form.

4. **Digital Workflow Library**

4.1 **Library Content.** Rhumbix reserves the right to edit the content of the Workflow Library at any time in its sole discretion.

3. **Trials**

3.1 **Products**. The specific products available during the Trial will be as set forth in the applicable Order Form.

3.2 **Trial Sandbox Environment.** Notwithstanding any term of the Agreement, any data entered into a sandbox environment creating persuant to a Rhumbix trial Order Form:

a. is not considered Customer Data (and is not protected by the confidentiality obligations set forth in the Agreement (or any NDA);

b. may be accessed by other Users (unaffiliated with Authorized User signing up for the trial); and

c. Cannot be migrated to any other Rhumbix environment.

4. **Single Sign On**

4.1 Customer's directory individual user and group access is respected but does not carry over to Rhumbix Groups and Large Organization (GLO) through SSO. Revoking access to an Authorized User in the active directory prevents the Authorized User from logging in via SSO but any User would still need to be demoted or made inactive in Rhumbix to be prevented from accessing Rhumbix with their Rhumbix login.

5. **Timekeeping**

5.1 **Timekeeping Office Worker Licenses.** Timekeeping Office Worker Licenses are restricted solely to the entering and viewing of their own time entered into Rhumbix. Any use outside of this functionality may result in additional fees. Additionally, Timekeeping Office Workers Licenses may not view any Field Analytix™ dashboards.

6. Consulting Services

6.1 Consulting Services must be used within the period identified in the Legal Notes section of Customer's Order Form ("**Consulting Services Period**"). Any portion of the Consulting Services not used within the Consulting Services Period will be automatically forfeited by Customer, with no further action required of either party, and Customer will not be entitled to a refund, or any credit toward additional or other Consulting Services, for any unused portion of the fees paid for any unused portion of the Consulting Services. Customer may not apply any portion of unused Consulting Services or fees paid, for any Consulting Services other than the Consulting Services stated in this SOF. In order for Rhumbix to provide Consulting Services to Customer after the Consulting Services Period, Rhumbix and Customer shall mutually agree, in writing, under a separate order, to the terms and fees for such Consulting Services.

7. **Field Analytix™ Dashboards**

7.1 **Dashboards.** Rhumbix reserves the right to edit the content of any Standard Field Analytix™ Dashboards created by Rhumbix at any time in its sole discretion.

7.2 The Cost Code Field Analytix™ Dashboard may be accessed via mobile device or web browser. All other dashboards must be access via web browser.

8. **Rhumbix Single Sign-On**

8.1 Your directory individual user and group access is respected but does not carry over to Rhumbix Groups and Large Organization (GLO) through SSO.

8.2 Revoking access to a user in Your active directory prevents the user from logging in via SSO but the user would still need to be demoted or made inactive in Rhumbix to be prevented from accessing Rhumbix with their Rhumbix login.

9. **Customer Forms (formerly Custom Form Subscription)**

9.1 **Definitions.**

9.1.1 "**Customer Form**" means any on-standard digital form, created by Rhumbix at the request (and to the specifications of) Customer. Customer Forms do not include standard Rhumbix forms that have minor modifications or configurations applied (ex. adding a Customer logo).

9.1.2 "**Active Customer Form**" means a Customer Form that was used to capture data during a particular calendar month.

9.1.3 "**Digitized Customer Form**" means a Customer Form with all of the following characteristics:

9.1.3.1 Capable of being replicated/designed utilizing the current Rhumbix user interface and PDF design components

9.1.3.2 Utilizes the default Rhumbix permissions, list views and general bundle

9.1.3.3 Does not interact with other forms

9.2 **Creation and Activation of Customer Forms.** Customer Forms are created and activated into Customer's environment by the Rhumbix Consulting Services team. Any subscription that includes Customer Form(s) may require You to purchase Consulting Services to perform the required configurations.

9.3 **Usage Restrictions.** Customer's usage of Customer Forms is limited to the number of users and the number of Active Customer Forms listed in the applicable Order Form(s). Additional fees may apply if either of these limits are exceeded during the term of the Agreement. All Customer Form licenses are co-terminus with the then active term of the Agreement.

10. **Partner Subscriptions and Consulting Services provided by AedoAI, Inc. ("Aedo")**

10.1 By purchasing partner Aedo subscriptions You agree to be bound by Aedo's Master License and Service Terms. Any Consulting Services provided by Aedo are governed by Aedo's Description of Consulting Services.