



BITNER HENRY
INSURANCE GROUP



AMERICAN
CHURCH GROUP
MINNESOTA | NORTH CAROLINA

Bitner Henry Insurance Group Electronic Policy Delivery Agreement

Introduction. By checking “I Agree to Electronic Delivery” below, you are providing consent to Bitner Henry Insurance Group (“agency”) to provide documents to you electronically on behalf of the agency, the insurance companies represented by the agency, and other third parties. All documents sent by the agency to you are subject to this consent form, including but not limited to, all disclosures, declarations, contracts, policy forms, certificates, and/or documents, information, requests, applications, communications, and/or notices required by federal law, except when applicable law requires notice by another means. You agree that electronic delivery of documents is sufficient to meet all reporting and/or notice requirements, except when applicable law requires notice by another means.

Electronic delivery of documents. When the agency delivers a document electronically, it will do so by making the document available to you either through an online customer portal where documents are placed for you to view or by sending the documents to the primary e-mail address provided to the agency. You should check your e-mail periodically to ensure timely receipt of any document delivered electronically. You agree to access the portal within 10 days of receiving notification that a document has been delivered to you. A document will be considered delivered to you when: (1) the e-mailed document leaves the agency’s system; or (2) the document is made available on the portal. A document is not considered delivered based on when you review the document.

The receipt of documents electronically has security and privacy risks. While the agency takes security measures when delivering documents and to protect your privileged information, the agency provides no security or privacy guarantees with any electronic or physical delivery method.

Hardware and software requirements. Accessing your electronically delivered documents requires a computer or mobile device capable of accessing the internet via a web browser, having the ability to download and store documents, and having a primary email address and service capable of receiving and downloading attachments. A browser or software capable of opening .pdf documents and software capable of opening MS Word (.doc/.docx) and MS Excel (.xls/.xlsx) may also be required. If the agency becomes aware of changes to the requirements, the agency will make efforts to notify you of those changes. If you are unable to access documents electronically, please notify the agency immediately by phone at (800) 231-9963 or by e-mail at service@bitnerhenry.com.

Right to withdraw consent and procedures for withdrawal. You may withdraw your consent to receive documents electronically, at any time and without charge, by sending an e-mail request to service@bitnerhenry.com or a written request to Bitner Henry Insurance Group, 401 E Antietam St, Hagerstown, MD 21740. Withdrawal of your consent shall not affect the legal effectiveness, validity, and/or enforceability of documents provided or made available to you electronically prior to

implementation of your withdrawal of consent. Your withdrawal of consent shall be effective within ten (10) days after receipt by the agency of your withdrawal request. Thereafter, such delivery will be provided to you at the most current mailing address on file.

Authority to access documents delivered electronically. The agency will provide documents by e-mail only to the primary e-mail address provided. Additionally, any notification of delivery of documents using an online portal will be sent only to the primary e-mail address. The client is responsible for protecting access to the primary e-mail address and login credentials to online portals where documents are provided.

Prompt notification of changes. You agree to notify the agency promptly of any changes to your mailing address, e-mail address, or other information. Notification may be by e-mail to service@bitnerhenry.com or by telephone at (800) 231-9963. You agree to hold harmless agency in connection with your failure to provide current and valid contact information.

By checking "I Agree To Electronic Delivery" below, you confirm that you have read and understood this Consent Form in its entirety, that you consent to the electronic delivery of documents by agency on its behalf and on behalf of insurers and other third parties, that your hardware and software systems meet the requirements set forth herein, that you are able to access and retain documents presented to you on a portal or via e-mail, and that you have printed or stored a copy of this Consent Form.

I Agree to Electronic Delivery

Primary Contact E-mail _____

Policy Number _____

Policyholder's name _____

Signature of authorized party _____

Name of authorized party _____

Date _____

You may return this signed EDA form to us by email, fax, or postal mail.

Email - Service@bitnerhenry.com

Fax to - 888-739-1233

Mailing Address:

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Hagerstown, MD 21740