IMPORTANT: The following two (2) letters have been sent from the vendor to various state agencies. Agencies are advised to ignore these letters and follow contract procedures for ordering and payment.

Mark A. Atkins
Senior Buyer, WVPBC
West Virginia Department of Administration
Purchasing Division
2019 Washington Street, East
POB 50130
Charleston, WV  25305-0130

Phone: 304.558.2307
Fax: 304.558-4115
Email: Mark.A.Atkins@wv.gov

(Continued)
September 4, 2018

Dear Valued West Virginia account customer,

In our previous communications, we announced changes that we would be implementing with the migration to our new Universal Enrollment Platform (UEP). We are pleased to announce that the new UEP solution will officially go live effective October 1, 2018.

Please be aware that once the UEP platform has been fully activated, the current established payment options of escrow/draw or invoice accounts will no longer be available. Effective at close of business on September 28, 2018 we will NOT recognize current account payment options as valid in UEP. Any account holders wishing to continue to pay for the applicant service must complete the No Charge Authorization Code (NCAC) credit card backed package. If you have not already established a new NCAC account with us, please do so as soon as possible.

The NCAC account, a credit card backed payment option, will replace the current payment options of escrow/draw and invoice accounts. The NCAC payment option involves establishing an account backed by a major credit card (VISA, Master Card, Discover, or AMEX) in which NCACs can be issued.

Once your account is established and the authorized credit card is on file, you will be issued your requested quantity of one time use NCACs. Your credit card will not be charged until the applicant is fingerprinted and the NCAC redeemed. NCAC’s allow you more control in distribution and assist in improving fraud prevention. NCACs are issued for an exact service type and can only be used for that service. The NCAC can be entered at the time of scheduling and can only be used one time. If an NCAC is not used, the credit card you have on file will not be charged.

You will be able to start utilizing the NCAC payment process immediately. A NCAC credit card backed package can be downloaded from our website located at www.IdentoGO.com. Select West Virginia, scroll to the bottom of the web page under “Download Forms and Links”. Please ensure that you are prepared with your ORI/service code. If you are unsure of your ORI, reach out to your licensing agency for further direction. Submit your paperwork and all documents via fax to 615-871-0845.

Once we have your information in our system, NCACs will be issued to your assigned point of contact (POC). NCAC Reorder forms will also be available on the IdentoGo website under “Download Forms and Links” and can be emailed to WVUEPAccounts@us.idemia.com.

If the NCAC payment method does not work for you, there are other payment options available:

- Credit card (cardholder must be the applicant or present at the time of enrollment with proper identification)
- Money order/Cashier’s Check in the exact amount of service
- Business Check in the exact amount of service

*Please note: Enrollment agents are unable to accept one payment for multiple applicants/services or multiple payments for same service.

Sincerely,
Nicole Hughes
Manager of Accounting, Billing - Nashville
Dear Valued West Virginia Customer,

Idemia Identity and Security USA, LLC ("IDEMIA") is pleased to introduce our Universal Enrollment Platform (UEP), the newest solution in our fingerprint technology, to our West Virginia program. As a state agency, we are able to offer you a payment option called Automatic Billing.

This payment option is offered to West Virginia State Agencies ONLY as an automatic-bill service code account. This arrangement allows us to invoice your agency for the services provided the previous month. The eligible services are identified in the agreement from the list of approved service codes or ORI’s.

Upon receipt of your signed Automatic Billing Agreement and customer account information, IDEMIA will establish your account. Once the new UEP Platform is activated for use, applicants will be able to schedule their appointments, using the established service code(s) assigned to your account.

Follow up communication will be forthcoming in regards to a go-live date.

Once we have your information in our system, we will notify your POC of the time at which your applicants will be able to schedule appointments, using the new service codes.

If the auto-bill method described in this notice does not work for you, other payment options are available:

- Credit card (cardholder must be present if different from the applicant)
- Credit Card backed NCAC accounts (information available upon request)
- Money order in the exact amount of service
- Check in the exact amount of service

*Please note: Enrollment agent is unable to accept one payment for multiple applicants/services or multiple payments for same service*
Automatic Billing Agreement
West Virginia
Enrollment Services Network

This Automatic Billing Agreement is between IDEMIA Identity and Security USA, LLC ("IDEMIA") and the company or organization identified below ("Customer"), and sets forth the terms and conditions under which IDEMIA will process those individuals who the customer has directed to obtain a fingerprint-based background check through the West Virginia Enrollment Services Network ("Applicant(s)"), using Customer’s automatic billing code as a form of payment.

Applicants will schedule their fingerprinting appointment and provide a service code assigned to the customer by IDEMIA. On a monthly basis, IDEMIA will invoice the customer with a billing account for all applicants using one of the customer’s service codes. There will be no charge to applicants at the time of fingerprinting, unless an applicant is unable to provide a valid service code.

The UEP system reporting is standardized, so IDEMIA will provide support detail with each invoice. Due to Personally Identifiable Information restrictions, the detail provided by IDEMIA will contain only the following field information (sample below).

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Coupon Code</th>
<th>UEID</th>
<th>Service Code</th>
<th>Service</th>
<th>Service ORI</th>
<th>Used by</th>
</tr>
</thead>
<tbody>
<tr>
<td>UEP-Cust123</td>
<td>654898465H1</td>
<td>UZ1234567</td>
<td>6983PS</td>
<td>Employee Applicant</td>
<td>883655</td>
<td>FLastName</td>
</tr>
</tbody>
</table>

If the State of West Virginia or other applicable government agency dictates a fee increase/decrease in fingerprint fees, IDEMIA will charge the customer the new fee for any applicants processed on or after the effective date of the fee change.

Customer acknowledges and agrees that Customer is responsible for the security of the Service Codes issued to Customer, regardless of whether such Service Codes are obtained or redeemed by fraud, redeemed by persons to whom Customer did not authorize use of the Service Codes or provided in violation of any terms and conditions under which Customer distributes Service Codes.

IDEMIA may terminate this agreement at any time and for any reason, including the customer’s failure to pay invoices. Any such failure to pay invoices may result in the closure of your account and your applicants will have to pay for fingerprinting at the time of service.

Please indicate acceptance of these terms with your signature below, and return a copy to IDEMIA by fax at 615-871-0845.

ACCEPTED AND AGREED TO:

Name of Customer: ____________________________

Tax ID: ____________________________

Service Code or ORI: ____________________________

Signature: ____________________________

Printed Name: ____________________________

Title: ____________________________

Date: ____________________________
Customer Account Information

IF HAND WRITING, PLEASE PRINT LEGIBLY

Legal Company Name:

Legal Street Address:

City: State: Zip Code:

Nine Digit Tax ID or EIN Number: ____________________________  *if tax exempt submit exemption certificate

Primary Contact Name:  Primary Contact Phone:  Primary Contact Email:

Secondary Contact Name:  Secondary Contact Phone:  Secondary Contact Email:

The primary contact will receive all Authorization Codes ordered via the email provided and should be the individual over the fingerprinting/background check process for your organization. Please make sure your organization's IT dept. (or equivalent) adds WVUEPAccounts@us.idemia.com in a 'white list' so delivery of Authorization Codes is not blocked by your internet security.

*PLEASE NOTE, if there are any issues with your NCAC account, we will only speak with the contacts listed above.

Please fax this form with initial NCAC agreement and credit card authorization to 615-871-0845

*Please note if contact information needs to be changed in the future, it must be done via email to: WVUEPAccounts@us.idemia.com by an established person of contact.