

Trellance SaaS Standard Product Support Guidelines

1. DEFINITIONS

“**Trellance SaaS Products**” refers to the Trellance data analytics products that are delivered through the Trellance managed cloud environment such as M360 Cloud Edition (M360 CE), Data Store, Data Warehouse, Data Lake, and Predictive Analytics cloud-based services.

“**Ancillary System**” is a system external to the Core Processor System that Customer uses to run its operations.

“**Core Processor System**” is a system that processes daily transactions and posts updates to accounts and other financial records. Core systems typically include deposit, loan, and credit processing capabilities, with interfaces to general ledger systems and reporting tools.

“**Documentation**” means any specifications, user guides, and/or technical documents accessible through the Trellance SaaS Service “Help” system.

“**Incident**” means a reproducible error or problem that prevents Trellance SaaS Service from operating in accordance with its Documentation and the Trellance SaaS contractual agreement.

“**Product Support Team**” is comprised of Trellance employees who provide responses and resolutions to Incidents.

“**Production**” means the “live” Service environment where Trellance SaaS is available to Customer.

“**Services**” is the provision of Trellance SaaS and the support services under this Support Policy. “Premium Support is only available to Trellance SaaS customers who have contracted with Trellance to receive premium support services and who are current in their payments for these services.

“**Support Contact(s)**” is Customer’s technical employee(s) who will serve as the Product Support Team’s primary contact(s).

“**Workaround**” is a series of instructions, procedural steps, or usage clarifications to avoid an error or circumvent its effects. A workaround does not involve issuance of new programming code.

2. TRELLANCE SAAS SUPPORT

2.1. STANDARD SUPPORT

- i. **Engaging Product Support** – Product Support may be engaged through the Trellance ticketing portal and selecting “Submitting a request”.
- ii. **Support Hours** are defined as follows:
 - **Business Hours** are 8 AM – 8 PM EST Monday – Friday, with the exclusion of federal holidays.
 - **Business After Hours** are 8 PM – 8 AM EST Monday – Friday, with the exclusion of federal holidays.
 - **Non-Business Hours** are weekends and holidays.
- iii. **Trellance Standard SaaS Product support includes only Business Hours** as defined above.

2.2. AFTER HOURS SUPPORT

- i. Trellance standard support terms do not include support during Business After Hours and/or Non-Business Hours; however, if required and agreed with the Customer, Trellance will work with Customer on an as-needed and requested basis to offer “on-call” support.

- ii. Requests for Support assistance during Business After Hours and/or Non-Business Hours are initiated through Product Support.
- iii. Minimum three (3) Business Days' notice is required.
- iv. Requests will be billed at Trellance's standard professional service rate, minimum of four (4) hours.

Standard Support includes an unlimited number of cases and two (2) primary Customer Support Contacts.

Response Guidelines				
Severity Level	Urgent	High	Normal	Low
Response Time – Business Hours	4 Hours	6 Hours	24 Hours	48 Hours
Response Time – Business After Hours	Next Business Day	Next Business Day	Next Business Day	Next Business Day
Response Time – Non-Business Hours	Next Business Day	Next Business Day	Next Business Day	Next Business Day

2.3 Severity Level Descriptions

Severity Level	Description
Urgent	<p>System down/Services unavailable condition that severely impacts the Production environment involving:</p> <ul style="list-style-type: none"> • Services outage or failure that severely impacts Customer's business operations. • Widespread unavailability of business-critical features or functions of the Services that causes major disruption to Customer's ongoing business operations. • Serious performance degradation that significantly impacts a large group of Customer's end users. • An issue for which there is no immediate Workaround available.
High	<p>A high impact business condition where:</p> <ul style="list-style-type: none"> • Services are available but functionality is significantly restricted causing disruption to Customer's normal business operations. • Trellance SaaS is not working, negatively impacting Customer's business productivity. • There is no Workaround available.
Normal	<p>Trellance SaaS is generally usable, but there is an issue causing minor operational challenge(s). Issues may be isolated to specific end users and may have little impact on the availability/functionality of the Services.</p>
Low	<p>A minor defect that has no impact on the Services or a general inquiry on the functionality of the Services, including "how to" or informational queries.</p>

3. SAAS SERVICE UPTIME SLA

- 3.1. Trellance shall use commercially reasonable efforts to achieve a Service Uptime for SaaS of 99% in each calendar month.
- 3.2. The SLA provision herein becomes effective at the conclusion of the Implementation (the "SLA Effective Date"). The anticipated availability for the SaaS is 24/7/365.
- 3.3. Definitions:
 - i. **"Business Days"** are listed in table 2.1.2
 - Uptime and Downtime are only measured on Business Days.
 - ii. **"Service Uptime"** means the total number of minutes in the calendar month minus the total number of minutes of Downtime in the calendar month, divided by the total number of minutes in the calendar month.
 - Any loss of Service Uptime less than five (5) minutes in duration will not be included in the calculation of Service Uptime.
 - Any loss of Service Uptime less than five (5) minutes in duration will additionally not exceed more than five (5) occurrences per calendar month.
 - iii. **"Downtime"** means the total number of minutes in the calendar month that the SaaS Service is unavailable to Customer for use, excluding Scheduled Downtime, Emergency or Unplanned Downtime, and Exclusions.
 - The SaaS Service is considered unavailable to Customer if Customer is unable to access to SaaS Service platform.
 - iv. **"Emergency Downtime"** means those times where Trellance may need to perform emergency maintenance, including security patch installation and any replacement that results in Downtime. Emergency Downtime is not considered Downtime for purposes of this SaaS Uptime SLA and will not be counted towards any Downtime periods.
 - v. **"Scheduled Downtime"** means those times that Trellance performs scheduled maintenance to maintain performance of the SaaS Service in accordance with its maintenance windows. This maintenance may require that the Service or certain elements of the Services be suspended during the maintenance period. Scheduled Downtime is not considered Downtime and will not be deducted in calculating Service Uptime.

4. SOURCE DATA SYSTEM UPGRADES

- 4.1. **Core Processor System and Ancillary Systems Software Version** – The Trellance SaaS Service is enhanced, as needed, to stay up to date with the latest version of the Trellance SaaS supported Core Processing Systems and Ancillary Systems.
- 4.2. **Core Processor System or Ancillary System Software Upgrade Notices** – Customer agrees to notify Trellance within twenty (20) Business Days upon receipt of a software upgrade notice from a data source vendor connected to Customer's Trellance SaaS installation. Customer will open a support ticket with Trellance and provide all available information about the upgrade.
- 4.3. **Core Processor System or Ancillary System Software Upgrade** - Core and Ancillary System software upgrades have the potential to disrupt Trellance SaaS operations. Customer agrees to (i) provide notice to Trellance as required in section 3.2 and (ii) collaborate with Trellance on planning, preparing, and scheduling the upgrade. Failure to provide notice and/or joint planning may result in Trellance SaaS downtime. Trellance is not responsible for downtime, disruption, or degradation of the Trellance SaaS Services due to lack of notification or upgrade planning. Recovery efforts of Trellance SaaS will be billed to the Customer at our standard hourly rate.

5. CUSTOMER RESPONSIBILITIES

- 5.1. Customer is not permitted to make any changes to the Trellance SaaS Services.
- 5.2. To receive Product Support, requests must contain all pertinent information and identify a Customer Support Contact familiar with Customer's environment and/or the Incident to be solved. Customer must make commercially reasonable efforts to communicate and cooperate with Trellance to verify the existence of the Incident and provide information about the conditions under which the Incident may be duplicated.
- 5.3. For Urgent Severity Incidents, Customer's Support Contact(s) must be available via telephone and/or online to provide Trellance with relevant requested information, data gathering, and testing necessary to bring the Incident to resolution.
- 5.4. Customer must notify Trellance Support whenever there are Support Contact changes by logging a ticket with Trellance Product Support.
- 5.5. Availability and accuracy of data is required to ensure the data models refresh, and any failure to do so can lead to billable events to Customer. Examples of job failures that are billable support events are listed below and will be billed at Trellance's standard hourly professional service rate. This list is not intended to be all-inclusive.

Job Failure Categories	Work Type
Incorrect File Format	Invoiceable
Corrupt/Bad data source or file – If the format is correct, but the data is incorrect or corrupted, the data will be loaded. Remediation of Corrupt/Bad data requires manual effort. Additional Resolution Names Used in Intacct <ul style="list-style-type: none"> - Data Issue Client/Vendor - Primary Key Violation Client - Data Reload – Client 	Invoiceable
Missing Source File – The pipeline is triggered when a file is received via SFTP. If the missing file is later provided but does not load in the correct order, manual effort to remediate the data in Snowflake may be required.	Invoiceable
Source Data not Refreshed - Direct Connect clients (DNA, Prologue, MortgageBot, etc.) must be refreshed daily and if not, manual remediation of any data loaded out of order may be required. (Similar to Missing Source File.)	Invoiceable
Source Connection Failure - Direct Connect clients (DNA, Prologue, MortgageBot, etc.) must be refreshed daily and if not, manual remediation of any data loaded out of order may be required. (Similar to Missing Source File.)	Invoiceable
Source System Upgrade – Effort related to impact that Trellance was aware of and had committed to support shall be considered in scope of the client's agreement, otherwise effort will be out of scope and Invoiceable. Additional Resolution Names Used in Intacct <ul style="list-style-type: none"> - Source System Upgrade/Release - Unscheduled 	Invoiceable

<p>Migration or changes to existing data source or file connections – Effort related to impact that Trellance was aware of and had committed to support shall be considered in scope of the client’s agreement, otherwise the effort is out of scope and invoiceable. Note that this may also result in Missing Source File situations.</p> <p>Additional Resolution Names Used in Intacct</p> <ul style="list-style-type: none"> - Change in existing data source or file connection 	<p>Invoiceable</p>
<p>General Billable Operational Support - For tasks that are individual requests that are not within scope of standard support such as product training, research for client related questions where the product is working within design, etc.,</p> <p>Additional Resolution Names Used in Intacct</p> <ul style="list-style-type: none"> - Client Requested Research - Training - Client Requested - Admin Task done on Client's Behalf 	<p>Invoiceable</p>

5.6. For the avoidance of doubt, if there is an issue that is caused which is outside of the control of Trellance, the remediation is generally billable/invoiceable unless an exception is noted in the Master Service Agreement or related Addendum(s).

6. ADDITIONAL PRODUCT SUPPORT TERMS

6.1. Trellance shall not be obligated to provide technical support for:

- i. Any third-party software not provided by Trellance,
- ii. Trellance SaaS Service that is not used by Customer in accordance with the Documentation, or
- iii. Configuration modifications to Trellance SaaS customer-generated scripts, custom reports, or other content.

5.2 Customer is only eligible to receive product support if Customer is current on all applicable fees and charges due and payable to Trellance and is otherwise not in breach of Customer’s applicable contractual obligations to Trellance.

5.3 Trellance will use commercially reasonable efforts to meet the Response Guidelines but will have no liability for failure to do so.

5.4 Customer’s Support Contacts must be fully trained in the use of Trellance SaaS

5.5 Trellance may use resolutions discovered while providing support services to Customer to provide similar services to other Trellance SaaS customers. Customer’s confidential information will not be shared.

5.6 Trellance reserves the right to revise these Product Support guidelines from time to time.

7. TRELLANCE SAAS SERVICES MAINTENANCE WINDOWS

7.1. This document contains the supplementary provisions on maintenance windows for the Trellance SaaS products and services provided by Trellance.

- i. **“Scheduled Maintenance”** is when Trellance deploys releases or makes changes impacting the security, availability, and performance of the systems and services supporting the Trellance SaaS Service.

- ii. **“Emergency or Unplanned Maintenance”** is reserved for those infrequent, unique instances where the stability or security of the environment is at risk and immediate action is required. These maintenance events may occur at any time, and actions performed by Trellance during an Emergency Maintenance window will be limited to those actions necessary to fully restore service.

7.2. Trellance SaaS Service Alert Policy

- i. Scheduled Maintenance Alerts

- Customer may be notified by email and/or a User Portal status message.
- If maintenance is necessary during the Scheduled Maintenance windows, Trellance will notify Customer a minimum of forty-eight (48) hours in advance and both before and after maintenance occurs.
- If an Issue occurs during the Scheduled Maintenance window, the Trellance operations team will notify the Customer within that window.

- ii. Emergency or Unplanned Maintenance Alerts

- In the event an Emergency or Unplanned Maintenance is necessary and is outside of a Scheduled Maintenance window, Trellance will attempt to give the Customer as much notice as reasonably possible given the relevant circumstances; however, Trellance reserves the right to deploy necessary changes without prior notification.
- If an Issue occurs during the Emergency or Unplanned Maintenance window, the Trellance operations team will notify Customer within that window.

- iii. Scheduled Maintenance Window

Days	Windows (EST Time Zone)
Wednesday	9:00PM – 12:00AM
Friday	5:00AM – 8:00AM
Sunday	8:00AM – 12:00PM

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