



A complete, secure, online veteran's claims management system.
A product of DataSpec Inc

Hello!

Thank you for choosing VetraSpec. Please fill out the form on the next page and return it to us. Once the form is returned to us, we will setup your access and send you an e-mail with instructions for logging into the system.

VetraSpec supports electronic signatures on forms. We sell a signature pad (\$230 each, plus shipping) your office can use to insert the veteran's signature on forms. This is OPTIONAL and you are not required to purchase the signature pad from us. VetraSpec will work with any signature pad that can save the signature as an image.

If you do wish to purchase the signature pad from us, please indicate the quantity on the following form. Additionally, we will need the following for each user in your office:

- First and last name
- Preferred username (can **not** be your e-mail address)
- Password - at least 8 characters, including 1 uppercase letter, 1 number and 1 special character, such as @,#,\$,&,*
- E-mail address
- Secret question – choose one from:
 - Where were you born?
 - What was the name of your first teacher?
 - What was the name of your first car?
 - What is your father's middle name?
 - What was your mother's maiden name?
 - What was your first car?
 - What is your favorite movie?
 - Who is the best drummer?
 - What was your father's nickname in elementary school?
- Answer to secret question - **Be sure to remember your secret question, answer and password!**

Call us at 1-877-568-7732 or e-mail sales@vetraspec.com if you have questions or need assistance.

Thank you for your patronage.

Sincerely,
Ann Carrier and Tina Roff

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VETRASPEC USER SETUP FORM

INSTRUCTIONS

Your office name, along with county and state: _____ DATE: _____

Your office address (appears on forms and letters): _____

Your office phone: () _____ FAX: () _____

OPTIONAL: Signature pad quantity: _____

Data Import YES NO If yes, approximate number of veteran records to be imported _____, Program exporting from _____ . Note, all data must be sent to us within 30 days of setup!!! Data import charges will apply.

For each user in your office, enter the following information. Use additional pages if necessary

First name	Last name	E-mail	Preferred username <small>(no spaces, lowercase)</small>	Password <small>(at least 8 characters, with 1 uppercase letter, 1 number and 1 special character, such as @, #, \$, &, *)</small>	Title <small>(example: County Veteran's Service Officer)</small>	Question (choose one) <small>Where were you born? What was the name of your first teacher? What was the name of your first car? What is your father's middle name? What was your mother's maiden name? What was your first car? What is your favorite movie? Who is the best drummer? What was your father's nickname in elementary school?</small>	Answer to Question

VetraSpec User Agreement

This Agreement is between DataSpec Inc ("DataSpec") and the User ("You"). The terms and conditions of this Agreement apply to all VetraSpec products, updates, supplements, supplemental data extraction programs, support services and Web application (the "Software"). By viewing, accessing, logging in, or otherwise using VetraSpec, you accept these terms and conditions and agree to the transmission of information through a secure internet connection.

DataSpec considers its products and services worthy of use and will strive to provide timely updates and improvements to its products as deemed necessary.

LIMITATION OF LIABILITIES

You agree that DataSpec shall not be liable for any damage, loss, or expense of any kind arising out of or resulting from Your use of the Software regardless of whether such liability is based in tort, contract, or otherwise. In no event shall DataSpec or any of its affiliates, agents, or employees, be liable to You for any direct, indirect, special, incidental, consequential, or punitive damages, including, without limitation, loss of profits, loss or corruption of data, loss of goodwill, work stoppage, computer failure or malfunction, or interruption of business, arising out of or in any way related to the Software, Your use of the Software, or otherwise in connection with this Agreement, regardless of whether DataSpec has been advised of the possibility of such damages.

INDEMNIFICATION

You agree to indemnify, defend, and hold harmless DataSpec, its affiliates, agents, and employees from and against any and all suits, actions, claims, costs and expenses, including reasonable attorney fees, arising out of Your use of the Software, violation of this Agreement, violation of any law or regulation, or violation of any proprietary right.

USER CONDUCT

You may access the product remotely from any location using any device that is capable of doing such access. Only You are authorized to use the product under your user name and password. You may not use the Software in any way that could harm the services or impair anyone else's use of the services. You may not use the services to gain unauthorized access to any service, data, account or network by any means.

The Software is licensed, not sold. Purchase is limited to internet access to the Software. This agreement gives you certain rights to use the Software and DataSpec reserves all other rights. Your use of the Software is limited to what is expressly permitted in this Agreement. In using the Software, You must comply with any technical limitations in the Software that restrict the use of the Software. Specifically, You may not:

- a. Attempt to override any technical limitations of the Software;
- b. Make copies of data except in making a backup copy(ies);
- c. Copy or distribute any part of the Software (except your own entered data);
- d. Rent, lease, lend or re-license the Software; or
- e. Transfer access to the Software, unless:
 - i. DataSpec authorizes;
 - ii. You are discontinued as the user and a new user is assigned by DataSpec; and
 - iii. The new user consents to this agreement.

SECURITY

You agree to utilize a strong password protocol. Strong password protocol is defined as a password at least seven (7) characters in length which includes lowercase letters, one upper case letter and at least one number OR one character (example: ~ , @ , *). You agree to change your password at least every 3 months. You agree not to share your password. Written copies of passwords are to be kept in a secure location.

You agree to log out of the Software and close all aspects of the Software prior to leaving a computer running the Software unattended. If you have reason to believe a breach has occurred in the Software's security you must notify DataSpec immediately.

PROGRAMS NOT PROVIDED

This product requires an internet connection and Adobe Acrobat™, neither of which are supplied by DataSpec.

GOVERNING LAW

This Agreement is governed by and shall be construed in accordance with the laws of the State of Michigan, no matter where this program is accessed, without reference to its conflicts of laws provisions. You agree to comply with all laws and regulations applicable to your use of this site.

This product is protected by copyright laws and international copyright treaties as well as other intellectual property laws and treaties.

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