



Specializing in  
Reynolds & Reynolds  
And ADP Systems

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**ADP Setup Sheet**

Thank you for the opportunity to earn your business. Telephone access to certain portions of your ADP system is necessary for proper support. **Please set up a log-on in your system with the following parameters:**

User ID: alana  
User Password (call for password)  
Standard F & I Manager Log (please include the following): UF, TRM, MV, SU, FL, BF, LF, TCL

**In addition to a log-on, the following information is needed:**

Dealership Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Dealership Address, City, State, Zip: \_\_\_\_\_  
Dealership phone number: \_\_\_\_\_ fax #: \_\_\_\_\_  
Diagnostic modem number: \_\_\_\_\_  
Alternative modem number(s): \_\_\_\_\_

**SAFEGUARDS AGREEMENT**

This Safeguards Agreement is entered into by and between \_\_\_\_\_ (“Dealer”) and Alan Andreu, Inc. (“Service Provider”) this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

WHEREAS, Dealer and Service Provider engage in, or propose to engage in, ongoing business dealings; and

WHEREAS, Dealer is subject to the FTC Safeguards Rule, which became effective May 23, 2003; and

WHEREAS, the Safeguards Rule requires Dealer to ensure the security of Customer Information (as that term is defined in 16 CFR 314.2(b)) which may be provided to Service Provider.

NOW, THEREFORE, in consideration of the premises, the parties’ desire to continue their course of dealing and the parties’ mutual intent to comply with the Safeguards Rule, the parties agree as follows:

1. Service Provider represents and warrants that it shall implement and maintain such safeguards as are necessary to protect the Customer Information provided by Dealer from unauthorized disclosure or use, using all reasonable means, or as Dealer may from time to time require. Service Provider shall, at Dealer’s request, provide a written description of the safeguards it employs hereunder.
2. Service Provider shall inform Dealer of any known unauthorized access to or use of Customer Information within five days of the discovery of such access or use, and shall permit the Dealer or its representatives to review its safeguards from time to time without additional compensation.
3. Service Provider shall indemnify and hold Dealer harmless from any suits, complaints or causes of action of any kind arising out of or relating to Service Provider’s failure to protect the Customer Information provided by Dealer to Service Provider.

DEALER: \_\_\_\_\_ ALAN ANDREU, INC.  
By: \_\_\_\_\_ By: Alan Andreu  
Its: \_\_\_\_\_ Its: President