

**CORTEX SUBSCRIPTION AGREEMENT– WORKBENCH USERS ONLINE SIGN UP**

**Cortex Monthly Subscription Plan Details:**

Flexible plan structure to meet the needs of your business. Plans have a Minimum Monthly Fee with a set number of included documents, and a per document fee over the number included. Select the plan that best suits your needs based on the average number of monthly documents (invoices) you will send. If you regularly go over the documents included, the next level plan may provide price breaks and you can upgrade your plan at any time.

**All Monthly Plans include:**

Access to functionality in your Cortex account to help you Connect, Interact, Transmit and Grow your business:

- Workbench for sending invoices and monitoring the status
- Messages to communicate with your Trading Partners
- Profile to display your company on the Network and provide information about you
- Network to search for and connect with other Trading Partners you do business with, or may potentially do business with
- Users to manage access and permission for your staff using Cortex
- Reporting for business guidance and transaction history

Your Cortex account includes the Supplier (Accounts Receivable) side for sending invoices and connecting to Buyers.

It also includes the Buyer (Accounts Payable) side to receive your Cortex invoice, as well as provide the ability to connect to your own suppliers and receive invoices at no cost.\*\*

**Monthly Subscription Plans:**

PLAN	Monthly Fee	Monthly Documents Included	Per Document Cost for Included	Per Document Charge Over Included	Monthly Included Users	Overage Charge Per User
<b>A</b>	<b>\$9.00</b>	<b>3</b>	<b>\$3.00</b>	<b>\$3.30</b>	<b>Unlimited</b>	<b>\$0.00</b>
<b>B</b>	<b>\$24.75</b>	<b>9</b>	<b>\$2.75</b>	<b>\$3.03</b>	<b>Unlimited</b>	<b>\$0.00</b>
<b>C</b>	<b>\$50.00</b>	<b>20</b>	<b>\$2.50</b>	<b>\$2.75</b>	<b>Unlimited</b>	<b>\$0.00</b>
<b>D</b>	<b>\$112.50</b>	<b>50</b>	<b>\$2.25</b>	<b>\$2.48</b>	<b>Unlimited</b>	<b>\$0.00</b>
<b>E</b>	<b>\$200.00</b>	<b>100</b>	<b>\$2.00</b>	<b>\$2.20</b>	<b>Unlimited</b>	<b>\$0.00</b>

Additional volume discount plans are available, as well as integration options for automation. Select “Other” on the sign up form and we will contact you, or call 1-866-716-6272 option 2 for more information.

**Low Volume Plans: (all with unlimited users)**

PLAN	Monthly Fee	Monthly Included Documents	Per Document Cost for Included	Per Document Charge Over Included
<b>Low Volume Monthly</b>	<b>\$3.50</b>	<b>1</b>	<b>\$3.50</b>	<b>\$3.50</b>
PLAN	Annual Fee	Documents Included Per Year	Per Document Cost for Included	Per Document Charge Over Included
<b>Annual Pre-Paid plan</b>	<b>\$42.00*</b>	<b>12*</b>	<b>\$3.50</b>	<b>\$3.50</b>

\*NOTE: Annual Pre-Paid plan – if the 12 documents are not used within the year, they will expire and \$42 will be charged again at renewal.

\*\*Your Standard Cortex Account comes with both Supplier (AR) and Buyer (AP) functionality. Cortex Invoices/Statements are delivered to you via email and to your Buyer Workbench. You may connect to your suppliers through your Buyer account, and invoices from those suppliers will also be delivered via email and to your Buyer Workbench. You will receive these invoices at no cost; your monthly plan is for the documents you send from the Supplier side. When you require more automation and functionality on the Buyer side, contact Cortex for information on AP Automation and Plans.