MYTODO ASSOCIATE AGREEMENT

Effective Date: October 1, 2026

Last Updated: October 1, 2026

Version: 1.0

This MyTodo Associate Agreement ("Agreement") applies to individuals who register or participate in MyTodo as an **Associate** ("Associate," "you," or "your").

MyTodo is operated by **NSASSA LLC** ("MyTodo," "NSASSA," "we," "us," or "our").

An Associate is an individual who is authorized by a participating Business, Professional Advisor, or other eligible Village Marketplace Provider ("Provider") to assist that Provider with certain activities relating to MyTodo.

This Agreement supplements the MyTodo Terms of Service and other applicable MyTodo policies.

1. Associate Role

An Associate may assist an authorized Provider with activities supported by MyTodo.

Depending on the features made available, these activities may include assisting with:

- Provider registration or onboarding;
- profile information;
- business or professional information;
- Marketplace content;
- submitted external links;
- administrative information; or
- other Provider-related activities supported by MyTodo.

The specific features available to Associates may change as MyTodo develops.

2. Provider Authorization

An Associate may act in connection with a Provider only after the Provider has authorized the Associate to do so.

MyTodo may require the Provider to confirm the Associate's authorization electronically or through another approval method made available by MyTodo before Associate access is activated.

An Associate's statement that they represent a Provider is not, by itself, sufficient to establish authorization when MyTodo requires Provider confirmation.

MyTodo may request additional documentation or information reasonably necessary to confirm that the person granting authorization has authority to act for the Provider.

An Associate may not falsely claim to represent a Provider or access, modify, submit, or manage information for a Provider without authorization.

3. Provider Remains Responsible

Authorizing an Associate does not transfer the Provider's responsibilities to MyTodo.

The Provider remains responsible for its Marketplace profile, business or professional information, services, representations, external links, and compliance with applicable MyTodo agreements and policies.

The Provider is also responsible for appropriately selecting, authorizing, and supervising Associates who act on its behalf.

4. Associate Responsibility

Associates must:

- provide accurate registration information;
- act only within the authority provided by the applicable Provider;
- submit accurate information to MyTodo;
- protect their MyTodo account credentials;
- comply with applicable MyTodo policies;
- respect user and Provider privacy;
- avoid misleading representations; and

- promptly stop acting for a Provider when their authorization ends.

Associates may not use their role to obtain unauthorized access to information or functionality.

5. No Employment by MyTodo

An Associate is **not an employee of NSASSA LLC or MyTodo solely because the person participates as an Associate**.

Nothing in this Agreement creates an employment, agency, partnership, joint venture, franchise, or similar relationship between MyTodo and the Associate.

MyTodo does not control the employment or contractual relationship that may exist between an Associate and a Provider.

The Associate agrees that the Company shall have no liability or responsibility for the withholding, collection or payment of any taxes, employment insurance premiums or Pension Plan contributions on any amounts paid by the Company to the Associate or amounts paid by the Associate to its employees or contractors. The Associate also agrees to indemnify the Company from any and all claims in respect to the Company's failure to withhold and/or remit any taxes, employment insurance premiums or Pension Plan contributions.

The Associate agrees that as an independent Contractor, the Contractor will not be qualified to participate in or to receive any employee benefits that the Company may extend to its employees.

The Associate has no authority to and will not exercise or hold itself out as having any authority to enter into or conclude any contract or to undertake any commitment or obligation for, in the name of or on behalf of the Company.

The Associate may perform services at his or her own discretion and Company shall only provide general policy guidelines for the premises.

The Associate shall maintain all required licensing for business activities.

6. Associate Compensation

MyTodo does not pay Associates for performing services for Providers unless NSASSA LLC separately agrees otherwise in writing.

Any salary, wage, fee, commission, reimbursement, or other compensation owed to an Associate by a Provider is solely a matter between the Associate and that Provider.

MyTodo is not responsible for determining, calculating, collecting, withholding, or paying compensation owed by a Provider to an Associate.

The Provider and Associate are independently responsible for applicable employment, contractor, payroll, tax, and other legal obligations arising from their relationship.

7. No Authority to Bind MyTodo

An Associate does not have authority to enter into agreements, make promises, incur obligations, or make representations on behalf of NSASSA LLC or MyTodo.

An Associate may not represent themselves as an employee, agent, representative, or authorized spokesperson of MyTodo unless NSASSA LLC has expressly provided such authorization in writing.

8. Provider Account and Information

An Associate may access or manage only the Provider information and functionality that MyTodo makes available to the Associate and that the Provider has authorized the Associate to use.

Associate access does not give the Associate ownership of the Provider's MyTodo account, Marketplace profile, or information.

MyTodo may limit Associate permissions based on account role, security requirements, Provider instructions, or platform functionality.

9. Account Credentials

Each Associate should use their own MyTodo account and credentials.

Associates should not share passwords or authentication credentials with Providers, other Associates, users, or unauthorized persons.

Providers should not provide their own login credentials to Associates when MyTodo provides a separate Associate-access method.

MyTodo may restrict access when account sharing or unauthorized access creates a security concern.

10. Provider Information

Associates must take reasonable care when entering or modifying Provider information.

Associates may not knowingly submit:

- false business information;
- misleading service descriptions;
- unauthorized images;
- false credentials;
- inaccurate contact information;
- fraudulent claims; or
- information the Associate is not authorized to publish.

11. External Links

External links submitted by an Associate on behalf of a Provider are subject to the same **External Links and Link Review** requirements applicable to the Provider under the MyTodo Village Marketplace Provider Agreement.

An Associate may submit only links that the Provider is authorized to use.

Submission of a link does not guarantee that MyTodo will approve or display it.

MyTodo may review, approve, reject, disable, or remove submitted links in accordance with applicable Marketplace policies.

12. Privacy and Confidential Information

An Associate may encounter nonpublic Provider information while assisting a Provider.

Associates must not misuse, improperly disclose, sell, copy, or use nonpublic information for unauthorized purposes.

Associate status does not authorize access to private information belonging to MyTodo users or other Providers.

Associates must comply with applicable privacy and data-protection requirements when handling information independently.

13. Community Center Participation

If an Associate separately participates in the MyTodo Community Center, that participation is subject to the MyTodo Community Guidelines.

Associate status does not provide additional authority over Community Center users or content.

An Associate participating in the Community Center must follow the same applicable conduct requirements as other participants.

14. Relationship With Users

An Associate may not use their position to mislead users about their identity, authority, or relationship with a Provider.

When appropriate, an Associate should make clear that they are acting on behalf of the applicable Provider rather than on behalf of MyTodo.

15. Provider-Associate Disputes

MyTodo is not a party to employment, contractor, compensation, ownership, management, or other agreements between a Provider and Associate.

Providers and Associates are responsible for resolving disputes arising from their independent relationship.

MyTodo may restrict access while determining which person is authorized to control or manage a Provider's MyTodo presence.

16. Ending an Associate Relationship

A Provider may request removal of an Associate's authorization in accordance with MyTodo's available procedures.

An Associate may also stop acting for a Provider.

When an Associate's authorization ends, the Associate must stop accessing, managing, or representing the Provider through MyTodo.

MyTodo may remove or disable Associate access when notified that authorization has ended.

MyToDo may terminate at its convenience in its sole discretion at any time.

17. Change of Employment or Relationship

If an Associate leaves the Provider's business, changes roles, or otherwise loses authorization to act for the Provider, the Associate must stop using Provider-related access.

The Provider is responsible for notifying MyTodo or using available account controls to remove the Associate's authorization.

MyTodo may request additional confirmation when necessary to protect the Provider account.

18. Suspension or Removal

MyTodo may restrict, suspend, or remove Associate access for reasons including:

- unauthorized access;
- impersonation;
- fraudulent information;
- misuse of Provider information;
- misuse of user information;
- security concerns;
- material violation of this Agreement;
- violation of other applicable MyTodo policies; or
- notification that the Provider has withdrawn authorization.

Suspending an Associate does not necessarily suspend the associated Provider unless separate grounds exist for Provider action.

19. Provider's Responsibility for Authorized Associates

To the extent permitted by applicable law, a Provider may be responsible for actions taken through MyTodo by Associates the Provider has authorized to act on its behalf.

Providers should therefore authorize only individuals they trust and should promptly remove authorization when it is no longer appropriate.

20. No Guarantee of Continued Access

Associate functionality may depend on MyTodo's available features and the Provider's continued participation.

MyTodo does not guarantee that a particular Associate feature, permission, or access method will remain available indefinitely.

21. Compliance With Law

Associates and Providers are responsible for complying with laws applicable to their own employment, contractor, business, professional, privacy, tax, and other relationships.

MyTodo's designation of a person as an “Associate” is a platform role and does not determine that person's legal employment or contractor classification.

22. Relationship to Other MyTodo Agreements

This Agreement governs participation specifically as a MyTodo Associate.

An Associate who also participates as an individual user, Provider, Partner, Professional Advisor, or in another MyTodo role remains subject to the agreements and policies applicable to those activities.

Provider activities remain subject to the MyTodo Village Marketplace Provider Agreement and any applicable Professional Advisor Addendum.

23. Governing Law

This Agreement is governed by the laws of the State of Washington, without regard to conflict-of-law principles, except where applicable law requires otherwise.

Nothing in this Agreement is intended to eliminate rights or protections that cannot legally be waived.

Jurisdiction and venue for any disputes shall rest in Snohomish County, Washington.

24. Changes to This Agreement

MyTodo may update this Agreement as the Associate program or MyTodo services develop.

Material changes affecting Associate rights or obligations will be communicated as required by applicable law.

Where affirmative acceptance is legally or contractually required, MyTodo will request it.

25. Electronic Communications and Acceptance

This Agreement may be accepted electronically.

Electronic acceptance may have the same effect as a physical signature to the extent permitted by applicable law.

MyTodo may maintain records showing the Agreement version accepted and the date of acceptance.

26. Entire Agreement

This Agreement, together with applicable MyTodo agreements and policies expressly incorporated into it, constitutes the agreement between NSASSA LLC and the Associate concerning participation in the MyTodo Associate role.

27. Contact Information

NSASSA LLC

MyTodo Associate Program

Contact Email: services@nsassa.com

Phone: 425-274-5253

Company Website: nsassa.com

MyTodo Website: mytodo.nsassa.com

ASSOCIATE ACCEPTANCE

Associate Name: _____

Email: _____

Associated Provider/Business: _____

Associate ID (if applicable): _____

Date: _____

Signature (if physical signature is used):

Electronic acceptance through MyTodo may be used instead of a physical signature where permitted.