MYTODO PROFESSIONAL ADVISOR ADDENDUM

Effective Date: October 1, 2026

Last Updated: October 1, 2026

Version: 1.0

This Professional Advisor Addendum ("Addendum") applies to individuals or organizations participating in the **MyTodo Village Marketplace** as Professional Advisors ("Advisor," "you," or "your").

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

This Addendum supplements the **MyTodo Village Marketplace Provider Agreement**. Professional Advisors are Village Marketplace Providers and remain subject to the Provider Agreement, MyTodo Terms of Service, Privacy Policy, Community Guidelines, and other applicable MyTodo policies.

If this Addendum conflicts with the Village Marketplace Provider Agreement regarding an Advisor's professional activities, this Addendum controls to the extent of that conflict.

1. Professional Advisors Are Marketplace Providers

Professional Advisors participate in MyTodo as independent Village Marketplace service providers.

The designation "Professional Advisor" identifies a type of Marketplace Provider and does not create an employment, agency, partnership, joint venture, fiduciary, or other professional relationship between the Advisor and NSASSA LLC.

Advisors do not provide professional services on behalf of MyTodo.

2. Advisor Responsibility

Each Advisor is independently responsible for the professional or advisory services they offer.

This includes responsibility for:

- determining whether they are qualified to provide a particular service;
- complying with laws applicable to their profession;
- maintaining licenses, registrations, certifications, permits, or other credentials when legally required;
- complying with applicable professional and ethical standards;
- determining whether a particular engagement is appropriate;
- establishing the scope and terms of services provided to clients; and
- maintaining records, insurance, disclosures, and other requirements applicable to their professional practice.

MyTodo's acceptance or display of an Advisor profile does not transfer these responsibilities to NSASSA LLC.

3. Credentials and Qualifications

Advisors must provide truthful and materially accurate information regarding their education, experience, qualifications, licenses, certifications, professional affiliations, and other credentials.

An Advisor may not:

- claim credentials they do not possess;
- represent an expired, suspended, or revoked credential as current;
- materially misrepresent their professional experience;
- impersonate another professional; or
- knowingly provide materially misleading information about their qualifications.

Advisors should update their Marketplace profile when material professional information changes.

4. Verification

MyTodo may request information reasonably necessary to verify an Advisor's identity, professional status, qualifications, or eligibility to participate in the Village Marketplace.

Unless MyTodo expressly identifies particular information as **"Verified by MyTodo"** or uses substantially similar language, publication of information on an Advisor's profile should not be interpreted as independent verification by MyTodo.

MyTodo is not obligated to independently investigate every representation made by an Advisor unless applicable law requires otherwise.

5. No MyTodo Endorsement

An Advisor's presence in the Village Marketplace does not constitute an endorsement, recommendation, certification, guarantee, or sponsorship by MyTodo.

Advisors may not state or imply that they are:

- employed by MyTodo;
- certified by MyTodo;
- recommended by MyTodo;
- endorsed by NSASSA LLC; or
- authorized to speak on behalf of MyTodo,

unless NSASSA LLC has expressly authorized the representation in writing.

6. Advisor Profiles and Contact Information

Advisors may voluntarily provide business or professional information for publication on their Village Marketplace profile.

This may include supported information such as:

- professional name;
- business or practice name;
- city and state;
- professional category;

- description of services;
- qualifications and experience;
- photographs or business images;
- business telephone number;
- professional email address;
- website;
- social or professional profile links; and
- other information supported by MyTodo.

Information designated by the Advisor for publication is intended to be visible to Marketplace users.

Advisors should provide business or professional contact information appropriate for public display rather than private information they do not wish Marketplace users to access.

7. Communications With Users

MyTodo does **not provide built-in messaging between users and Professional Advisors through Village Marketplace profiles**.

Users may choose to contact an Advisor using the business or professional contact information or external links that the Advisor voluntarily publishes on their Marketplace profile.

Communications conducted through email, telephone, an Advisor's website, social media, professional platforms, or other external services occur outside MyTodo.

MyTodo does not control or monitor those external communications.

8. Advisor-Client Relationship

Viewing an Advisor profile, clicking an external link, or obtaining an Advisor's publicly provided contact information through MyTodo does not by itself create an Advisor-client relationship.

Any professional relationship is established directly between the user and Advisor according to the Advisor's own engagement procedures and applicable law.

The Advisor is responsible for determining when such a professional relationship has been formed and for providing any engagement agreements, disclosures, informed consent, notices, or other documentation required for their services.

9. Professional Advice

MyTodo provides a platform through which users may discover Professional Advisors.

NSASSA LLC and MyTodo do not provide the professional advice offered by independent Advisors.

Professional opinions, recommendations, guidance, assessments, or other professional services provided by an Advisor are the responsibility of that Advisor.

MyTodo does not guarantee the accuracy, suitability, completeness, or outcome of professional services independently provided by an Advisor.

10. Professional Independence

Nothing in an Advisor's participation in the Village Marketplace gives MyTodo control over the Advisor's independent professional judgment.

Advisors remain responsible for determining:

- whether to accept a prospective client;
- whether a requested service falls within their professional competence;
- what advice or services are appropriate;
- whether conflicts of interest exist; and
- whether professional or legal requirements prevent them from providing a requested service. professional or legal requirements prevent them from providing a requested service.

11. User Information and Confidentiality

If a user independently contacts an Advisor outside MyTodo, the Advisor is responsible for handling information received from that user according to applicable privacy, confidentiality, professional, and data-protection requirements.

MyTodo's display of an Advisor's contact information does not authorize the Advisor to access private MyTodo account information about users.

Advisors may not attempt to obtain private MyTodo user information through unauthorized means.

12. Fees and Payments

Unless MyTodo expressly introduces a payment feature for a particular transaction, Advisors establish and collect their own professional fees directly from clients.

Advisors are responsible for clearly communicating their prices, billing practices, cancellation terms, refunds, and other material financial conditions as required by applicable law and professional rules.

MyTodo is not responsible for collecting amounts owed to an Advisor by a client unless MyTodo expressly agrees to provide such a service.

13. Advertising and Professional Representations

Advisors are responsible for ensuring that their Marketplace profile and other representations comply with advertising rules applicable to their profession.

Advisors may not make deceptive or materially misleading claims about:

- qualifications;
- credentials;
- experience;
- success rates;
- expected outcomes;
- professional affiliations;
- pricing; or
- the Advisor's relationship with MyTodo.

14. Community Center Participation

An Advisor may participate in the MyTodo Community Center as permitted by MyTodo.

Participation in a Community discussion does not automatically establish a professional relationship between the Advisor and another user.

Advisors should avoid presenting general Community Center interactions as individualized professional services when doing so would violate laws, professional obligations, or ethical requirements applicable to the Advisor.

Advisors participating in the Community Center remain subject to the MyTodo Community Guidelines.

15. Complaints and Professional Conduct

MyTodo may receive complaints regarding an Advisor's conduct or Marketplace participation.

MyTodo may review complaints to determine whether the Advisor has violated MyTodo policies or whether continued participation creates a material risk to users or the platform.

MyTodo's review of a complaint does not make MyTodo a professional licensing authority or professional disciplinary body.

Where appropriate, users may also have rights to contact the relevant professional licensing, regulatory, or other authority.

16. Changes to Professional Status

An Advisor must promptly update relevant Marketplace information or notify MyTodo when a material change affects the Advisor's eligibility to provide advertised services.

Examples may include:

- expiration of a required license;
- suspension or revocation of a required credential;
- loss of legal authority to provide advertised services;
- material changes to business identity; or
- other circumstances that make the Marketplace profile materially inaccurate.

MyTodo may restrict or remove a profile while relevant eligibility or safety concerns are reviewed.

17. Insurance

Advisors are responsible for determining whether professional liability, errors and omissions, general liability, or other insurance is required or appropriate for their professional activities.

Unless expressly stated otherwise, participation in MyTodo does not mean that NSASSA LLC has verified that an Advisor maintains insurance.

18. Independent Responsibility for Services

The Advisor is responsible for claims, obligations, or liabilities arising from professional services the Advisor independently provides.

Any indemnification obligations applicable to Marketplace Providers under the Village Marketplace Provider Agreement also apply to Professional Advisors, subject to applicable law.

19. Suspension or Removal

MyTodo may, in MyTodo's sole discretion, restrict, suspend, or remove an Advisor's Marketplace profile as provided in the Village Marketplace Provider Agreement.

Additional reasons relating specifically to Professional Advisors may include:

- material misrepresentation of professional qualifications;
- loss or suspension of a credential legally required to provide advertised services;
- serious professional misconduct relevant to Marketplace participation;
- fraudulent professional representations; or
- legal or regulatory restrictions affecting the Advisor's ability to provide advertised services.

Where appropriate and legally permissible, MyTodo may provide an Advisor an opportunity to provide additional information before final action.

20. Relationship to Other MyTodo Agreements

This Addendum supplements the:

- MyTodo Terms of Service;
- MyTodo Privacy Policy;
- MyTodo Community Guidelines; and
- MyTodo Village Marketplace Provider Agreement.

The Village Marketplace Provider Agreement governs matters generally applicable to Marketplace Providers, while this Addendum governs additional matters specifically associated with participation as a Professional Advisor.

21. Changes to This Addendum

MyTodo may update this Addendum as the Village Marketplace or applicable requirements change.

Material changes affecting an Advisor's rights or obligations will be communicated as required by applicable law or contract.

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

22. Governing Law

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

Advisors remain independently responsible for complying with laws and professional requirements applicable in every jurisdiction where they offer or provide their services.

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

23. Electronic Acceptance

An Advisor may accept this Addendum 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 version accepted and the date of acceptance.

24. Contact Information

NSASSA LLC

MyTodo – Professional Advisor

Contact Email: services@nsassa.com

Phone: 425-274-5253

Company Website: nsassa.com

MyTodo Website: mytodo.nsassa.com

PROFESSIONAL ADVISOR ACCEPTANCE

Advisor Name: _____

Business/Practice Name (if applicable): _____

Professional Category: _____

Email: _____

Date: _____

Signature (if physical signature is used):

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