Conditions

AgileAS

Usage & Billing

This document describes the conditions for using AgileAS, the agile platform of OKIT.

AgileAS is aimed exclusively at commercial users. All prices are plus the valid VAT.

The [General Terms and Conditions](#) of OKIT apply in their current form.

Registration

The first registration collects the information necessary for a first test of the AgileAS platform. With the registration a prepaid account with a test credit is opened.

The registration is completed when the email address provided confirms the link sent to it and the user chooses a password and logs in.

Directly after registration, selected applications are available for immediate use and the administrator user can create additional users and administrators.

Alternatively, OKIT support can perform a registration.

Billing

Invoicing is carried out to the day. The day on which the use of an application begins and the day on which the use of an application ends belong to the billing period.

Billing takes place at the turn of the month.

Booking administrators can see the costs for the use of the application on the tab *Booked Applications*.

The following fees can be billed:

- Amounts for the use of an application per company account
- Amounts for use per user account
- Amounts for individual transactions within the application

The individual applications use individual conditions. If the application is not operated by OKIT, OKIT will nevertheless settle the costs incurred on behalf of the operator.

The administrator of a corporate account can grant and revoke the authorization to use booked applications to individual users.

The definition of transactions is the responsibility of the respective application.

An overview of the booked applications and the authorised users can be called up in the tab *Booked Application* by clicking on the button *Booking Data*. The information listed in the booking data provides information about the costs for users and applications that will be incurred in the coming month if the usage remains unchanged. In particular, the booking data does not reflect any partially used booking periods and no transaction costs.

Termination of Usage

If the usage of an application is terminated, the data assigned to the customer account and his user accounts within the application are usually deleted promptly. Detailed information on this can be requested from the application operator via a support request.

If a user account's right to use an application is revoked, the data assigned to the account is usually deleted in the application in a timely manner, provided that the data can be clearly and exclusively assigned to the account (e.g. *cloud*). In the case of jointly used applications, the data may remain available for the assigned group of users (e.g. *Kanban Board*). There is no right to retain the data for accounts that have been deleted.

If an account is blocked, the data assigned to the account is retained. While an account is blocked, the usage fees continue to apply. If transactions are automatically processed in booked applications, they will continue to be processed and billed even for blocked accounts. For more information, please contact the application support team.

Payment

Two payment methods are offered:

1. Prepaid
2. Direct Debit Mandate

Prepaid

If no direct debit mandate has been granted, the monthly amount incurred will be debited from the credit balance paid in advance.

If the credit on the prepaid account is exhausted (€0 or less), the booked applications become unavailable until a credit balance is received on the customer's account.

Please make payments to the prepaid account using your customer number and/or customer prefix to one of the following accounts:

- IBAN: DE 0936 0200 3000 0935 5820 – BIC: NBAG DE3E XXX

- IBAN: DE 9545 2515 1500 0003 4272 – BIC: SPSH DE31 XXX

The transfer of the prepaid transfers can take a few days. We recommend that you always keep at least twice the monthly consumption on the prepaid account to avoid unwanted unavailability.

We reserve the right to inform the given booking e-mail address about a presumably empty prepaid account.

We reserve the right to close prepaid customer accounts if these are exhausted and are not replenished within one month.

Direct Debit Mandate

If a direct debit mandate is granted, the debit will take place at the end of the month.

If the direct debit mandate is revoked, the customer account is converted into a prepaid account as of the receipt of the revocation, but no later than the following turn of the month. If there is no credit available on the customer account at this time, the booked applications will become unavailable until a credit balance is received on the customer account.

The direct debit mandate can be issued online. You can view the mandate reference number in your customer profile.

The revocation of the direct debit mandate must be done in writing.

Support

Support can be requested for the individual applications on the tab *Booked Applications*. The requests are forwarded directly to the operator of the application. Support services require activated accounts.

Operators will only provide paid support after consultation.

Privacy Policy

The data provided in the applications is available to the owners of the respective accounts.

The agile platform fulfills the primary purpose of sharing and collaboratively processing data and information provided by the applications with other people. Potentially, data and information can also be made available to an unlimited number of users. This is not a malfunction of the agile platform. OKIT will gladly inform you about the different levels of

confidentiality.

Confidential information that should not be shared with other people should not be made available in the applications of the agile platform.

For the purpose of sharing data and information, the individual applications of the agile platform can be searched for users with whom data and information can be directly shared. This function is not an error, but a desired function.

Persons who do not want to share data and information should generally not get accounts on the agile platform.

In the agile platform it is also possible to book applications that are provided by providers other than OKIT. Information about who is offering an application can be found in the application information. OKIT support will answer any further questions on request.

Passwords are not stored in plain text, are not passed on to third parties and cannot be recovered. Authentication and authorisation is carried out on OKIT servers to which third parties do not have access.

OKIT hosts all data and applications in Germany.