

BENEFIT ADMINISTRATION & TECHNOLOGY SERVICES AGREEMENT – EXHIBIT D

Scope of Services

Service Provider agrees to provide benefits administration and technology services to facilitate employee onboarding, HR day-to-day functions, and insurance-related transactions, including employee additions, terminations, and changes to insurance plans. Services will be provided in accordance with the terms of the Master Services & Software-as-a-Service Agreement.

The Client acknowledges that while the Service Provider processes these requested changes, it is not responsible for ensuring that changes are reflected in the Client's monthly insurance invoice.

Client Responsibilities

1. Data Accuracy

The Client shall be solely responsible for the accuracy, completeness, and timeliness of all data, information, and documentation provided to the Service Provider.

2. System Notifications

The Client shall promptly notify the Service Provider of any technology malfunctions, access issues, or data inaccuracies within a reasonable and customary timeframe.

3. Employee Access and Onboarding

The Client shall ensure that all employees are granted appropriate system access and that onboarding procedures are conducted in full compliance with all applicable state and federal laws and regulations.

Service Provider Responsibilities

1. Processing of Employee Data

The Service Provider shall process employee additions, terminations, and coverage changes solely based on the information and instructions provided by the Client. The accuracy and timeliness of such processing are dependent upon the completeness and correctness of the data supplied by the Client.

2. Technology Platform Access

The Service Provider shall provide the Client with consistent access to designated

technology platforms, including but not limited to EASE and Employee Navigator, for purposes of benefits administration, HR functions and all other related functions.

3. Third-Party Technology Providers

The Service Provider shall not be held liable for the performance, availability, functionality, data security, or any other aspect of third-party technology platforms or providers. All warranties, representations, and responsibilities regarding such platforms remain solely with the respective third-party vendors.

4. Insurance Carrier Responsibilities

The Service Provider shall not be responsible or liable for any errors, delays, or failures by insurance carriers in processing employee additions, terminations, or coverage changes, including but not limited to billing discrepancies, enrollment errors, or system integration issues.

Client Acknowledgment of Fiduciary Responsibility

Client acknowledges and understands the following:

- The Client retains full fiduciary responsibility for the administration of its employee benefit plans, including accuracy, timeliness, and compliance with applicable laws.
- The Service Provider (Envision Benefits Group, LLC) is not acting in a fiduciary capacity under ERISA or any other federal or state law governing employee benefit plans.
- The Client agrees to review all carrier invoices and benefit documentation to verify that all adds, changes, and terminations are reflected accurately.
- The Client agrees to notify the Service Provider in writing of any discrepancies within thirty (30) days of the initial request and no later than sixty (60) days of the date of discovery.
- The Client understands that failure to provide written notice within such period constitutes a waiver of any claim relating to such discrepancy.

This Exhibit is incorporated into and governed by the Master Services & Software-as-a-Service Agreement. All obligations under this Exhibit are subject to the Disclaimer of Warranties, Limitation of Liability, and Indemnification provisions of the Master Agreement. Services will be provided in accordance with the terms of the Master Services & Software-as-a-Service Agreement.