



## Employee SMS Notification Opt-In Consent Form

This form authorizes Hostetler to send automated SMS text messages to your mobile phone for internal notifications regarding bill assignments, departmental billing processes, and subsequent QuickBooks entries.

### Employee Information

Employee Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

### Privacy Policy

Hostetler is committed to protecting your personal information. The mobile number provided will be used exclusively for sending internal SMS notifications related to billing and accounting updates. Your information will not be shared with third parties without your explicit consent. For more details, please contact Hostetler Human Resources.

### Consent and Authorization

By completing and signing this form, I acknowledge and agree to the following:

1. SMS Notifications: I consent to receive SMS text messages at the mobile phone number provided above. These messages may include alerts regarding bill assignments, departmental billing updates, and accounting notifications.
2. 10DLC Compliance: I understand that these notifications are sent using a 10-digit long code (10DLC) SMS messaging system via Telnyx, and that this consent complies with all applicable regulatory guidelines.
3. Message Frequency & Rates: I understand that message frequency may vary and that standard messaging and data rates from my carrier may apply.
4. Opt-Out Option: I acknowledge that I can stop receiving these SMS notifications at any time by replying with the word STOP to any SMS message received from this service, or by contacting the IT Department at Hostetler.
5. I acknowledge that I can Reply with HELP to receive further help in regards to the SMS notifications.

### Agreement

I have read and understand the above terms. By signing below, I provide my explicit consent for my mobile phone number to be used for SMS notifications as described.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_