



In accordance with PartnerWeekly's Onboarding and Compliance requirements, we require all of our clients to complete a variety of steps which include a New Publisher Application, Questionnaire and providing requested documents. The purpose of this process is to ensure consistency in our business operations and to confirm mutual regulatory compliance in various areas.

Please have a representative of your company, who has knowledge of your company's operations and risk management, complete the Application, Questionnaire and provide copies of the requested documentation. Once completed, please have a senior executive confirm the accuracy of the information provided by signing the related questionnaire.

If you have any questions or concerns regarding the compliance process, please contact Melissa Nieken at compliance@partnerweekly.com.

Onboarding/Compliance packet include the following materials:

- New Publisher Questionnaire
- Copy of Driver's License / Passport of Principal Holder (*if individual or international partnership*)
- Policy / List with explanation of Data Security tools being utilized
- Filed Articles of Incorporation / Certificate of Formation
- W9 / W8-BEN for accounting purposes
- Current State issued Business License for the Company / Certificate of Entity Status issued by SOS / DBA Registry.
- Copies or screenshots of notices you provide to consumers that disclose what information is collected, how the information is maintained, that the information will be distributed to third parties, and how a consumer can opt out.
- A copy or screenshot where you clearly and conspicuously obtain the consumer's authorization (opt in) to share their information with third parties and to receive email and other communications from third parties.
- Screenshots for each website where you provide notice to consumers that credit checks may be obtained by any "credit reporting bureau" as defined under the Fair Credit Reporting Act and are not just limited to the larger credit bureaus (i.e., TransUnion, Equifax, Experian).

Please check off all that apply upon the returning of the packet.