

## E-BRIDGE USER REQUIREMENTS AND AGREEMENT

The E-bridge Document Imaging and Storage system (EBRIDGE) is provided by Rogue Workforce Partnership (RWP) for record retention and on-line data access to RWP sub-recipients of Workforce Innovation and Opportunity Act (WIOA) funds. RWP intends for sub-recipients to utilize EBRIDGE for storage of auditable documentation regarding eligibility and service provision for WIOA enrolled customers. Authorized users of EBRIDGE will be granted permissions and access levels as defined by RWP. All data stored in EBRIDGE is the property of RWP and any misuse or violation of this Agreement will result in account termination.

EBRIDGE users accept and agree to the following requirements when they login to EBRIDGE:

- RWP Staff must agree to the User permissions and access levels.
- Users must be an employee of an RWP sub-recipient to use EBRIDGE.
- Users must have an e-mail account issued by the RWP sub-recipient.
- Each user's e-mail address must be specific to the user.

All EBRIDGE users also accept and agree to the following Confidentiality Standards:

- All information stored in the EBRIDGE system is confidential and shall not be disclosed to any person or organization except those authorized to receive information.
- Users will only scan, import, retrieve and view data relevant to the customers they are serving and only for work-related purposes.
- Users will keep sensitive information confidential, including any information that, if disclosed alone or in combination with other information, could result in harm to the individual whose name or identity is linked to that information. A list of sensitive information includes, but is not limited to:
  - Social security number
  - Contact information, including phone, address, email, etc.
  - Age
  - Birthdate
  - Other demographics or characteristics
- RWP staff are responsible for deactivating User accounts as needed.
- Users will not share username/passwords.

All support questions including password re-sets should be directed to Greg Thweatt at [greg@rogueworkforce.org](mailto:greg@rogueworkforce.org) or Caylynn Reed at [caylynn@rogueworkforce.org](mailto:caylynn@rogueworkforce.org)

By my signature, as an authorized EBRIDGE User employed by an RWP sub-recipient, I agree to the above requirements and standards.

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**Staff Signature**

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**Printed Name**

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**E-Mail Address**

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**Date**

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**Trainer Signature**

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**Printed Name**