

CandidateRewards Builder (CRB) Lite

Terms of Service

Last Updated: June 7, 2026

These Terms of Service (“Terms”) govern access to and use of the CandidateRewards Builder Lite service (“CRB Lite” or the “Service”) provided by **TotalRewards Software, Inc.** (“TotalRewards”, “we”, “our”, or “us”).

By registering for, accessing, or using CRB Lite, you (“Customer” or “you”) agree to be bound by these Terms. If you do not agree to these Terms, you may not access or use the Service.

1. SERVICE DESCRIPTION

CRB Lite is a cloud-based software-as-a-service platform that enables organizations to present total rewards and compensation information to job candidates through personalized candidate portals.

CRB Lite is a limited-feature edition designed for smaller recruiting teams and proof-of-value deployments.

2. ACCOUNT REGISTRATION

To access CRB Lite, you must register an account and provide accurate and complete information.

You are responsible for:

- Maintaining the confidentiality of your login credentials
- All activity that occurs under your account
- Ensuring that your use of the Service complies with these Terms

You must be authorized by your organization to create and administer the CRB Lite account.

3. ANNIVERSARY DATE AND SUBSCRIPTION PERIOD

The “**Anniversary Date**” is defined as the date on which you first register for and activate your CRB Lite account.

CRB Lite operates on a **rolling twelve (12) month subscription period** beginning on the Anniversary Date.

Each twelve-month period automatically renews on the anniversary of the original registration date unless the account is cancelled or terminated in accordance with these Terms.

4. SUBSCRIPTION LIMITS

CRB Lite includes the following usage limits unless otherwise stated in writing:

- **Candidate Portals:** Up to 15 candidate portals during each twelve (12) month period beginning on the Anniversary Date
- **Content Pages:** Up to 1 content page per candidate portal
- **Profiles:** 1 profile
- **Admins/Recruiter:** 1 administrator/Recruiter

Usage limits reset at the start of each new twelve (12) month subscription period following the Anniversary Date.

TotalRewards may enforce technical limits consistent with these usage levels.

5. PERMITTED USE

You may use CRB Lite solely for your organization’s internal recruiting and hiring activities.

You may provide candidate portal access to job candidates as part of your recruiting process.

You may not:

- Resell or sublicense the Service
- Reverse engineer or attempt to extract source code
- Use the Service for unlawful purposes
- Upload sensitive personal data not required for recruiting communications

- Use the platform to distribute spam, misleading, or deceptive candidate communications
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6. CUSTOMER DATA

You retain ownership of all data that you upload to the Service (“Customer Data”).

You represent that you have the necessary rights and permissions to provide Customer Data to the Service and to present such information to candidates.

TotalRewards will implement commercially reasonable measures to protect Customer Data from unauthorized access or disclosure.

7. DATA SECURITY

CRB Lite uses industry-standard security practices including:

- Encryption of data in transit using TLS
- Encryption of data at rest
- Access controls limiting internal access to authorized personnel

CRB Lite is a recruiting communication platform and is not intended to serve as a system of record.

8. PRIVACY

TotalRewards processes Customer Data only as necessary to operate and provide the Service. Additional information regarding how data may be collected, used, and protected is described in the TotalRewards Privacy Policy, which may be updated from time to time.

By using CRB Lite, you acknowledge that candidate-related information may be processed within the Service solely for recruiting communication purposes.

9. SERVICE AVAILABILITY

TotalRewards will use commercially reasonable efforts to maintain the availability of the Service. However, the Service may be temporarily unavailable for maintenance, upgrades, or events beyond our reasonable control.

10. FEES

CRB Lite is currently offered as a **no-cost subscription service**. No subscription fees are required to access or use the Service under the CRB Lite edition.

TotalRewards reserves the right to introduce paid plans or upgraded editions of the Service in the future. Customers will not be charged unless they voluntarily upgrade to a paid offering.

11. CANCELLATION OF ACCOUNT

You may cancel your CRB Lite account at any time.

To cancel your account, you must send a cancellation request to:

support@totalrewardssoftware.com

The request should include:

- Company name
- Administrator contact email
- Request to cancel the CRB Lite account

Upon receipt of the request, TotalRewards will disable the account and terminate access to the Service within a reasonable period of time.

12. INACTIVITY

If an account remains inactive for a period of **six (6) consecutive months**, TotalRewards may assume that the Service is no longer being used.

Prior to deleting the account, TotalRewards will send an email notification to the registered administrator informing them that the account is scheduled for deletion due to inactivity.

If no response is received within the timeframe specified in the notification email, TotalRewards may delete the inactive account and associated data.

13. TERMINATION

TotalRewards may suspend or terminate accounts that:

- Violate these Terms
- Exceed usage limits
- Present security or legal risks

Upon termination, access to the Service will cease.

14. DISCLAIMERS

THE SERVICE IS PROVIDED “AS IS” WITHOUT WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT.

15. LIMITATION OF LIABILITY

TO THE MAXIMUM EXTENT PERMITTED BY LAW, TOTALREWARDS SHALL NOT BE LIABLE FOR INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES.

TOTALREWARDS’ TOTAL LIABILITY ARISING OUT OF OR RELATED TO THE SERVICE SHALL NOT EXCEED ONE HUNDRED U.S. DOLLARS (\$100).

16. MODIFICATIONS TO THE SERVICE

TotalRewards may update or modify the Service from time to time to improve functionality or address operational needs.

17. CHANGES TO THESE TERMS

TotalRewards may update these Terms from time to time. Continued use of the Service after updates constitutes acceptance of the revised Terms.

18. GOVERNING LAW

These Terms are governed by the laws of the State of California, without regard to conflict of law principles.

19. CONTACT

For questions regarding these Terms, please contact:

TotalRewards Software, Inc.
6520 Lonetree Blvd., Suite 2026
Rocklin, CA 95765

Support Email: support@totalrewardssoftware.com

By registering for CRB Lite, you acknowledge that you have read, understood, and agree to these Terms of Service.