

Client Instructions: *Practical AI Foundations for Government Employees*
(For Organizations Not Requiring a Purchase Order)

This document summarizes key steps and does not modify the terms of the Master Services Agreement.

Step 1: Execute Agreement

- Sign the MSA and Order Form
- Confirm Tier, Maximum seats, and Service cost

Step 2: Submit Employee Data

Provide a **Complete Employee Submission** including:

- First Name & Last Name
- Email Address (unique per employee)

Submissions may be:

- Single batch, or
- Multiple batches

Step 3: Provide Point of Contact (Within 15 Days)

Submit:

- First Name & Last Name
- Email Address
- Phone Number

Step 4: Invoice Issued

Invoice will be issued upon:

- Receipt of employee data, OR
- 15 days after agreement execution

Step 5: Submit Payment

- Organization submits payment upon receipt of invoice
- Course access will not be provided until payment is received

Step 7: Employee Enrollment and Access

- Enrollment will be completed within **5 business days** per submission.
- Course access will be provided only after payment is received.

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