



HRconnection<sup>®</sup>

Employee Portal

Monday, August 23rd 2021

Ms. Diana Reed  
11 Poplar Ave.  
Elsmere, DE 19805

Re: HRconnection<sup>®</sup> - renewal

Dear Diana:

Thank you for renewing HRconnection for your plan year 7/1/2021 thru 6/30/2022.  
Once again, IFS Benefits, LLC agrees to do all of the following:

- Provide access to HRconnection (HRc).
- Provide Town of Elsmere with ongoing HRc training
- Assist Town of Elsmere with obtaining employee benefit and human resource related information to load onto HRc.

In exchange, IFS Benefits, LLC asks that Town of Elsmere. agree to do all of the following:

- Enter employee benefit and human resource related information into HRc.
- Encourage all existing and new employees to use HRc to access their employee benefit and human resource related information.
- Pay an annual renewal fee of \$250, payable within 30 days of the annual insurance renewal date (7/1/2020)

The agreement shall be automatically renewed annually for an additional twelve-month period unless terminated by either party by giving at least 60 days written notice.

Again, thank you for using HRconnection.

Please sign and return one copy to IFS Benefits, LLC along with your \$250 payment by 9/8/2021.

Thank you,

Marcus Alexander  
IFS Benefits, LLC

Agreed:

X 

John Giles, Town of Elsmere

Date: 8-30-21