



August 29, 2022

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

Re: HRconnection® - 2022 renewal

Dear Diana:

Thank you for renewing HRconnection for your plan year 7/1/2022 thru 6/30/2023. 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 (7/1/2022)

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 electronically and submit your \$250 payment to IFS Benefits, LLC by 9/15/2022.

Thank you,

Agreed:

*Marcus Alexander*

*John S. Giles Jr*

**Marcus Alexander**  
IFS Benefits, LLC

**John Giles**  
Town of Elsmere

Date: 08/29/2022 15:05 EDT

Date: 08/30/2022 08:49 EDT



## Envelope Data

Subject: 2022 HRconnection Renewal - Town of Elsmere  
Documents: HRconnection renewal letter 2022 - Town of Elsmere.pdf  
Document Hash: 53463733  
Envelope ID: ENV10394204-1389-ECDB-5846-AEBD  
Sender: Lori Boyle  
Sent: 08/29/2022 15:04 PM EDT  
Status: Completed  
Status Date: 08/30/2022 08:49 AM EDT

Access Authentication: None  
Email Access Code: Unchecked  
Email Verification: Not enabled

## Recipient(s) / Roles

Name / Role	Address	Type
Lori Boyle	lboyle@ifs-benefits.com	Sender
Marcus Alexander	malexander@ifs-benefits.com	Signer
John Giles	jgiles@townofelsmere.com	Signer
Diana Reed	diana.reed@townofelsmere.com	Cc

## Document Events

Name / Roles	Email	IP Address	Date	Event
Lori Boyle	lboyle@ifs-benefits.com	209.41.187.236	08/29/2022 15:04 PM EDT	Created
Marcus Alexander	malexander@ifs-benefits.com	209.41.187.236	08/29/2022 15:05 PM EDT	Signed
John Giles	jgiles@townofelsmere.com	74.94.1.153	08/30/2022 08:49 AM EDT	Signed
			08/30/2022 08:49 AM EDT	Status - Completed

## Carbon Copy Events

Name / Roles	Email	Sent
Diana Reed	diana.reed@townofelsmere.com	08/30/2022 08:49 AM EDT

## Signer Signatures

Signer Name / Roles	Signature	Initials
Marcus Alexander		

John Giles

*John S. Giles Jr*