

People Connect will be offered on a complimentary basis for a maximum of 2 months to our BCNLA HortProtect clients, during the time frame of May 1 – July 31, 2020. If you choose to continue coverage after the 2-month period it would be at the cost of \$0.85 per employee, per month. People Connect will auto-renew on your current billing, after the free 2 months if no cancellation notice is provided.

If you choose to want to cancel: a simple step of a 30-day written email notice is required by July 1, 2020.

Next Steps to get set up!

1. **Proposal** - Please sign the attached proposal
2. **Employee List** - If you have employees at your organization that you would like to offer the People Connect that are currently not on your Group Benefits please complete the attached form.
3. **Confirm the following:**
 - a. Primary Contact Name:
 - b. Primary Contact Email:
 - c. Primary Contact Phone:
 - d. Effective date:
 - e. Number of Employees on the Group Benefits: **(Identify 'Single' or 'Family' coverage)**
 - f. Number of Employees not on the Group Benefits that you are offering People Connect: **(Identify 'Single' or 'Family' coverage)**
4. **Implementation** – Once the forms have been received the above primary contact will receive an email from peopleconnect@peoplecorporation.com outlining the implementation instruction.
 - a. Primary Contact - Will distribute / email the instruction to the employees
 - b. Employees – would follow the simple easy steps to register online and set their password.
5. **Time Frame** – It will take a 1 week from when we received the completed forms to set up.

Please let me know if you have any further questions or need any help in completing the next steps.

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