

# COM Key Milestone – January 2021

Key Milestones	Dates
Funding Profile due date <i>(if applicable)</i>	November 1, 2020
Current eligible employee demographics loaded into new platform	November 5, 2020
Recommended communication begin with current members & eligible employees	Early November
Commuter ordering period begins via new member's account	November 11, 2020
First funding invoice	November 15, 2020
Order Form due date <i>(if applicable)</i>	December 1, 2020
Commuter ordering period ends via new member's account	December 10, 2020
Fulfillment of member's commuter order, vouchers or commuter debit card and QuickStart Guides <i>(as applicable)</i>	Mid/Late December 2020 <small>(approximately 10-15 days after your enrollments are processed)</small>
Complete client website training	Late December 2020
<b>Go Live Date!</b>	January 2021
First monthly administration service fee invoice	January 23, 2021
Commuter pre-tax credits balances transferred	Late January 2021