

CX Key Milestones – December 2020

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