

COM Key Milestone – December 2020

Key Milestones	Dates
Funding Profile due date <i>(if applicable)</i>	October 1, 2020
Current eligible employee demographics loaded into new platform	October 5, 2020
Recommended communication begin with current members & eligible employees	Early October 2020
Commuter ordering period begins via new member's account	October 11, 2020
First funding invoice	October 15, 2020
Order Form due date <i>(if applicable)</i>	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 23, 2020
Commuter pre-tax credits balances transferred	Late December 2020