

COM Key Milestone – April 2021

Key Milestones	Dates
Funding Profile due date <i>(if applicable)</i>	February 1, 2021
Current eligible employee demographics loaded into new platform	February 8, 2021
Recommended communication begin with current members & eligible employees	Early February 2021
Commuter ordering period begins via new member's account	February 11, 2021
First funding invoice	February 15, 2021
Order Form due date <i>(if applicable)</i>	March 1, 2021
Commuter ordering period ends via new member's account	March 10, 2021
Fulfillment of member's commuter order, vouchers or commuter debit card and QuickStart Guides <i>(as applicable)</i>	Mid/Late March 2021 <small>(approximately 10-15 days after your enrollments are processed)</small>
Complete client website training	Late March 2021
Go Live Date!	April 1, 2021
First monthly administration service fee invoice	April 23, 2021
Commuter pre-tax credits balances transferred	Late April/Early May 2021