

COM Key Milestone – March 2021

Key Milestones	Dates
Funding Profile due date <i>(if applicable)</i>	January 1, 2021
Current eligible employee demographics loaded into new platform	January 6, 2021
Recommended communication begin with current members & eligible employees	Early January 2021
Commuter ordering period begins via new member's account	January 11, 2021
First funding invoice	January 15, 2021
Order Form due date <i>(if applicable)</i>	February 1, 2021
Commuter ordering period ends via new member's account	February 10, 2021
Fulfillment of member's commuter order, vouchers or commuter debit card and QuickStart Guides <i>(as applicable)</i>	Mid/Late February 2021 <small>(approximately 10-15 days after your enrollments are processed)</small>
Complete client website training	Late February 2021
Go Live Date!	March 1, 2021
First monthly administration service fee invoice	March 23, 2021
Commuter pre-tax credits balances transferred	Late March/Early April 2021