

# COM Key Milestone – February 2021

Key Milestones	Dates
Funding Profile due date <i>(if applicable)</i>	December 1, 2020
Current eligible employee demographics loaded into new platform	December 4, 2020
Recommended communication begin with current members & eligible employees	Early December 2020
Commuter ordering period begins via new member's account	December 11, 2020
First funding invoice	December 15, 2020
Order Form due date <i>(if applicable)</i>	January 1, 2021
Commuter ordering period ends via new member's account	January 10, 2021
Fulfillment of member's commuter order, vouchers or commuter debit card and QuickStart Guides <i>(as applicable)</i>	Mid/Late January 2021 <small>(approximately 10-15 days after your enrollments are processed)</small>
Complete client website training	Late January 2021
<b>Go Live Date!</b>	February 1, 2021
First monthly administration service fee invoice	February 23, 2021
Commuter pre-tax credits balances transferred	Late February/Early March 2021