

CX Key Milestones – February 2021

Key Milestones	Dates
Current eligible employee demographics loaded into new platform	December 10, 2020
Recommended communication begin with current members & eligible employees	Early December 2020
Commuter election period for members	Mid-December 2020 to January 10, 2021
Complete client website training	January 1, 2021
Order Form due date <i>(if applicable)</i>	January 1, 2021
Commuter ordering period begins via new member's account	January 10, 2021
First ongoing commuter payment report	January 4, 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>	January 20 – 31, 2021
Go Live Date!	February 1, 2021
First monthly administration service fee invoice	February 23, 2021
Commuter pre-tax credits balances transferred	Early March 2021