

# COM Key Milestone – May 2021

Key Milestones	Owner	Dates
Funding Profile due date	Client	March 1, 2021
Recommended communication begins with current members & eligible employees	Client	Early March
Current eligible employee demographics loaded into new platform	HealthEquity	March 10, 2021
Commuter ordering period begins via new member's account	Members	March 11, 2021
Commuter ordering period ends via new member's account	Members	April 10, 2021
Payroll report made available in the ER Site	HealthEquity	April 13, 2021
First funding invoice	HealthEquity	April 15, 2021
Fulfillment of member's commuter order, vouchers or commuter debit card and QuickStart Guides <i>(as applicable)</i>	HealthEquity	Mid/Late April (approximately 10-15 days after your enrollments are processed)
Transit funds loaded to Commuter debit cards	HealthEquity	April 20, 2021
Parking funds loaded to Commuter debit cards	HealthEquity	May 1, 2021
Spending Account Card by WageWorks disabled	HealthEquity	May 1, 2021
<b>Go Live Date!</b>		May 1, 2021
First monthly administration service fee invoice	HealthEquity	May 23, 2021
Commuter pre-tax balances transferred as a credit	HealthEquity	Late May/Early June 2021