

# FSA Key Milestone – March 2021

Key Milestones	Dates
Current eligible employee demographics loaded into new platform	January 15 <sup>th</sup> , 2021
Recommended communication begin with current members & eligible employees	January 16 <sup>th</sup> , 2021
First date to begin entering new plan year enrollments in the client portal or sending in new enrollment files	January 18 <sup>th</sup> , 2021
Deadline for enrollments to be loaded in order for debit card delivery for the first day of the new plan year	Week of February 1, 2021
Order Form & Funding Profile Due Date <i>(if applicable)</i>	February 1 <sup>st</sup> , 2021
Mailing of new healthcare debit cards and QuickStart Guides	Mid-February 2021 (approximately 10-15 days after your enrollments are processed)
<b>Go Live Date!</b>	March 1 <sup>st</sup> , 2021
First funding invoice	March 5 <sup>th</sup> , 2021
First monthly administration service fee invoice	March 23 <sup>rd</sup> , 2021
Carryover of remaining funds <i>(only applies if you offer the carryover option)</i>	Approximately 45 days following your run-out period.  <i>Example: if you have 3-month runout ending May 31, 2021; carryover funds would be loaded around July 15, 2021.</i>