

COM Key Milestone – December 2021

Key Milestones	Dates
Funding Profile due date <i>(if applicable)</i>	October 1, 2021
Current eligible employee demographics loaded into new platform	October 10, 2021
Recommended communication begins with current members and eligible employees	Early October 2021
Commuter ordering period begins via new member's account	October 11, 2021
First funding invoice	October 15, 2021
Order Form due date <i>(if applicable)</i>	November 1, 2021
Commuter ordering period ends via new member's account	November 10, 2021
Fulfillment of member's commuter order, vouchers or commuter debit cards ¹ and QuickStart Guides <i>(as applicable)</i>	Mid / Late November 2021 (Approximately 10-15 days after your enrollments are processed)
Complete client website training	Late November 2021
Go Live Date!	December 1, 2021
First monthly administration service fee invoice	December 23, 2021
Commuter pre-tax credits balances transferred	Late December / Early January 2022 (Approximately 30 days following your go live date.)

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