

COM Key Milestone – February 2022

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

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