

COM Key Milestone – February 2022

| Key Milestones | Dates |
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| 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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