

COM Key Milestone – March 2022

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

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