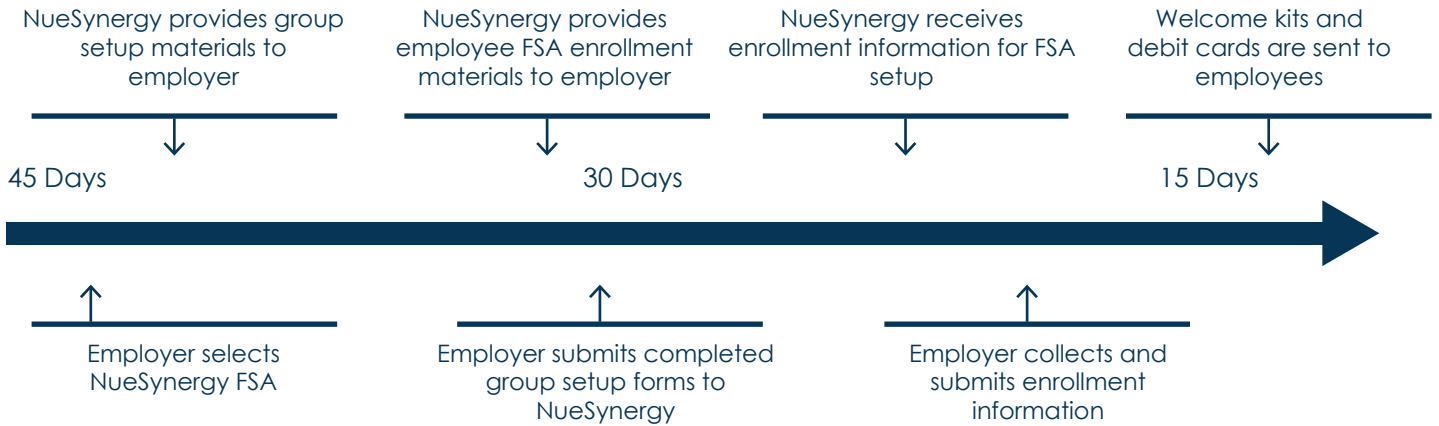


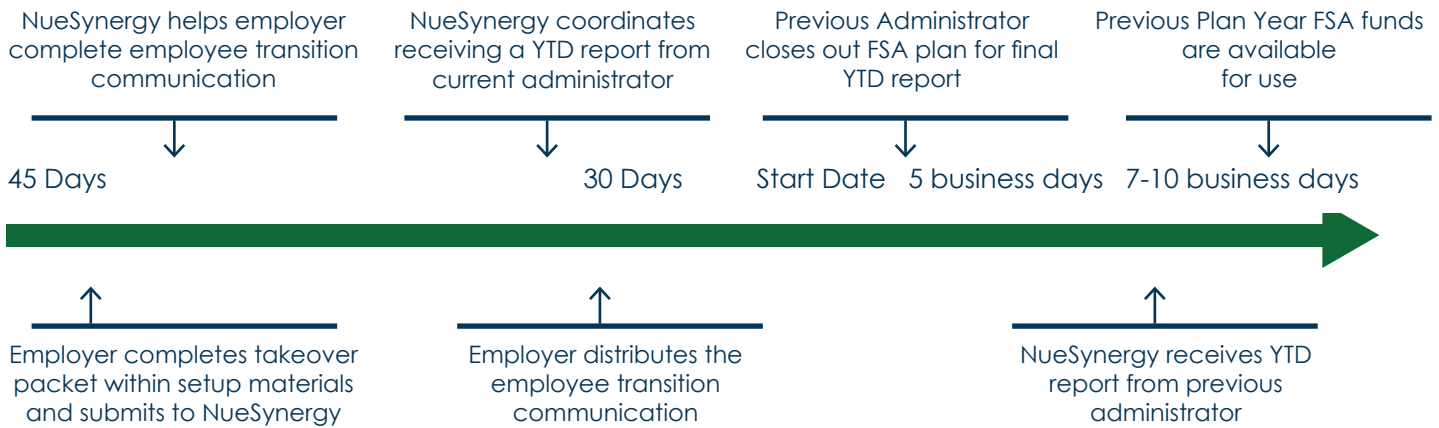


## Sample FSA Implementation Schedule

### Implementation and Enrollment



### Transition from a current FSA administrator



#### Implementation and Enrollment

Events	Owner	Timing
1 Employer selects NueSynergy FSA	Employer	45 days prior to effective date
2 Provide group setup materials	NueSynergy	45 days prior to effective date
3 Submit completed group setup forms	Employer	40 days prior to effective date
4 Provide employee FSA enrollment materials	NueSynergy	40 days prior to effective date
5 Collect and submit enrollment information	Employer	25 days prior to effective date
6 Receive enrollment information and setup HSAs	NueSynergy	25 days prior to effective date
7 Welcome Kits and Debit cards are sent to employees	NueSynergy	15 days prior to effective date

#### Transition from a current HSA administrator

Events	Owner	Timing
1 Provide bank to bank transfer form with enrollment materials	NueSynergy	40 days prior to effective date
2 Submit completed bank to bank transfer forms to NueSynergy	Employer	25 days prior to effective date
3 Submit bank to bank transfer forms to the current administrator	NueSynergy	On the effective date of the NueSynergy FSA or on the 1st payroll date
4 Closes current FSA and mails a check to be deposited into the NueSynergy FSA	Current Admin	Within 30 days of receiving bank to bank transfer form
5 Receives FSA transfer funds and deposits them into the NueSynergy FSA	NueSynergy	Within 30 days of submitting bank to bank transfer form
6 Makes FSA transfer funds available for use	NueSynergy	Within 2 business days of receipt of funds

