Dear Plan Sponsor,

As part of our ongoing communication regarding the NBS upgrades for the FSA, HRA, HSA, and Transit Administration we want to provide to you a [timeline](http://nbsbenefits.com/wp-content/uploads/2014/06/Upgrade-Transition-Timeline.pdf) of events that will occur over the next several weeks. You will notice within this [timeline](http://nbsbenefits.com/wp-content/uploads/2014/06/Upgrade-Transition-Timeline.pdf) that your employees will be receiving direct communication from our office regarding this upgrade.

* July 23rd – Announcement email sent to Participants
* August 1st – [Overview brochure](http://nbsbenefits.com/wp-content/uploads/2014/06/Employee-Brochure1.pdf) mailing to Participants
* August 8th – [Postcard](http://nbsbenefits.com/wp-content/uploads/2014/07/NBS-Postcard.pdf) mailing to current cardholder Participants
* August 15th – Benefit Card mailing to Participants
* September 1st-5th - Blackout Period
* September 5th – New Benefits Card becomes active

Feel free to forward this communication to your plan participants as you deem necessary. Should you have any questions regarding this upgrade or anything else pertaining to NBS Administration please contact your NBS Account Manager.

We appreciate your business and look forward to these exciting changes.

National Benefit Services, LLC

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