**Transferee**

View and update my contact information (address, phone, email)

View my NEI contacts (phone/email)

Send an email to any of the NEI contacts on my account

Send an email to the President/CEO of NEI

Submit a request for tech support

Upload and submit an expense report

Upload receipts to an expense report

Download documents based on my policy: policy description, benefits, tax, etc.

Upload documents

Submit a request for reimbursable travel

Review and edit existing requests for travel

Complete an evaluation about my relocation/experience with NEI

Link to NEI Cities to find more about my destination (education, emergency services, things to do, etc.)

Interactive (?) timeline/calendar to provide a view of relocation milestones

Ability to add personal events/appointments to the calendar

Report for 560774

**Client**

View contact information for transferees and NEI employees assigned to the client

Email NEI contacts

Submit a request for tech support

Link to NEI Cities

Reports Dashboard and link to BOE Portal

Display transferee documents

Display transferee comments

Display and update transferee exceptions

Display and update transferee authorizations

Display and update transferee cost estimates

Emulate a transferee in read-only mode

View policy details

Display documents and forms

Display service providers

Client customizations: forms and videos specific to a company

**NEI Toolkit (possibly in parallel with Client)**

**Service Partner**

**Move Pal?**

**Let’s Go**