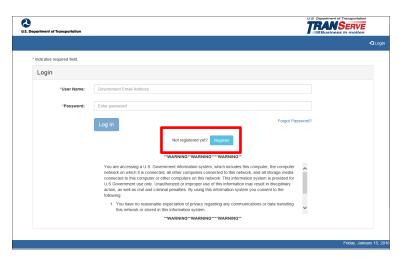
HOW TO REGISTER IN THE DOI-FWS TRANSERVE ONLINE APPLICATION

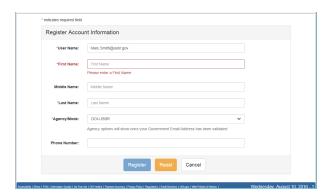
PARTICIPANTS AND SUPERVISORS

YOU WILL ONLY NEED TO REGISTER THE FIRST TIME YOU USE THE SYSTEM

Log on to: TRANServe Transit Benefit Application Website: https://transitapp.ost.dot.gov



• Complete the below Registration Form



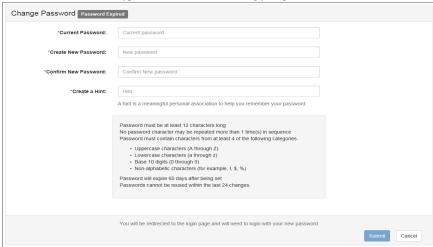
To complete the account information

- User Name is your government email address.
- Once you enter your User Name your agency will appear in the Agency/Mode automatically.
- When entering your Name information, please do not include any *spaces*, the system will recognize this as a character and will cause an issue later. If you have a hyphened name or special character in your name, please remove. Examples: Smith-Johnson: Smith Johnson or O'Connor: OConnor.
- Please include middle name or middle initial if you have a common last name.
- Enter work phone number
- Click "Register" you will receive the below confirmation.



- Please Note: A temporary password will be emailed to within 10 minutes.
 - a. If coping and pasting temporary password DO NOT include extra spaces, the system will recognize the extra space as a character
- You will be returned to the log in page (screen shot 1 at the top of the page), using your government email and the emailed temporary password, log in and you will be prompted to create a new password.
 - a. If coping and pasting temporary password DO NOT include extra spaces, the system will recognize the extra space as a character.

• Please read the instructions-typed out below, before creating your password:



- Instructions:
 - a. Enter your new password in the Create New Password textbox.
 - b. Minimum 12 characters
 - c. Complexity: minimum of 1 uppercase, 1 lowercase, 1 number, 1 special character
 - d. Do use two characters consecutively. Ex: password, 22, ##
 - e. Reenter your new password in the Reenter New Password textbox.
 - f. Enter a hint to remind you of your password in the Create a Hint textbox.
 - g. Click the Submit button.

Congratulations, you are now ready to log in and complete your application!

Your Password has been successfully changed.
Use your Username and New Password to login to the system.

Supervisors only: After registration is complete, please send an email to Bureau Administrator Keith Williams Keith Williams@fws.gov to have you elevated to a supervisory role.

Participants, if you are getting errors when attempting to select a supervisor during your application process but you know your supervisor has completed registration, please check with Keith Williams Keith Williams Western with the supervisory role has been added.

Maintenance: Use the "Forgot Password" link at the log-in screen to reset your password. Please do not contact DOT or your Local/Regional Coordinator for this function – it can be performed only by the user. The system will generate an email with a new temporary password.