

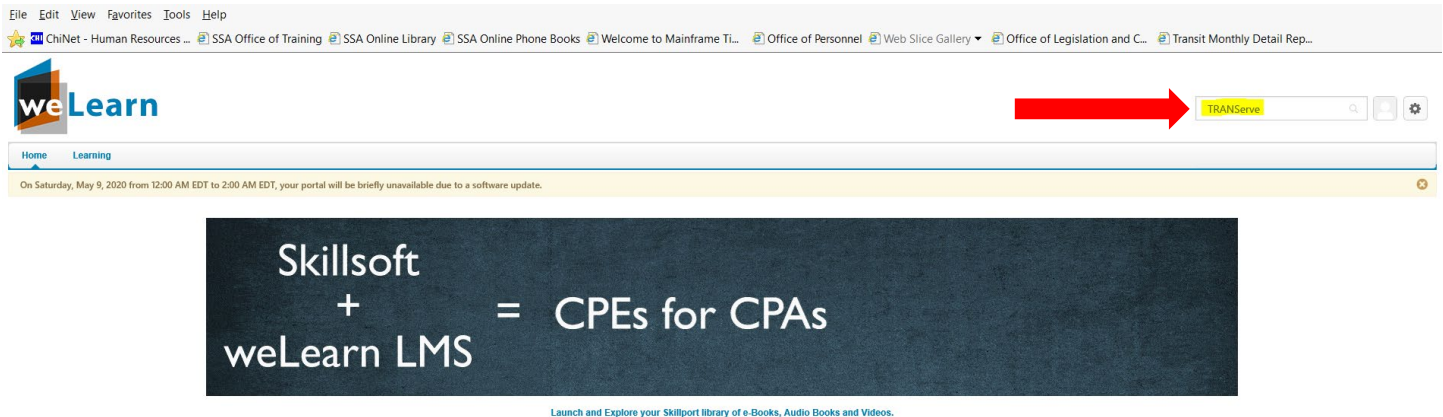
# SSA TRANSIT BENEFIT PROGRAM

## TRANServe WEB APPLICATION: QUICK APPLICANT GUIDE

### TRAINING PREREQUISITE

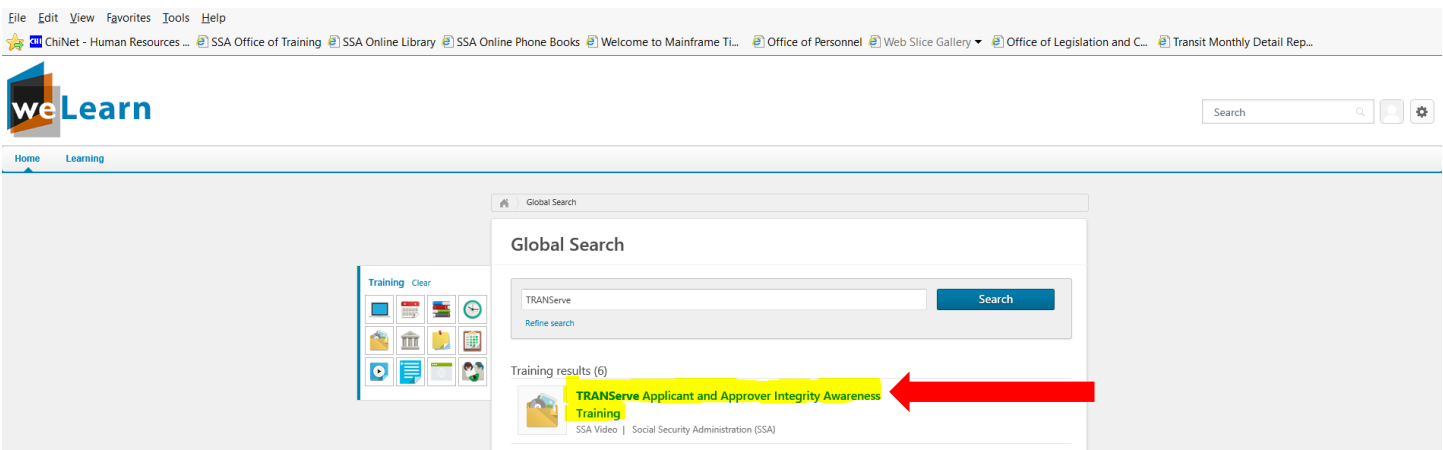
Begin by completing the **Transit Benefit Integrity Awareness Training in WeLearn**, if you are an SSA employee who already receives or is eligible to receive electronic SSA Transit Subsidy benefits issued by DOT TRANServe (TRANServe card or SmarTrip card), select the single sign-on (SSO) link: <https://ssalms.csod.com/samldefault.aspx>

1. Type "**TRANServe**" in the advanced search box in the top left hand side of the screen



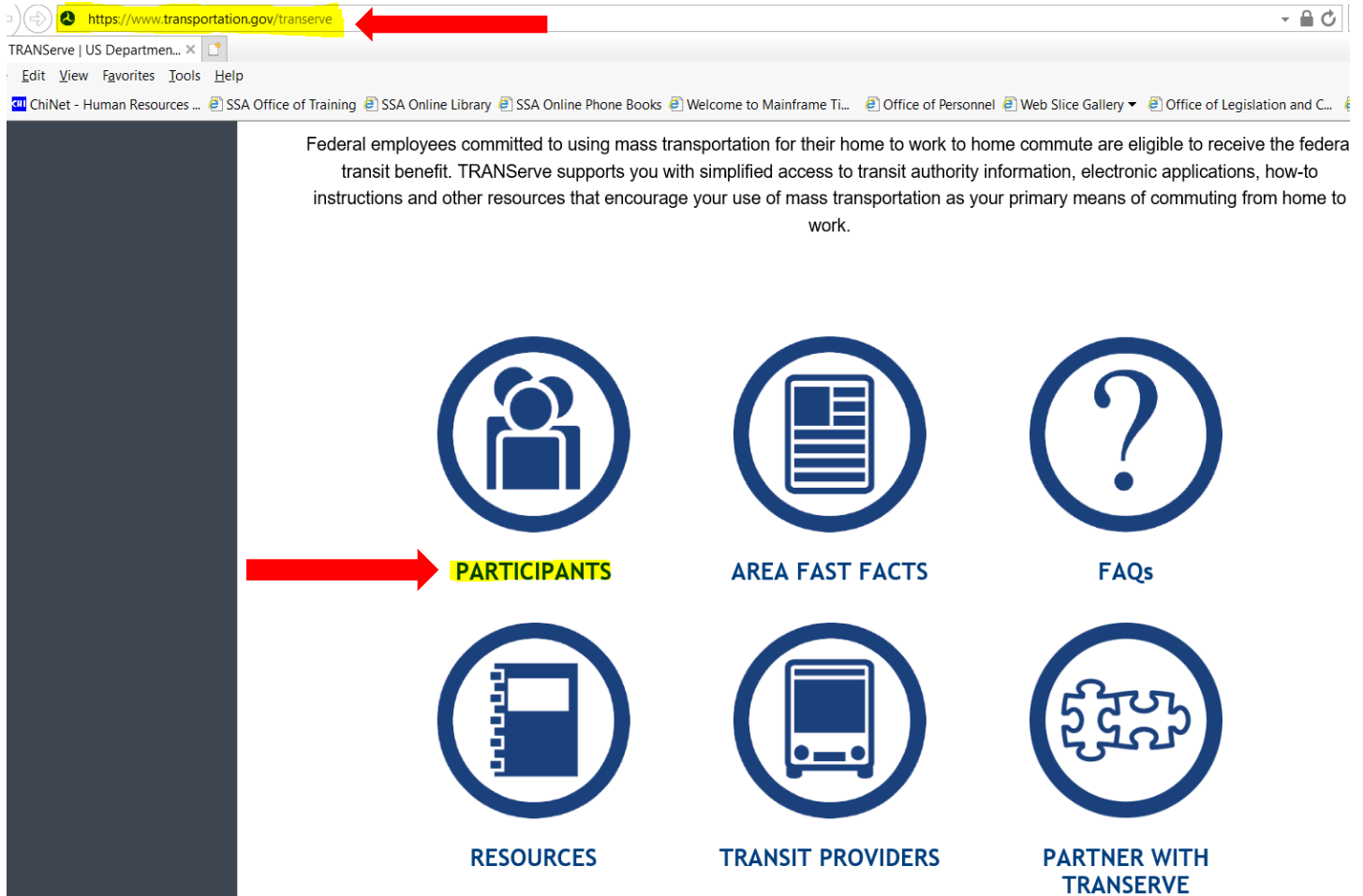
#### 2. Select the **TRANServe Applicant and Approver Integrity Awareness Training**

3. **Launch** and view the VOD
4. Mark the VOD as complete and click on the **Acknowledge** button to certify you viewed the training in its entirety.
5. You will be required to certify that you completed this training when you begin the New Transit Benefit Participant form.



## ACCESS THE TRANSIT BENEFIT APPLICATION

1. Open an Internet Browser and enter the URL: [www.transportation.gov/transerve](https://www.transportation.gov/transerve)
2. Click the **Participants link**



## ACCESS THE TRANSIT BENEFIT APPLICATION

3. Scroll down to **select your Agency (SSA)**

https://www.transportation.gov/transerve/participants

Participants | US Departme... x

File Edit View Favorites Tools Help

ChiNet - Human Resources ... SSA Office of Training SSA Online Library SSA Online Phone Books Welcome to Mainframe TI... Office of Personnel Web Slice Gallery Office of Legislation and C... Transit M...

TRANSERVE

TRANServe Home  
Fast Facts

Participants

Related Links

Participants FAQs Transit Providers Contact Us

TRANServe supports you with simplified access to transit authority information, electronic applications, how-to instructions and other resources that encourage your use of mass transportation as your primary means of commuting from home to work.

The transit benefit is a subsidy, not an entitlement. Simply stated, it can go away.

Protect your transit benefit by following a few basic rules:

- Apply using your Agency's established application process
- Spend the transit benefit to make a direct purchase through your transit authority
- Ride mass transportation for the bulk of your own home to work to home commute
- Comply with your Agency's Transit Benefit Program Policy

Always Protect Your Transit Benefit - Any month the amount you receive exceeds the amount you use, you must return the excess funds to your Agency!

Report Waste, Fraud and Abuse to your Agency Point of Contact or Inspector General Hotline

Active Bicycle Commuting

**Participants**

TRANServe Cards

Resources

Returning Excess Funds

Presidio Trust

SBA

SEC

**SSA**

STATE

Treasury - HQ

Treasury - MINT

Treasury - OCC

TRE-TIGTA

Treasury - TTB

U.S. AIR FORCE

U.S. COAST GUARD

U.S. COURTS - BALTIMORE

U.S. CHEMICAL SAFETY BOARD

U.S. DISTRICT COURTS MD

USDA

U.S. NAVY

U.S. Patent and Trademark Office

## ACCESS THE TRANSIT BENEFIT APPLICATION

4. Notice the reminder indicating completion of the Integrity and Awareness VOD Training is a prerequisite.
5. **Select Transit Benefit Program Application System link**

**Note:** The Applicant Complete Guide is provided at the bottom of the screen for support with completing future actions.

The screenshot displays the TRANServe website interface. The header includes the United States Department of Transportation logo and navigation links for Participants, FAQs, Transit Providers, and Contact Us. A sidebar on the left contains links to TRANServe Home, Fast Facts, Active Bicycle Commuting, Participants, TRANServe Cards, Resources, and Returning Excess Funds. The main content area is titled "Social Security Administration" and includes a section for "Training is a Prerequisite" with a list of steps for using the SSALMS system. Below this is an "Application Reminders" section. A red arrow points to the "Application" section, which contains a link to the "SSA Transit Benefit Program Application System". Another red arrow points to the "User Guides and Instructions" section, which includes links for "For Applicants" (SSA Applicant Quick Guide, SSA Applicant Complete Guide) and "For Approvers" (SSA Approver Quick Guide, SSA Complete Approver Guide). A "Contact Us" section on the right provides the address and email for TRANServe.

United States Department of Transportation

TRANSERVE

Participants FAQs Transit Providers Contact Us

TRANServe Home

Fast Facts

Active Bicycle Commuting

Participants

TRANServe Cards

Resources

Returning Excess Funds

**Social Security Administration**

**Training is a Prerequisite**

SSA Requires Integrity and Awareness Training for both Applicants & Approvers, SSALMS VOD

This is the link for WeLearn

1. Click the SSALMS single sign-on link: <https://ssalms.csod.com/samldefault.aspx>
2. Type "TRANServe" in the advanced search box in the top left hand side of the screen
3. Select the TRANServe Applicant and Approver Integrity and Awareness Training VOD
4. Follow the instructions for saving and/or printing the certificate

**Application Reminders**

- Review the SSA Transit Subsidy Program policy for eligibility, requirements and guidelines
- Employment Type: SSA employees may only select permanent, temporary or detail
- Work Status: SSA employees may only select Full-Time or Part-Time
- ECI: SSA employees enter ECI in lieu of SSN

**Application**

**SSA Transit Benefit Program Application System**

**SSA Resources**

- The SSA Transit Subsidy Program Intranet Page (<http://personnel.ba.ssa.gov/ope/benefits/Transit.html>) provides the following
- Policy
- TRANServe Electronic Application Overview
- When to use the TRANServe Electronic Application System vs. the SSA Paper Application Process
- SSA and DOT TRANServe Roles and Responsibilities
- Important Fields for SSA Applicants and Approvers to Remember
- Instructions for obtaining your ECI Number
- Instructions for viewing the required Integrity and Awareness Training in SSALMS
- Applicant and Approver Annual Reminders
- Regional Transit Coordinator List

**User Guides and Instructions**

**For Applicants:**

- [SSA Applicant Quick Guide](#)
- [SSA Applicant Complete Guide](#)

**For Approvers:**

- [SSA Approver Quick Guide](#)
- [SSA Complete Approver Guide](#)

**Contact Us**

**TRANServe**  
1200 New Jersey Avenue, SE  
Washington, DC 20590  
United States  
[TRANServe@dot.gov](mailto:TRANServe@dot.gov)

Share

f t G +

## LOG IN AND REGISTRATION

The Transit Application login page is displayed.

1. **First-time users will need to Register** Use the following steps to register a username
2. **Click the Register button**

The screenshot shows the TRANSERVE login page. At the top left is the U.S. Department of Transportation logo. At the top right is the TRANSERVE logo. A blue header bar contains a "Login" link on the right. Below the header, a gray box titled "Login" contains the following elements:

- A note: "\* Indicates required field."
- A "User Name:" label followed by a text input field with the placeholder "Government Email Address".
- A "Password:" label followed by a text input field with the placeholder "Enter password".
- A blue "Log In" button.
- A blue link "Forgot Password?".
- A link "Not registered yet?" followed by a blue "Register" button.

Two red arrows are overlaid on the image: one points vertically down to the "Register" button, and another points horizontally from the right to the same button.

Below the login form is a "WARNING" section with the following text:

\*\*\*WARNING\*\*\*WARNING\*\*\*WARNING\*\*\*

You are accessing a U.S. Government Information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.

\*\*\*WARNING\*\*\*WARNING\*\*\*WARNING\*\*\*

At the bottom of the page is a blue footer bar containing a series of links: "Accessibility | Ethics | FOIA | Information Quality | No Fear Act | OIG Notice | Payment Accuracy | Privacy Policy | Regulations | Small Business | USA.gov | Web Policies & Notices | Whitehouse.gov". On the right side of the footer bar, it says "Thursday, May 07, 2020 - 1".

## LOG IN AND REGISTER

The Register Account Information page is displayed.

3. **Enter your SSA (government issued) email address in the User Name textbox** (Outlook email address), this will cause SSA to be displayed in the Agency dropdown list on the application, **do not attempt to use an email address.**
4. **Complete the remaining fields of the registration form. Remember to enter your name as it appears in your FPPS or WebTA Records;** the name entered should match your name in Outlook and SSA Records.



Login

\* indicates required field.

Register Account Information

\*User Name:

\*First Name:

\*Middle Name:

\*Last Name:

\*Agency/Mode:

Agency options will show once your Government Email Address has been validated

Phone Number:

6. A temporary password will be sent within a few minutes to your SSA email address by the PTB Administrator.

[EXTERNAL] Your Transit Benefit Online System Login Password - Message (HTML)

File Message Tell me what you want to do...

Ignore Delete Reply Reply Forward Meeting Inbox Health and Well... To Manager Rules OneNote Find

Junk Delete Reply Reply Forward All IM Done Create New Move Actions Unread Categorize Follow Up Translate Related Select Zoom

Mon 6/17/2019 9:30 AM

PTB Public Website Administrator <DONOTREPLY.TRANServeWebApp@dot.gov>

[EXTERNAL] Your Transit Benefit Online System Login Password

To [REDACTED]

Retention Policy Delete\_7\_Year\_Default (7 years) Expires 6/15/2026

Action Items

U.S. Department of Transportation  
**TRANSSERVE**  
Business in motion

Your Transit Benefit Online System **Login Password**

**Your temporary Transit Benefit Online System login password is:**

PRv6\$vcEkZ#H

**Please note that you will be prompted to change your temporary password upon logging into the system.**

You can change your password as often as you like by selecting "Change Password" from the Home page.

This is a System generated message and a response to this email will not be delivered.

06/17/2019 09:29:48 AM

## LOG IN AND REGISTRATION

Go to the Log In page of the Transit Benefit Program Application System link on TRANServe's SSA Participants page (TRANServe <https://www.transportation.gov/transerve/participants/social-security-administration>) following these steps:

10. Enter the username in the User Name (SSA email address) in the textbox.
11. Enter the retrieved password (Emailed by the PTB Administrator) in the Password textbox.
12. Click the Log In button.



Login

\* indicates required field.

### Login

\*User Name:

Government Email Address

\*Password:

Enter password

Log In

[Forgot Password?](#)

Not registered yet? [Register](#)

**\*\*WARNING\*\*WARNING\*\*WARNING\*\***

action, as well as civil and criminal penalties. By using this information system you consent to the following.

1. You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.
2. At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system.
3. Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.

**\*\*WARNING\*\*WARNING\*\*WARNING\*\***

## CHANGE PASSWORD

The Change Password page displays. **After logging into the application for the first time, it is required that you change the password to something that you will easily remember. Following steps to change your password:**

1. Enter the retrieved password in the Current Password textbox.
2. Enter your new FISMA compliant password in the Create New Password textbox (**See Note section below**).
3. Reenter your new password in the Confirm New Password textbox.
4. Enter a hint, something that will remind you of your password in the Create a Hint textbox.
5. Click the **Submit** button. Confirmation of the password change displays at the top of the page.

**Note: Ensure that your password meets the system requirements when changing your login credentials. These requirements are displayed at the bottom of the Change Password page.** You can change your password at any time by using the above steps after clicking the Change Password button on the homepage.

Transit Benefits System v 3.0

\*Current Password:  [Show Hint](#)

Please enter your Current Password

\*Create New Password:

\*Confirm New Password:

\*Create a Hint:

Hint

A hint is a meaningful personal association to help you remember your password.

Password must be at least 12 characters long  
No password character may be repeated more than 1 time(s) in sequence  
Password must contain characters from at least 4 of the following categories.

- Uppercase characters (A through Z)
- Lowercase characters (a through z)
- Base 10 digits (0 through 9)
- Non-alphabetic characters (for example, !, \$, %)

Password will expire 60 days after being set  
Passwords cannot be reused within the last 24 changes.



# TRANSIT BENEFIT APPLICATION

1. Log in by entering your SSA (government) email address and the FISMA compliant password. If you have forgotten your password, you may click on the “Forgot Password?” link to create a new FISMA compliant password. Otherwise, the System will require the user create a new FISMA compliant password every 60 days.



Login

\* Indicates required field.

## Login

\*User Name: Government Email Address

\*Password: Enter password

Log In

[Forgot Password?](#)

Not registered yet? [Register](#)

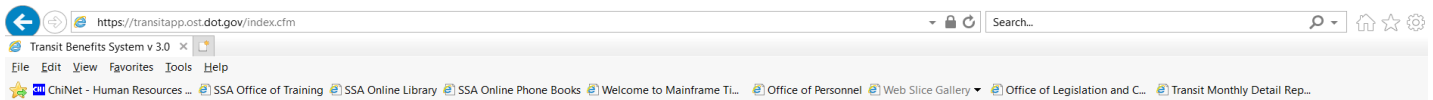
\*\*\*WARNING\*\*\*WARNING\*\*\*WARNING\*\*\*

You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.

\*\*\*WARNING\*\*\*WARNING\*\*\*WARNING\*\*\*

2. Review the Rules of Behavior.
3. Select “Agree” or “I Do Not Agree.” If you select “I Do Not Agree,” you will be redirected to the login page.



Login

## Rules of Behavior

1. The OST information systems network is intended for official government use only. Limited personal use may be authorized at the discretion of the supervisor.
2. OST information systems cannot be used for commercial purposes, for financial gain, or in support of "for profit" non-government activities.
3. OST information systems are the property of the Federal government. DOT owns the data stored on these systems, including all e-mail messages and information, even those deemed personal.
4. Sensitive information will not be transmitted at a level higher than what the system is approved for.
5. Information that was obtained via the DOT systems will not be divulged outside of government channels without the express permission of the data owner.
6. Any activity that would discredit DOT, including seeking, transmitting, collecting, or storing defamatory, discriminatory, obscene, harassing, or intimidating messages or material is not permitted.
7. Any activity that violates Federal laws for information protection (e.g., hacking, spamming, etc.) is not permitted.
8. Virus protection tools must be installed and kept current on any and all machines from which the network is accessed.
9. Any security problems, password compromises, or anomalies in system performance must be reported immediately to security personnel.

[I Agree](#)

[I Do Not Agree](#)

## CERTIFY/ENROLL

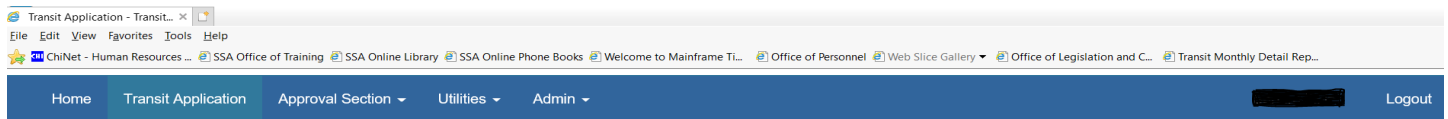
The Transit Benefit Application option allows the applicant to do 1 of 4 things: ***Request Information, Withdraw From the program, Address/SmartTrip ®Change*** (Enter new address or SmartTrip Card Number), or **Certify/Enroll**.

4. Select the Transit Benefit Application option from the task bar OR the menu at the center of the page.

5. Click the **Certify/Enroll radio button**.

6. Click the **Continue button**.

**Note:** Existing program participants will select Certify/Enroll to transition to the electronic process, as well as for submitting recertification forms moving forward. Employees new to the program will use the Certify/Enroll option to enroll in the transit benefit program.



Select an Action to Continue

Employer: SSA

- ☐ Request Information
- ☐ Withdraw from the Program
- ☐ Address/Smartrip Change
- ☒ Certify/Enroll

Continue

## CERTIFY/ENROLL

7. Review the Warning page displayed.
8. Click the I Agree button.

**Note:** If you select I Do Not Agree, you will be returned to the “Select an Action to Continue” page.



Home Transit Application Approval Section Utilities Admin

Logout

### WARNING !

This certification concerns a matter within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may constitute criminal violations punishable under Title 18, United States Code, Section 1001, by imprisonment up to five years and fines up to \$10,000 for each offense, and/or agency disciplinary actions up to and including dismissal.

- I certify that I am employed by the U.S. Federal Government.
- I certify that I am not named on a federally subsidized parking permit at this or any other federal agency.
- I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work by public transit or vanpool, and will not give, sell, or transfer it to anyone else.
- I certify that in any given month, I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs per month on public transit exceed the month statutory limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month.
- I certify that I will not claim the transit benefit in excess of my actual monthly commuting expense. If at anytime during a given month I am out of work due to sickness, vacation or any other reason, on official travel, or use a private vehicle for commuting, I will claim less and adjust the amount of my transit benefit the following month if appropriate.
- I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.

I Agree

I Do Not Agree

Accessibility | Ethics | FOIA | Information Quality | No Fear Act | OIG Hotline | Payment Accuracy | Privacy Policy | Regulations | Small Business | USA.gov | Web Policies & Notices | Whitehouse.gov

Friday, May 08, 2020 -

## CERTIFY/ENROLL

The Transit Benefit Application Worksheet is displayed.

The Transit Benefit Application Worksheet consists of several Drop Menus. Some of the options in the Drop Menus DO NOT APPLY to SSA Applicants, while other fields require region-specific selections. **Please follow these instructions carefully:**

9. Go to the Reason for Certification Field and **select New Transit Benefit Participant**.
10. **A Check Box will appear. Confirm you completed the SSA required Integrity and Awareness training by checking the box.** SSA requires Applicants complete this training annually during the Initial Enrollment and Annual Recertification process.
11. Go to the Employment Type Field and **select one of the following: Permanent, temporary, or detail.** Hired interns must select Temporary as the Employment Type and enter the Start/End dates of the Temporary or Detail period in the Comments for Agency Approver Section at the bottom of the page.
12. Go to the Work Status Field and **select either Full Time or Part Time**

Certify/Enroll - Transit Bene... x

File Edit View Favorites Tools Help

ChiNet - Human Resources ... SSA Office of Training SSA Online Library SSA Online Phone Books Welcome to Mainframe Ti... Office of Personnel Web Slice Gallery Office of Legislation and C... Transit Monthly Detail Rep...

U.S. Department of Transportation  
**TRANSERVE**

Home Transit Application Approval Section Utilities Admin Logout

\* Indicates required field.

### Certify/Enroll

Transit Benefit Application Worksheet

All Transit Benefit Program Applicants are required to certify the "Total Monthly Expense" of their Home to Work Mass Transit Commute.

**Parking fees are not eligible for the transit benefit and must not be included in "Total Monthly Expense".**

Instructions: To calculate your "Total Monthly Expense"

- Select your transportation method(s)
- Enter the following information in the "To Work" and "From Work" row(s) of each transportation method:
  - Name of Company for your method of transportation (Metro, BART, Subway)
  - Daily or Monthly Expense
  - Number of days you routinely work in a month
- If you purchase a Monthly pass, divide the price of the pass by 2, and enter the information in the Monthly Expense column.
- The Total Monthly Expense value automatically populates

\*Reason for Certification: **New Transit Benefit Participant**

☒ I have completed the required Transit Benefit Integrity training for my Agency

Employment Type: **PERMANENT**

Work Status: **Full Time**

## CERTIFY/ENROLL

### Transportation Method Section

13. Review the “Defined Work Schedules” Section to determine your average number of commute days per month then, from this number subtract your telework days per month based on your Telework Agreement. Applicants will insert the commute days per month in the Transportation Methods Section.

**Note:** Applicants may not enter more than 20 commute days.

Transit Benefit Transportation Methods

Always follow your Agency work schedule policy for specific guidance on the Days per Month entry.

Defined work schedule examples:

- If you work a Basic schedule of 8-hours per day, the average amount of 20 Days can be entered into the Days per Month column
- If you work a Flex Schedule of 9-hours per day, the average amount of 18 Days can be entered into the Days per Month column
- If you work a Compressed schedule of 10-hour days, the average amount of 16 Days can be entered into the Days per Month column
- If you telecommute or work part time, enter the number of days you actually commute to/from work.

### Transportation Method Section

14. Select your Transportation Method(s) and indicate the cost EACH way for EACH Mode of Transportation for the commute days you have calculated. Employees who commute 20 days per month may find it more cost effective to purchase a monthly pass, whereas daily or weekly passes may be more cost effective for fewer commute days.

15. Click on each blue button that represents the applicable Mode of Transportation.

**Note:** The “Monthly Expense” and “Total Monthly Expense” Sections are calculated by the system using the Daily Expense and Days per Month information entered.

Transit Benefit Transportation Methods

Always follow your Agency work schedule policy for specific guidance on the Days per Month entry.

Defined work schedule examples:

- If you work a Basic schedule of 8-hours per day, the average amount of 20 Days can be entered into the Days per Month column
- If you work a Flex Schedule of 9-hours per day, the average amount of 18 Days can be entered into the Days per Month column
- If you work a Compressed schedule of 10-hour days, the average amount of 16 Days can be entered into the Days per Month column
- If you telecommute or work part time, enter the number of days you actually commute to/from work.

\*Select your transportation methods:

Bus Other Bus Rail Other Method Vanpool

Bus to Work:

Name of Company Daily Expense Days per Month Monthly Expense

Bus from Work:

Name of Company Daily Expense Days per Month Monthly Expense

Every Transit Benefit Program Participant is responsible to adjust the amount of their transit benefit each month to reflect the actual cost of their home to work commute.

Total Monthly Expense: \$ 0.00

## CERTIFY/ENROLL

### Transit Benefit Program Application Section

16. **Enter your unique Employee Common Identifier (ECI).** See the Instructions for Obtaining Your ECI Number (Available on the Homepage of the OPE SSA Transit Subsidy website). Management Officials may obtain employees' ECI using the HR Portal e7B.

17. **Enter your work phone number.** This is the best number for Approvers to reach you during application processing.

**Note:** The Name and Email fields are pre-filled by the System using the information the employee entered during registration.

Transit Benefit Program Application



\*ECI:

Name:



(Last)



(First)

Email Address:

[Redacted]@ssa.gov



\*Work Phone:


## CERTIFY/ENROLL

### SSA Section


18. **Go to the Region Field and select the city and state of your work location.** If you do not see the work city/state, select the one nearest your work location.
19. **Go to the Regional Transit Coordinator (RTC) Field and select your RTC:** Refer to the Approver list provided to you with this Quick Guide and ECI Instructions or the [Contact Us](#) page of the OPE [Transit Subsidy](#) website.
20. **Go to the Telework Days Field and select the number of weekly telework days per your Telework Agreement or None if you do not telework.**
21. **Enter the SSA Region to which you are assigned.**

**Note:** The System will automatically populate the monthly Transit commuting costs automatically calculated in the Transportation Methods Section above. Review this amount for accuracy. Make any necessary corrections in the Transportation Methods Section as this is the amount the Applicant certifies is correct.


**SSA**

 **Select Your Agency:**

SSA ▼


 **Region:**

▼

 **Regional Transit Coordinator:**


**Select...**

Click the Select button to select Regional Transit Coordinator

 **Telework Days:**


**Select...**

Click the Select button to select Telework Days

 **SSA Region Name:**

**Select...**

Click the Select button to select SSA Region Name

 **I certify that my usual monthly Transit commuting costs are:**

\$

This field is automatically calculated

## CERTIFY/ENROLL

### Work Information Section

22. **Go to the Work Fields and enter your work address information.** The Applicant's work address should be the same as the person selected as the POC. In most, if not all cases, the Manager/Approver 2 is also the POC.

**Note:** Out stationed or detail employees enter the SSA work location to which you commute.

#### Work Information



**\*Work Address:**



**\*Work Zip:**



**\*Work City:**



**\*Work State:**

### Residence Information

23. **Go to the Residence Fields and enter your residence address information.** This is the home address from which your commute to work begins and should match the address in Employee Express.

**Note:** Out stationed or detail employees enter the temporary address from which you are commuting to work.

#### Residence Information



**\*Address:**



**\*Zip:**



**\*City:**



**\*State:**







## CERTIFY/ENROLL

### Approver Information

Please refer to the Approver List provided to you. Entering the correct Approver Information is critical to the routing and processing of your forms. The Approvers 1 & 2 for your work location will only consist of the Management Officials delegated to these roles. Approvers 1 & 2 will represent to 2 different authority levels within the work locations First-Line Management.

24. **Go to the Supervisor Field and select your Supervisor/Approver 1.** Refer to the Approver list provided to you. For most employees Supervisor/Approver 1 is in fact their direct Supervisor. Out stationed or detail employees should select their direct Supervisor at the home component; the Supervisor certifying their Time and Attendance.
25. **Go to the Manager Field and select your Manager/Approver 2.** Refer to the Approver list provided to you. For most employees the Manager/Approver 2 will be the work location Manager. Out stationed or detail employees select the Manager at the out station/host component location or the detail location.
26. **Go to the POC Field and select your POC; select your Manager/Approver 2 again.** The Manager/Approver 2 will also serve as the POC who will receive TRANServe card shipment for you. **If the name of the Manager/Approver 2 does not appear in the POC drop menu, go to the Comments for Agency Approvers Section and type: "My POC is (Manager/Approver 2 Name)."**

### Approver Information

	<b>*Supervisor:</b>	<input type="text"/>	<input type="button" value="Select..."/>		<b>*Manager:</b>	<input type="text"/>	<input type="button" value="Select..."/>
		Click the Select button to select Supervisor				Click the Select button to select Manager	
	<b>*POC:</b>	<input type="text"/>	<input type="button" value="Select..."/>		<b>Manager Phone:</b>	<input type="text"/>	
		Click the Select button to select POC					
	<b>*SmarTrip Card Number:</b>	<input type="text"/>					
	<b>Comment for Agency Approvers:</b>	<input type="text"/>					
		You have 1995 characters remaining					

## CERTIFY/ENROLL

### Approver Information

24. **Go to the SmarTrip Card Field and enter your SmarTrip Card Number—NCR PARTICIPANTS ONLY.** This only applies to employees who work in the NCR AND have a SmarTrip card. If a SmarTrip card number automatically populates this field the number for accuracy. Do not override this field if the number is correct. **If you are an MTSP participant, this field does not apply to you, enter NA.**
25. **Go to the Comment for Agency Approvers Field and enter any of the following and other pertinent details:** Temporary or detail employment types enter start/end dates. If the Manager/Approver 2 is not listed in the POC drop menu, type their name here.
26. **Click Continue to receive confirmation of your submittal was successful.** A Green bar at the top of the screen confirming your application was successfully submitted to the next Approver. Email will keep you informed of the application's routing status.

### Approver Information

\*Supervisor:

 **Select...**

Click the Select button to select Supervisor

\*Manager:

 **Select...**

Click the Select button to select Manager

\*POC:

 **Select...**

Click the Select button to select POC

Manager Phone:

**SmarTrip Card Number:**

**Comment for Agency Approvers:**

You have 1995 characters remaining

**Continue...**

Cancel