



United States Department of Transportation

TRANSIT BENEFIT PROGRAM APPROVER GUIDE

Submitted by

TRANServe

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DOCUMENT CHANGE HISTORY

The following table summarizes the document change history for the *TRANSIT BENEFIT PROGRAM APPROVER GUIDE*.

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1. OVERVIEW

1.1 Background

The Department of Transportation, Transportation Services Division (TRANServe), administers the Parking and Transit Benefits program. This system will serve as the publicly accessible interface for managing Transit benefits. TRANServe Services include purchasing and distributing transit fare media through the TRANServe Debit Card via Economy Act agreements and the authority of the Administrative Working Capital Fund (49 U.S.C. 327). The office currently supports 276 Agencies and sub-divisions, proving timely and efficient transit benefit service to over 200,000 customers, 60,000 of who use the online Transit Application.

TRANServe has redesigned the current Transit WebApplication into a “new” user friendly, mobile site designed specifically for mobile devices. The mobile version of the WebApplication has been optimized for smaller screens found on mobile phones and tablets. This will allow federal government workers to apply for the transit benefit, request information, withdraw from the program and recertify using a mobile device. Further, TRANServe TBMs, Admins, first, second, and third level approvers will be able to view, update, approve, or disapprove applications from a mobile device from anywhere and at any time.

1.2 Purpose

The Transit Benefit Application user guide is designed to provide written instruction on how to use the application effectively and efficiently.

1.3 Document Organization

The following typographical conventions are used in this user guide:

- **Courier New Bold** Indicates a button on a page
- *Underline Italic in blue* Indicates a link within the system
- Title Case plus page Indicates a name of a page in the application
- *Italic text* Indicates a note on a page in the application

1.4 Point of Contacts

The table below provides a list of the people you may contact for additional information regarding the Transit Application or for troubleshooting purposes.

Role	Name/Phone	Title	Email
NGA Transit Benefit Office	Vacant	Program Manager	TransitBenefitOffice@nga.mil
NGA Transit Benefit Office	Mary Huff	FM Travel Branch Chief	TransitBenefitOffice@nga.mil
NGA Transit Benefit Office	Shania Woodhouse	FM Travel Financial Analyst	TransitBenefitOffice@nga.mil
Workforce Support Center	Tammy Gray	Customer Service	NCWTransitSubsidyProgram@nga.mil
Workforce Support Center	Andrew Oshia	Customer Service	NCWTransitSubsidyProgram@nga.mil



2. ACCESSING THE TRANSIT APPLICATION

2.1 Login

Use the following steps to access the application:

1. Enter the URL:
<http://transitapp.ost.dot.gov>. The Transit Application login page is displayed.
2. Enter the username in the User Name textbox.
3. Enter the password in the Password textbox.
4. Click the **Log In** button.

Note: * indicates required field.

Note: Approvers must register to be added to the web application. However, they do not have to enroll in the transit benefit program. Once the user has registered the User Role will be elevated from Applicant to the applicable approval level.

U.S. Department of Transportation

TRANSERVE
#Business in motion

Log In

* 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

Friday, January 10, 2015

Figure 1: Transit Application Log In page



2.2 My Account

The My Account page allows the user to select a proxy. The functionality to assign a proxy is available for Approving Officials: Supervisors, Managers, and Program Admins.

Use the following steps to select a proxy:

1. From the Home page; click the **My Account** button. The Update My Account Information page displays.

Available supervisor and/or managers will be displayed in the Add select box.

2. Select the proxy. Click the **Add** button to add the proxy to the column on the right.

Figure 2: Update My Account Information (Proxy)

To remove a proxy from the column, select the proxy and click the **Remove** button.

Figure 3: Selected Proxy

Approvers that have the logged-on user set as their proxy will be displayed below the table.

Note: If the user has access to the Agency Reports a checked box will be displayed on this page and an Agency Reports button will be displayed on the Home page.

Note: You can update your account information at any time by using the above steps after clicking the My Account button on the Home page. The My Account page can also be accessed from the Utilities dropdown menu located on the Menu bar at the top of the Home page.



Note: To access the additional Utilities menu options from a mobile device; click the additional menus button at the top of the page. Click the Utilities dropdown arrow to display the sub-menus.

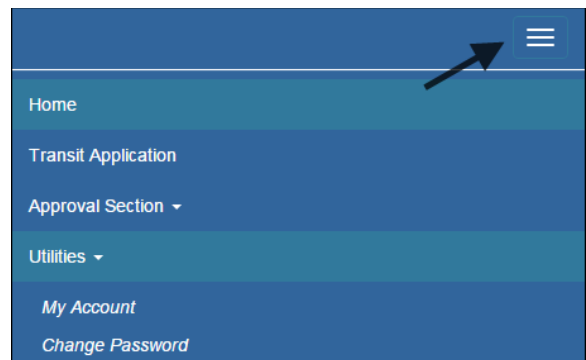



Figure 4: Utilities Menu Options

2.3 Session Time Out

If your session is inactive (i.e., you have not typed data into an existing page, requested a new page, submitted data, etc.) for 45 minutes, you will be automatically logged out.

2.4 Exit

- To exit the system from a desktop, click the **Logout** button on the PTBW home page.
- To exit the system from a mobile device, click the additional menu button  at the top of page. Click the Logout button. The Login page is displayed.

3. OVERVIEW OF THE PTB PUBLIC WEBSITE HOME PAGE

The tabs and links available to you on the PTB Public Website home page are determined by your assigned user role. User roles are assigned by the system administrator.

The PTB Public Website home page is divided into two sections:

- The menu bar displays at the top of the page and displays the following:
 - ◆ Home – Click this tab to display the home page.
 - ◆ Transit Application – Click this tab to display the Select An Action To Continue page.
 - ◆ Approval Section – This functionality is only available for TRANServe TBMs, TRANServe Admins, System Administrators and Approving Officials: Supervisors, Managers, and Program Admins. Click this tab to display the available approval levels. Approved Records, Disapproved Records and Competed Records can also be accessed from this tab.
 - ◆ Utilities – Click this tab to display My Account and Change Password sub-menu options.
 - ◆ Logout – Click this tab to logout of the application.
- The main section of the home page displays buttons representing functions you can execute within the application.
 - ◆ Transit Benefit Application – Click this button to display the Select An Action To Continue page.
 - ◆ Approval Section – This functionality is only available for Approving Officials: Supervisors, Managers, and Program Admins. Click this button to display the approval page.
 - ◆ My Account – Click this button to display the Update My Account Information page.
 - ◆ Change Password – Click this button to display the Change Password page.
 - ◆ Agency Reports – There are two types of agency reports. Daily Agency Reports and Monthly Agency Reports. These options are only displayed when assigned by an administrator. Click this button to display the Agency Reports page.

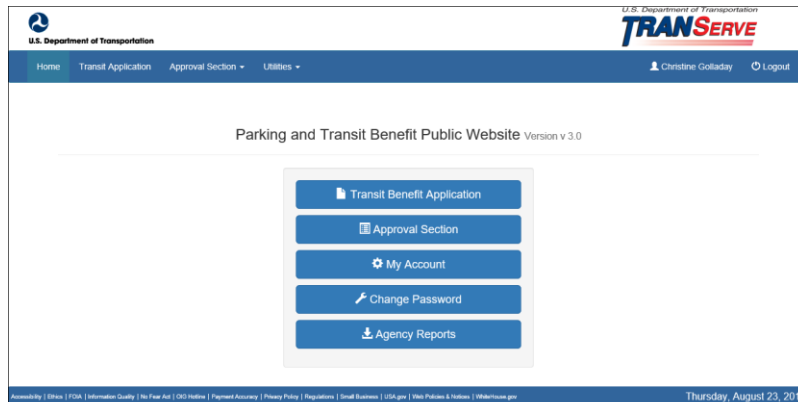


Figure 5: PTB Public Website Home page

4. APPROVAL SECTION

The Approval Section allows the user to approve or disapprove transit benefit applications and withdrawals. The user must be a Supervisor, Approval Officer or 1st Approver, Approval/Supervisor (a combination of the 1st and 2nd Approvers), Manager/Fund Certifier or 2nd Approver, Program Admin or 3rd Approver user within the agency that the application is being submitted.

4.1 Approval Process

1. Log on as an approver.
2. From the Home page, click the **Approval Section** button; the approval page is displayed.

Note: Applications can be reviewed, approved or disapproved on the Transit Benefit Worksheet/Application page by clicking the View button for the desired applicant.

Mode	Admin	Request Date	Type	Name	Approve	Disapprove	Cancel
DOT-FAA	AST	01/07/2016	Rate Change	PARKER DUNPHY	Approve	Disapprove	Cancel
DOT-OST-M	OST-M	12/06/2015	SmartTrip and Rate Change	ANGELICA BERKENBLE	Approve	Disapprove	Cancel
DOT-OST-M	OST-M	01/20/2016	Monthly Certification	ROBERT REED	Approve	Disapprove	Cancel
DOT-TBM	BTS	01/13/2016	12345	JAMES PERRY	Approve	Disapprove	Cancel
DOT-TBM	BTS	01/13/2016	12345	JOSEPH WILSON	Approve	Disapprove	Cancel
TRE-HQ	TREASURY	01/19/2016	Rate Change	KAREN RODRIGUEZ	Approve	Disapprove	Cancel
VA		01/07/2016	Agency Change	ANDREW FENSTERMACHER	Approve	Disapprove	Cancel
VA		01/19/2016	Withdraw from the Program	SHARONDA MILLS	Approve	Disapprove	Cancel

Figure 6: Approval page

The number of applications awaiting approval is displayed next to the page title.

3. Select **Approve** to approve the application. After the selection is made the label will change into a checkmark.
4. Select **Disapprove** to disapprove the application. After the selection is made the label will change into a checkmark. A reason is required when an application is disapproved. Enter a reason in the Reason textbox.

The number of selected applications is displayed next to the **Process** button.

5. Click the **Process** button to approve or disapprove the selected applications.

Pending Transit Application 8

Number of Pending Applications

Approve Pending Application

Disapprove Pending Application

Number of Selected Applications to be Processed



4.1.1 Commuting Distance

Note: If the Agency is tracking the commuting distance, the Approve and Disapprove buttons will not be displayed. The Approver will need to review the commuting distance address before the application can be processed.

1. Click the **View** button to display the Transit Benefit Application Worksheet.
2. Check the **I acknowledge that I have reviewed the Commuting Distance Information for the application** checkbox to enable the Approve and Disapprove buttons.

View	ARCHIVES	ARCHIVES	02/25/2021	Annual Certification/Recertification	TOM PETTYWORTH	02/25/2021	Delete
----------------------	----------	----------	------------	--------------------------------------	----------------	------------	------------------------

Is your Commute greater than 2 hrs?:	Y
Is your Primary Address same as your Commuting Address?:	N
Commute Address:	3442 ELENOIR CT BOWIE MD 20716
<input type="checkbox"/> I acknowledge that I have reviewed the Commuting Distance information for this application	

Note: Applicants displayed on the active page can be filtered by entering in the first few letters of the Mode, Admin, Type, and Name. To filter by date, enter in the date benefits were requested in the Request Date filter textbox.

Mode	Admin	Request Date	Type	Name
Type to filter...	Type to filter...	Type to filter...	Type to filter...	Type to filter...

Note: Click the arrows next to the column headers to sort applicants in ascending or descending order.

Note: To access the additional Approval Section menu options from a mobile device; click the additional menus button at the top of the page. Click the Approval Section dropdown arrow to display the sub-menus.

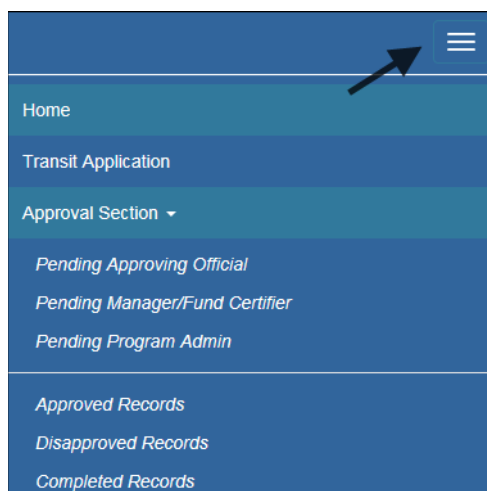


Figure 7: Approval Section Menu Options

4.1.2 Delete Application

1. From the Approval page; click the **Delete** button. The Delete Confirmation message is displayed at the top of the application page.
2. Click the **Continue** button to delete the application. The approval page is re-displayed with the delete confirmation at the top of the page.

Note: The submitted application will be deleted and the applicant will need to resubmit the application.

Are you sure you want to delete the following Transit Application? Click the Continue button below to delete the Transit Application. Click the Cancel button to return to the previous page.

Certify/Enroll (KAREN RODRIGUEZ) Status: Certification Pending (Approving Official)

☒ 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"

Figure 8: Delete Confirmation page

4.2 Approved/Disapproved/Completed Records

From the Home page; hover over the Approval Section menu option. Select the type of records to be viewed by selecting the link name.

Pending Transit Application Approved

Mode	Admin	Request Date	Type	Name	Approval Date	
<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>		
<input type="button" value="View"/>	DOT-OST-M	OST-M	05/19/2014	New Transit Benefit Participant	RAE SUNSHINE	05/19/2014 03:55:20 PM <input type="button" value="Delete"/>
<input type="button" value="View"/>	DOT-OST-M	OST-M-01	01/13/2016	12345	HUNG_TEST CHUN	01/13/2016 01:15:53 PM <input type="button" value="Delete"/>
<input type="button" value="View"/>	FDIC		12/22/2015	New Transit Benefit Participant	KAMERON GRETCHEMEST	01/07/2016 01:06:24 PM <input type="button" value="Delete"/>

Figure 9: Approved Records

Pending Transit Application DisApproved

Mode	Admin	Request Date	Type	Name	Reason	
<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>		
<input type="button" value="View"/>	DOT-OST-M	OST-M-01	07/07/2015	SmartTrip and Rate Change	MOBILE APPTTEST TEST	<input type="button" value="Delete"/>
<input type="button" value="View"/>	ED	OUS	10/30/2015	Rate Change	DARREN CHANG ght/ghtyht	<input type="button" value="Delete"/>
<input type="button" value="View"/>	FDIC	DC	10/29/2015	Rate Change	PAMELA LIPSCOMBS TEST Disapproval	<input type="button" value="Delete"/>

Figure 10: Disapproved Records

When the Completed Records link is selected; the Find Completed Applications page is displayed. Enter a First Name, Last Name, or select an Agency/Mode from the dropdown to limit the search results. Click the **Search** button to return all completed records.

Find Completed Applications

First Name:

Last Name:

Agency/Mode:

*NOTE: Leave all fields blank to Find all Completed Applications.
Enter any portion of your desired search criteria. The system will search for all entries that begin with the entered values.

Figure 11: Find Completed Applications page

Pending Transit Application

Completed

Mode	Admin	Request Date	Type	Name	
<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>	<input type="text" value="Type to filter"/>	
View	DOD-NCR	A-NGB	12/30/2015	Agency Change	ANNE AARON
View	DOT-FTA	FTA	09/03/2015	TEST CERTIFICATION	HUNG CHUN
View	DOT-FTA	FTA	09/04/2015	Agency Change	HUNG CHUN

Figure 12: Completed Records



5. AGENCY REPORTS

Use the following steps to download an agency report:

1. From the Home page; click the **My Account** button. The Update My Account Information page displays.
2. Click the applicable password request button. A confirmation message is displayed.

Note: If you have access to both Daily Agency Reports and Monthly Agency Reports, a password button will be displayed for each report type.

3. Retrieve the emailed password.
4. From the Home page, click the applicable Agency Report button; the agency report page displays.

Note: The same steps are used to download daily and monthly agency reports.

5. Click the link to display the Open/Save dialog message.

Note: Click the Open button to display the zip file or click the Save button to choose a location to save the zip file.

6. Extract the files to a selected folder.

Figure 13: Update My Account Information page

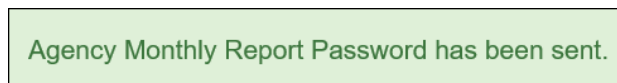


Figure 14: Agency Report Password Confirmation page

Zip Format	EXE Format
ARCHIVES Monthly Report - Jan 2021	ARCHIVES Monthly Report - Jan 2021

Figure 15: Agency Reports page

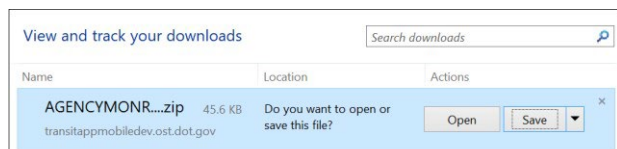


Figure 16: Open/Save Dialog Message

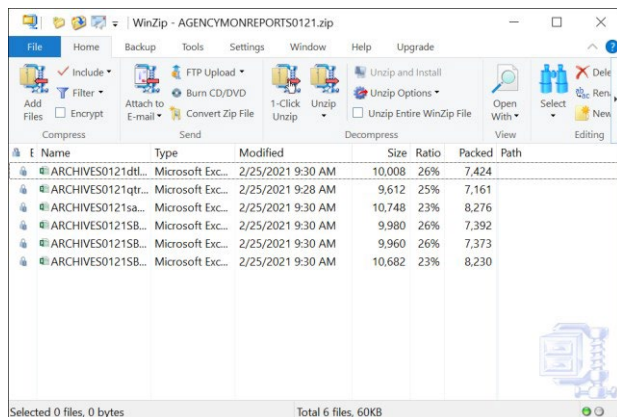
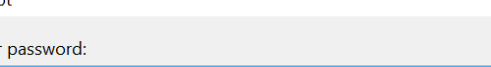


Figure 17: Zip File

- 
- Decrypt
- Enter password:
-
- ☒ Hide the password
- OK Cancel Help

[illegible]

Bowhead