
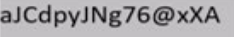



## **Quick Guide to the Transit Benefit Program Application**

At any point you may click on blue question for assistance with each field Example: 

**First,** complete [Transit Benefit Program Integrity Awareness Training](#)

1. **Register:** Click “Transit Benefit Application System”, and then use your federal government email address as your username
2. Using the Temp Password email, create a unique password-
  - a. Do not add a space at the end when copying the temporary password-  
Example: 
3. Login
4. Select: 
5. Select an Action to continue (i.e., “Certify Enroll”)
6. Click: “Continue”
7. Read: The Certification Statement
  - a. Click “I Agree” to continue

**Second,** confirm your supervisor has registered . Scroll to the bottom of the application section. Is their name in the Supervisor “Select” box? If not, they must register before you can submit your application.

**Third,** complete Transit Benefit Application Worksheet

1. Select: Reason for Certification
2. Check: The Training Certification box to certify you took the training
3. Select: Employment Type/ Civilian Military
4. Select: Employment Type/ Civilian Military
5. Provide: All transportation methods that apply- name of transportation company, the cost per trip and the actual days you commute to the office from home.
  - Enter: All transportation methods that apply
  - Enter: Daily Expense, tab
  - Enter: Days per Month, tab (Enter the number of days you routinely *commute*, not workdays) Note 1: Monthly & Total Monthly Expense auto – calculate

Note 2: Reversed to calculate the Daily Expense of a monthly pass- split monthly cost and enter half in to work and half from work.

**Fourth,** complete Transit Benefit Application

1. Identifier: Enter the Identifier used by your Agency (*i.e., NGA Unique identifier is the first 7 digits of your employee number*)
2. Work Phone: Enter your desk phone number
3. Common Identifier: Enter the information used by your Agency to activate your TRANServe card (*NGA Common identifier is the last 4 digits of your social security number*).
4. Agency/Mode: Example: Use the dropdown box to identify your organization
5. Region – Select “St. Louis” except for the few working remotely (NYC, FL, OH)

6. Work Information
  - a. Enter the full address to which you commute via mass transit.
7. Enter residence information
  - a. Be sure to enter correct home address as this is where your TRANServe Credit card will be sent.
8. First Approver: Select your supervisor from the list. If your supervisor is not listed, contact [TransitBenefitOffice@nga.mil](mailto:TransitBenefitOffice@nga.mil) and provide the name of your supervisor so we may work with them.
9. Second Approver: Select your WorkForce Support contact from the list. If your WorkForce Support contact is not listed, contact [TransitBenefitOffice@nga.mil](mailto:TransitBenefitOffice@nga.mil) and provide the name of your supervisor so we may work with them.
10. Manager Phone: The best number to reach your supervisor
11. SmarTrip® card number.
  - a. All employees outside of the NCR, enter "NA"
  - b. All NCR employees, enter SmarTrip Card number or "NA"
12. Comment for Agency Approvers:
  - a. Enter any additional information that will assist in the approval process
13. Click "Continue" to submit your application"

Note: The System will prompt you to enter missing information. Complete and repeat step 14, until the Application is submitted successfully. Your Approving Officials will be notified to process your application. You will receive email notifications as your Transit Benefit Application progresses.

**Fifth,** monitor Email for action notifications. You will receive an email each time an Approver takes action on your application. If your application is Disapproved, you must take corrective action and resubmit your application for approval.