


## Quick Guide to the Transit Benefit Program Application System

### Supervisor & Approver Registration

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

#### ***First, Register***

1. Open a browser to [Transit Benefit Program Application System](https://transitapp.ost.dot.gov/index.cfm): or copy and paste the url: <https://transitapp.ost.dot.gov/index.cfm>
2. Click “Register”
3. Register Account Information
  - a. You must use your federal government email address as your username
  - b. Enter your First, Middle and Last name as it appears on your Agency ID.
  - c. Verify Agency/Mode has auto filled with “NGA”
    - i. This will only occur when federal email address is recognized
  - d. Enter phone number
    - i. The direct number at which the Program Office may reach you
  - e. Click “Register”
4. Check email for a system generated email containing a temporary password.
5. Using the Temp Password email, create a unique FISMA compliant password
  - a. Password must be at least 12 characters long
  - b. No password character may be repeated more than 1 time(s) in sequence
  - c. Password must contain characters from at least 4 of the following categories.
    - i. Uppercase characters (A through Z)
    - ii. Lowercase characters (a through z)
    - iii. Base 10 digits (0 through 9)
    - iv. Non-alphabetic characters (for example, !, \$, %)
  - d. Password will expire 60 days after being set
  - e. Passwords cannot be reused within the last 24 changes.
6. Notify the Transit Benefit Program Office when Registration and Password change are complete
  - a. Email: [TransitBenefitOffice@nga.mil](mailto:TransitBenefitOffice@nga.mil)
  - b. The Program Office will elevate you to the correct Approver Level
    - i. This will provide visibility and access

**Note: If you are also a Transit Benefit Program Participant, you do NOT need to try to create a different account profile. You can approve applications for the transit subsidy program participants and complete your own application using the same profile. To apply for the Transit Benefit, take the training and follow the “Applicant Instructions” posted on the below link:**

<https://www.transportation.gov/transerve/participants/departments-defense-dod-national-geospatial-intelligence-agency>