

Executive Office for Immigration Review
Transit Subsidy Program Electronic Application System
Applicant Checklist

Take the time to make sure you have transitioned to the electronic application system and your transit subsidy application is completed properly

 **Bookmark the DOJ-EOIR participant page on the Department of Transportation (DOT) TRANServe's web site**

([Department of Justice \(DOJ\) - Executive Office for Immigration Review | US Department of Transportation](#))

To serve as a reference tool, and to provide a more effective way for managing transit benefits. Participants will now have simplified access to the electronic application system, training information, how-to instructions, and many other helpful resources that encourages the use of how to effectively use this system and navigate through the program.

 **Integrity Awareness Training (ppt slides)**. Have you viewed the slides to complete your requirement for recertification?

 **Registration and Password Set Up for Entry into the System**. Did you follow the steps to register, and have you created a permanent password so you can enter the system?

 **Login.gov Authentication**. Did you follow the instructions and link your system account to your login.gov account? Link to guide can be found on participant page.

 **Self-Train**. Did you self-train by watching the training video and reading the applicant guide?

 **Apply Online in the Electronic Application System**. Did you complete all line items?

Have you checked these items?

✓ Select CIVILIAN for employment type

✓ Make sure work schedule days minus telework days equals the # of days per month you're claiming – if telework is not taken, be sure to select 0 days

✓ If approving official is not known, please refer to the AO list

✓ Point of contact can be found by searching work location and selecting primary POC

✓ Making sure supervisor's phone number is provided

✓ All Regional participants are to place NA for smartrip card number

(smartrip cards only apply to Washington Metropolitan (DC, Maryland and Virginia) participants)

 **Register your TRANServe card on US Bank Access Online**. To have access to your available credit, balance, and bank profile information at all times.

NOTE: All information and/or documents mentioned can be found on the DOJ-EOIR participant page located on the TRANServe web site.