

Department of Transportation Transit Subsidy Program Electronic Application System Applicant Checklist

Take the time to make sure you have determined your commuting pattern and cost beginning your electronic application. Welcome to the Program!

 **Bookmark the DOT participant page on the Department of Transportation (DOT) TRANServe's web site ([DOT Transit Banefit Participant Page](#))**. 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 (DOT Learns)**. Review the content slides. Understand your roles and responsibilities as a participant in the program. Also contains helpful funding cycles for the TRANServe Credit Card and Smart Cards.

 **Long-Distance Commute**. Review the policy and guidance on the DOT Participant Page for eligibility. Submit all documentation to Approving Officials and maintain a copy for your records.

 **Registration and Password Set Up for Entry into the System**. Use the Guide to Registration to create a profile in the online application system.

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

Have you checked these items?

- ✓ Only check box if awareness training has been viewed
- ✓ Make sure work schedule coincides with # of days per month you actually commute to duty station using mass transportation.
- ✓ Enter home address- review this is where TRANServe Credit Card will be mailed
- ✓ Reselect approving officials and Modal
- ✓ Point of contact should reflect the correct modal point of contact
- ✓ Manager phone should be supervisor's phone number
- ✓ Smart Card Field- Enter a smart card registered with wmata only if you will need funds allocated to a smart card if you are a regional participant or your transportation company requires a TRANServe Credit card enter just capital NA in this field.

(smartrip cards only apply to Washington Metropolitan (DC, Maryland and Virginia) participants)-use this link to determine if smart card is needed: [National Capital Region Electronic Fare Media Guide](#)

 **Register your TRANServe Credit Card on US Bank Access Online**.

- ✓ Link to TRANServe Credit Card Page: <https://www.transportation.gov/transerve/my-transerve-card>

NOTE: All information and/or documents mentioned can be found on the DOT Participant page located on the TRANServe web page.

<https://www.transportation.gov/transerve/participants/department-transportation-dot-transit-benefit-program>