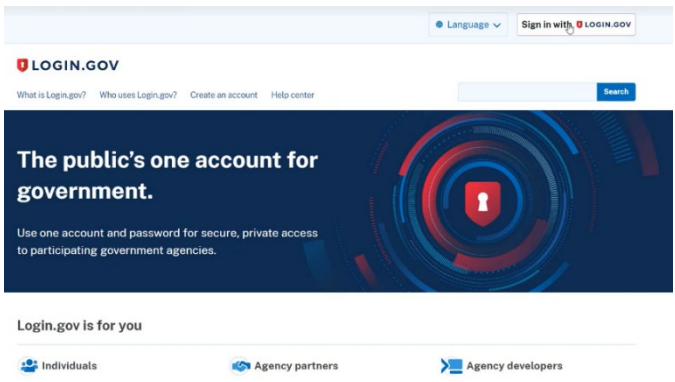
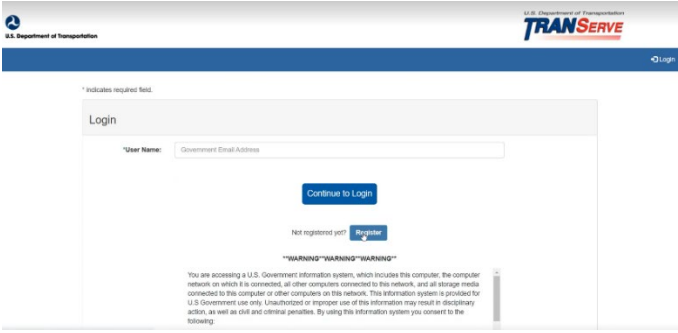
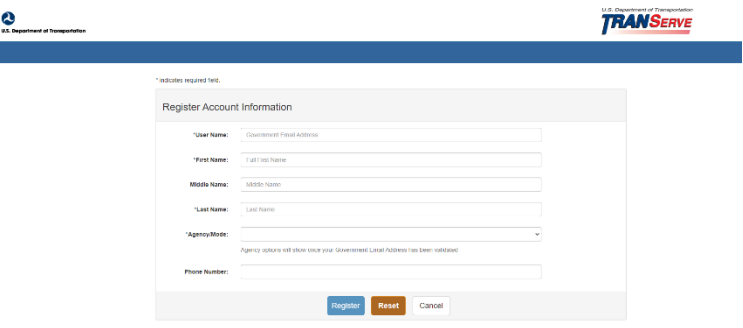
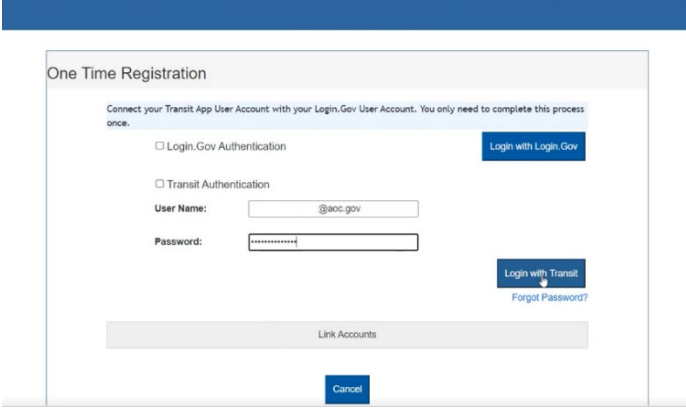
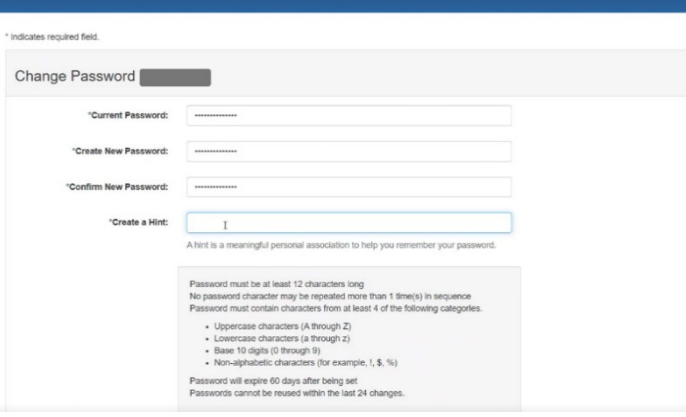
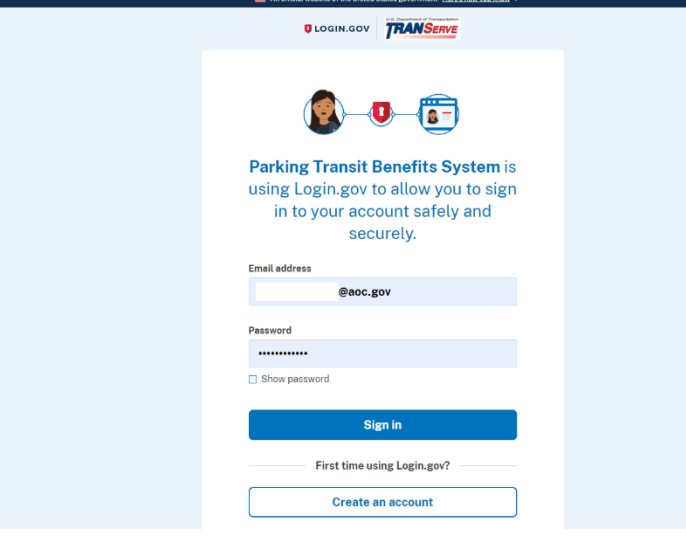


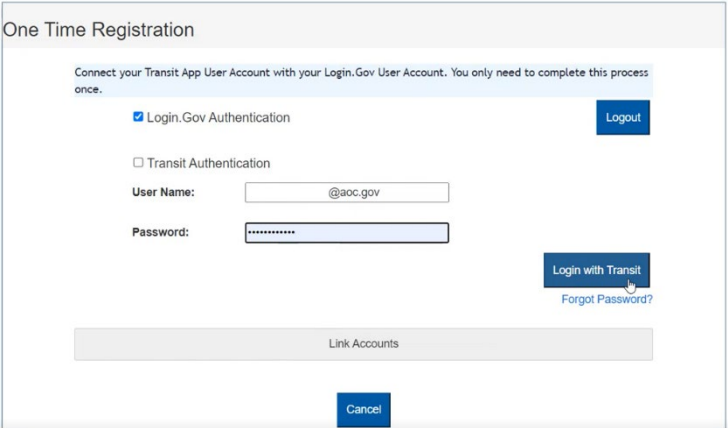
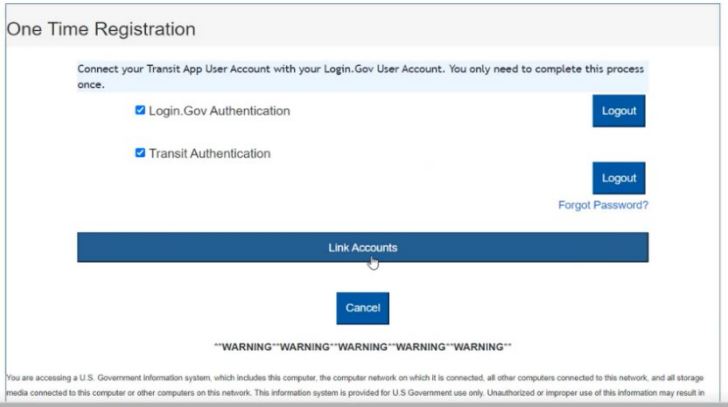
GUIDE: REGISTERING WITH TRANSERVE AND LINKING TO LOGIN.GOV

Please visit AOC's Participant Page for more information:

<https://www.transportation.gov/transerve/participants/architect-capitol-aoc>

Step	Action	Screen Shot
1	<p>Ensure login.gov account is associated with AOC email address. If you don't have an account, create one associated with your AOC email address. To complete these actions, visit:</p> <p>www.login.gov</p>	
2	<p>Open the TRANServe Transit Benefit Application Website linked below and click "Register." You do not need to enter your email at this time</p> <p>https://transitapp.ost.dot.gov/</p>	
3	<p>Complete account registration:</p> <ul style="list-style-type: none"> User Name is AOC email Legal name required <p>Once you click "Register," the log in page will refresh and a temporary password will be sent to your AOC email</p>	

Step	Action	Screen Shot
4	<p>Enter your AOC email and click “Continue to Log in,” then click “Login” again.</p> <p>You will be prompted to enter the temporary password. Then, click “Login with Transit”</p>	 <p>The screenshot shows the 'One Time Registration' page. It prompts the user to connect their Transit App User Account with their Login.Gov User Account. There are two options: 'Login.Gov Authentication' and 'Transit Authentication'. Under 'Transit Authentication', there are fields for 'User Name' (containing '@aoc.gov') and 'Password'. A 'Login with Transit' button is visible, along with a 'Forgot Password?' link. At the bottom, there is a 'Link Accounts' button and a 'Cancel' button.</p>
5	<p>Create new password following the rules provided on the “Change Password” page.</p> <p>Once successfully changed, the page will refresh back to the Login screen. Proceed by entering your email and following the screen prompts</p>	 <p>The screenshot shows the 'Change Password' page. It has four required fields: 'Current Password', 'Create New Password', 'Confirm New Password', and 'Create a Hint'. Below the fields, there is a list of password requirements: at least 12 characters long, no repeated characters, and must contain characters from at least 4 categories: uppercase, lowercase, base 10 digits, and non-alphabetic characters. There is also a note about password expiration and reuse.</p>
6	<p>Back on the “One Time Registration” page, you will now click “Login with Login.Gov”</p> <p>After clicking, you will be taken to Login.Gov. Proceed to sign in with your AOC email and Login.gov password. Once signed in, you will be prompted to “Agree and Continue” with the linking of accounts</p>	 <p>The screenshot shows the Login.Gov sign-in page. It features the Login.Gov and TRANServe logos. Below the logos, there is a message about the Parking Transit Benefits System. There are fields for 'Email address' (containing '@aoc.gov') and 'Password'. A 'Show password' checkbox is present. There are two buttons: 'Sign in' and 'Create an account'. A link for 'First time using Login.gov?' is also visible.</p>

Step	Action	Screen Shot
7	<p>Once linked, you will automatically leave login.gov and be taken back to the “One Time Registration” page. Your page should look like this screenshot.</p> <p>Enter your new, permanent TRANServe password from Step 5 and click “Login with Transit”</p>	
8	Click “Link Accounts”	
9	<p>Your accounts are now linked. Click “Continue to Transit App” to access and submit the online application</p>	