





## Federal Aviation Administration 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 FAA participant page on the Department of Transportation (DOT) TRANServe's web site** ([FAA Transit Benefit 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 (FAA Participant Page)** Understand your roles and responsibilities as a participant in the program. Also contains helpful funding cycles for the TRANServe Credit Card.
-  **Registration and Password Set Up for Entry into the System.** Use the Guide to Registration to create a profile in the online application system. Login.gov is required, please use the guide to link your TRANServe Account to Login.gov.
-  **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.
  - ✓ Provide your Work Schedule and number of Telework Days
  - ✓ Enter home address- *review this is where TRANServe Credit Card will be mailed*
  - ✓ Reselect approving officials – Supervisor and Funding Officer
  - ✓ Point of contact
  - ✓ Manager phone should be supervisor's phone number
  - ✓ Regional participants enter just capital NA in this field.

Use the  next to each field for help on what to enter in the field.

-  **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 FAA Participant page located on the TRANServe web page.

<https://www.transportation.gov/transerve/participants/department-transportation-dot-federal-aviation-administration>