

## **United States Department of Transportation**

# TRANSIT BENEFIT PROGRAM APPROVER GUIDE

Submitted by

## TRANServe

A division of the

## **Office of the Secretary of Transportation**

# **U.S. Department of Transportation**

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### DOCUMENT CHANGE HISTORY

The following table summarizes the document change history for the *TRANSIT BENEFIT PROGRAM APPROVER GUIDE*.

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#### **OVERVIEW** 1.

#### 1.1 Background

The Department of Transportation, Transportation Services Division (TRANServe), administers the Parking and Transit Benefits program. This system will serve as the publicly accessible interface for managing Transit benefits. TRANServe Services include purchasing and distributing transit fare media through the TRANServe Debit Card via Economy Act agreements and the authority of the Administrative Working Capital Fund (49 U.S.C. 327). The office currently supports 276 Agencies and sub-divisions, proving timely and efficient transit benefit service to over 200,000 customers, 60,000 of who use the online Transit Application.

TRANServe has redesigned the current Transit WebApplication into a "new" user friendly, mobile site designed specifically for mobile devices. The mobile version of the WebApplication has been optimized for smaller screens found on mobile phones and tablets. This will allow federal government workers to apply for the transit benefit, request information, withdraw from the program and recertify using a mobile device. Further, TRANServe TBMs, Admins, first, second, and third level approvers will be able to view, update, approve, or disapprove applications from a mobile device from anywhere and at any time.

#### 1.2 Purpose

The Transit Benefit Application user guide is designed to provide written instruction on how to use the application effectively and efficiently.

#### 1.3 **Document Organization**

The following typographical conventions are used in this user guide:

- Courier New Bold Indicates a button on a page
- Underline Italic in blue Indicates a link within the system •
- Title Case plus page Indicates a name of a page in the application •
- Italic text •

Indicates a note on a page in the application

#### 1.4 **Point of Contacts**

The table below provides a list of the people you may contact for additional information regarding the Transit Application or for troubleshooting purposes.

Role	Name/Phone	Title	Email				
Please visit the Agency Participant Page: <u>https://www.transportation.gov/transerve/participants/us-</u>							
department-agriculture-uso	<u>18</u>						



# 2. ACCESSING THE TRANSIT APPLICATION

## 2.1 Login

Use the following steps to access the application:

- 1. Enter the URL: http://transitapp.ost.dot.gov. The Transit Application login page is displayed.
- 2. Enter the username in the User Name textbox.
- 3. Enter the password in the Password textbox.
- 4. Click the **Log In** button.

### Note: \* indicates required field.

**Note:** Approvers must register to be added to the web application. However, they do not have to enroll in the transit benefit program. Once the user has registered the User Role will be elevated from Applicant to the applicable approval level.

Department of Transportation		TRANSERVE Business in motion	
			4
* indicates required field.			
Login			
"User Name:	Government Email Address		
"Password:	Enter password		
	Log In Forget Pass	word?	
	Not registered yet? Register		
	"WARNING" WARNING"		
	You are accessing a U.S. Coventrated Information system, which includes the compare the compare anthorito on-text is a Connect-field and Compares connected fib to nethrolic, and an Urage model connected to this compare or other compares on the nethrolic. This information system is aprecised for U.S. Owenement use only. Usakahores or improper use of the information ray result in disciplinary action, as well as civil and crimical penalties. By using this information rayles insit in disciplinary action, as well as civil and crimical penalties. By using this information rayles into the following	î	
	<ol> <li>You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.</li> </ol>	~	
	"WARNING" WARNING" WARNING"		

Figure 1: Transit Application Log In page



## 2.2 My Account

The My Account page allows the user to select a proxy. The functionality to assign a proxy is available for Approving Officials: Supervisors, Managers, and Program Admins.

Use the following steps to select a proxy:

1. From the Home page; click the **My Account** button. The Update My Account Information page displays.

Available supervisor and/or managers will be displayed in the Add select box.

2. Select the proxy. Click the **Add** button to add the proxy to the column on the right.

"User Name:	christine golladay@dot.gov				
'First Name:	Christine	Middle Name:	Nari	"Last Name:	Golladay
"Agency/Mode:	DHS-CIS DHS-ICE DOJ-FEDERAL DETENTION DOT-BTS	Ŷ			
	Agency options will show once yo Address has been validated	ur Government Email			
Phone Number:	202-555-3252				
Role:	Approval/Supervisor				
	Allow Access to Agency Report		Report Paseword		
		SUPERVI	SOR Proxy		
	(not selected	I)		(selected)	
	Donavon, Matt (DOT-OST-M1-	SE)			
	Add >>			<< Remove	
		Users who have you a	s proxy: Matt Donavon		
		MANAGI	ER Proxy		
	(not selected	0		(selected)	
	Bellet, Craig (DOT-OST-M1- SE Donavon, Matt (DOT-OST-M1- Mello, Deborah (DOT-OST-M1- Smith, Kim (DOT-OST-M1- SE)	E) SE) SE)			
	Add >>			<< Remove	
	User		xy: Matt Donavon, Kim Sm	ith	

Figure 2: Update My Account Information (Proxy)

To remove a proxy from the column, select the proxy and click the **Remove** button.

(not selected)	(selected)
	Donavon, Matt (DOT-OST-M1- SE)
Add >>	<< Remove

Figure 3: Selected Proxy

MANAGER	Proxy
(not selected)	(selected)
Bellet, Craig (DOT-OST-M1- SE) Donavon, Matt (DOT-OST-M1- SE) Mello, Deborah (DOT-OST-M1- SE) Smith, Kim (DOT-OST-M1- SE)	
Add >>	<< Remove
Users who have you as proxy:	latt Donavon. Kim Smith

Approvers that have the logged-on user set as their proxy will be displayed below the table.

**Note:** If the user has access to the Agency Reports a checked box will be displayed on this page and an Agency Reports button will be displayed on the Home page.

**Note:** You can update your account information at any time by using the above steps after clicking the My Account button on the Home page. The My Account page can also be accessed from the Utilities dropdown menu located on the Menu bar at the top of the Home page.



**Note:** To access the additional Utilities menu options from a mobile device; click the additional menus button at the top of the page. Click the Utilities dropdown arrow to display the submenus.

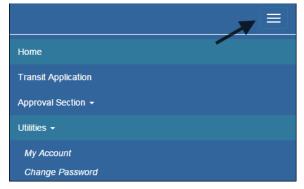


Figure 4: Utilities Menu Options

## 2.3 Session Time Out

If your session is inactive (i.e., you have not typed data into an existing page, requested a new page, submitted data, etc.) for 45 minutes, you will be automatically logged out.

## 2.4 Exit

- To exit the system from a desktop, click the **Logout** button on the PTBW home page.
- To exit the system from a mobile device, click the additional menu button = at the top of page. Click the Logout button. The Login page is displayed.



## 3. OVERVIEW OF THE PTB PUBLIC WEBSITE HOME PAGE

The tabs and links available to you on the PTB Public Website home page are determined by your assigned user role. User roles are assigned by the system administrator.

The PTB Public Website home page is divided into two sections:

- The menu bar displays at the top of the page and displays the following:
  - Home Click this tab to display the home page.
  - Transit Application Click this tab to display the Select An Action To Continue page.
  - Approval Section This functionality is only available for TRANServe TBMs, TRANServe Admins, System Administrators and Approving Officials: Supervisors, Managers, and Program Admins. Click this tab to display the available approval levels. Approved Records, Disapproved Records and Competed Records can also be accessed from this tab.
  - Utilities Click this tab to display My Account and Change Password sub-menu options.
  - Logout Click this tab to logout of the application.
- The main section of the home page displays buttons representing functions you can execute within the application.
  - Transit Benefit Application Click this button to display the Select An Action To Continue page.
  - Approval Section This functionality is only available for Approving Officials: Supervisors, Managers, and Program Admins. Click this button to display the approval page.
  - My Account Click this button to display the Update My Account Information page.
  - Change Password Click this button to display the Change Password page.
  - Agency Reports There are two types of agency reports. Daily Agency Reports and Monthly Agency Reports. These options are only displayed when assigned by an administrator. Click this button to display the Agency Reports page.

Q U.S. Department of Transportation	TRANSERVE
Home Transit Application Approval Section + Utilities +	Logout
Parking and Transit Benefit Public Website Version v 3.0	
I Approval Section	
My Account	
✓ Change Password	
Agency Reports	
Accessibility   Ethics   FOA   Information Quality   No Foar Act   OID Hetline   Payment Accesses   Privacy Policy   Regulations   Small Basiness   USA.gov   Yels Publices & Nations   WhiteHouse.gov	Thursday, August 23, 2018

Figure 5: PTB Public Website Home page



# 4. APPROVAL SECTION

The Approval Section allows the user to approve or disapprove transit benefit applications and withdrawals. The user must be a Supervisor, Approval Officer or 1<sup>st</sup> Approver, Approval/Supervisor (a combination of the 1<sup>st</sup> and 2<sup>nd</sup> Approvers), Manager/Fund Certifier or 2<sup>nd</sup> Approver, Program Admin or 3<sup>rd</sup> Approver user within the agency that the application is being submitted.

## 4.1 Approval Process

- 1. Log on as an approver.
- 2. From the Home page, click the **Approval Section** button; the approval page is displayed.

**Note:** Applications can be reviewed, approved or disapproved on the Transit Benefit Worksheet/Application page by clicking the View button for the desired applicant.

. Department of Tra	insportation							SERVE ss in motion	
ome Transit	Application Appr	oval Section - U	illies • Admin •				1 Angel	a Robinson	C Logo
Pending	Transit Appli	cation 📵 🔼	proving Official						
	Mode	Admin	Request Date	Туре	Name	£			
	Type to filter.	Type to filter	Type to tilter	Type to filter	Type to filter				
Se View	DOT-FAA	AST	01/07/2016	Rate Change	PARKER DUNPHY	Approve	Disapprove	X Delete	J
Service .	DOT-OST-M	OST-M	12/06/2015	SmarTrip and Rate Change	ANGELICA BERKENBILE	Approve	Disepprove	# Delete	Ē
Ser Varial	DOT-OST-M	OST-M	01/20/2016	Monthly Certification	ROBERT REED	Approve	Disapprove	X Delete	
Service View	DOT-TBM	BTS	01/13/2016	12345	JAMES PERRY	Approve	Disapprove	X Delete	Ū
Se view	DOT-TBM	BTS	01/13/2016	12345	JOSEPH WILSON	Approve	Disapprove	X Delete	Ĩ
Service .	TRE-HQ	TREASURY	01/19/2016	Rate Change	KAREN RODRIGUEZ	Approve	Disepprove	H Delete	I
Se View	VA		01/07/2016	Agency Change	ANDREW FENSTERMACHER	Approve	Disapprove	<b>H</b> Detete	Ē
Se view	VA		01/19/2016	Withdraw from the Program	SHARONDA MILLS	Approve	Disepprove	X Delete	Ī
				< < 1 > >>					
			Note	Paging will reset your select	tons		Proces	ss Reset	

Figure 6: Approval page

The number of applications awaiting approval is displayed next to the page title.

- 3. Select **Approve** to approve the application. After the selection is made the label will change into a checkmark.
- 4. Select **Disapprove** to disapprove the application. After the selection is made the label will change into a checkmark. A reason is required when an application is disapproved. Enter a reason in the Reason textbox.

The number of selected applications is displayed next to the **Process** button.

5. Click the **Process** button to approve or disapprove the selected applications.





Number of Selected Applications to be Processed



## 4.1.1 Commuting Distance

**Note:** If the Agency is tracking the commuting distance, the Approve and Disapprove buttons will not be displayed. The Approver will need to review the commuting distance address before the application can be processed.

- Click the View button to display the Transit Benefit Application Worksheet.
- 2. Check the I acknowledge that I have reviewed the Commuting Distance Information for the application checkbox to enable the Approve and Disapprove buttons.

ARCHIVES ARCHIVES	02/25/2021	Annual Certification/Recertification	TOM PETTYWORTH	02/25/2021 × De
Is your Commute greater than 2 hrs?:	Y			
Is your Primary Address same as your Commuting Address?:	Ν			
-				
Commute Address:	3442 ELENOIR BOWIE MD			

**Note:** Applicants displayed on the active page can be filtered by entering in the first few letters of the Mode, Admin, Type, and Name. To filter by date, enter in the date benefits were requested in the Request Date filter textbox.

**Note:** Click the arrows next to the column headers to sort applicants in ascending or descending order.

**Note:** To access the additional Approval Section menu options from a mobile device; click the additional menus button at the top of the page. Click the Approval Section dropdown arrow to display the sub-menus.

Mode	Admin	Request Date	Туре	▼ Name	×
Type to filter	Type to filter.	Type to filter	Type to filte	Type to filter	

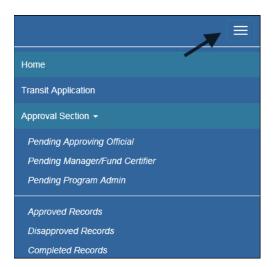


Figure 7: Approval Section Menu Options



## 4.1.2 Delete Application

- 1. From the Approval page; click the **Delete** button. The Delete Confirmation message is displayed at the top of the application page.
- 2. Click the **Continue** button to delete the application. The approval page is re-displayed with the delete confirmation at the top of the page.

**Note:** The submitted application will be deleted and the applicant will need to resubmit the application.

re you sure you want to delete the following Transit Applic age.	ation? Click the Continue button below to delete the Transit Application. Click the Cancel button to return to the previous.
	Continue
Certify/Enroll (KAREN RODRIGUEZ)	Status: Certification Pending (Approving Official)
C Transit Benefit Application Worksheet	
All Transit Benefit Program Applicants are required to ce	rify the "Total Monthly Expense" of their Home to Work Mass. Transit Commute
Parking fees are not eligible for the transit benefit an	d must not be included in "Total Monthly Expense".
Instructions: To calculate your "Total Monthly Expense"	

Figure 8: Delete Confirmation page

# 4.2 Approved/Disapproved/Completed Records

From the Home page; hover over the Approval Section menu option. Select the type of records to be viewed by selecting the link name.

	Mode	Admin	Request Date	Туре	Name	Approval Date
	Type to filte	Type to filter	Type to filter	Type to filter	Type to filter	Approval Date
Ser View	DOT-OST-M	OST-M	05/19/2014	New Transit Benefit Participant	RAE SUNSHINE	05/19/2014 × Ociet 03:55:20:PM
Ser View	DOT-OST-M	OST-M-01	01/13/2016	12345	HUNG_TEST CHUN	01/13/2016 X Delot 01:15:53:PM
🖀 View	FDIC		12/22/2015	New Transit Benefit Participant	KAMERON	01/07/2016 × Delet

### Figure 9: Approved Records

		lication 1 DisAppro					
	Mode	Admin \$	Request Date	Туре ф	Name ¢	Reason	
	Type to fille	Type to filter	Type to filter	Type to filter	Type to filter		
Ser View	DOT-OST-M	OST-M-01	07/07/2015	SmarTrip and Rate Change	MOBILE APPTEST	TEST	¥ Delet
St Vew	ED	OUS	10/30/2015	Rate Change	DARREN CHANG	ghfcfgnhfg	× Deleti
Ser Vew	FDIC	DC	10/29/2015	Rate Change	PAMELA	TEST Disapproval	× Delete

Figure 10: Disapproved Records

When the Completed Records link is selected; the Find Completed Applications page is displayed. Enter a First Name, Last Name, or select an Agency/Mode from the dropdown to limit the search results. Click the **Search** button to return all completed records.

**Note:** *At least one search criteria field should be entered; if no search criteria are entered the system will retrieve and display all* 

First Name:	First Name	
Last Name:	Last Name	
Agency/Mode:	· · ·	
	"NOTE: Leave all fields blank to Find all Completed Applications.	
	Enter any portion of your desired search criteria. The system will search for all entries that begin with the entered values.	

#### Figure 11: Find Completed Applications page

	Mode	4 Admin	Request	Date Type	Name	φ.
	Type to filter	Type to filter	Type to	filter Type to filter	Type to filter	
View	DOD-NCR	A-NGB	12/30/201	15 Agency Chang	e ANNIE AARON	
The w	DOT-FTA	FTA	09/03/201	15 TEST CERTIF	ICATION HUNG CHUN	

Figure 12: Completed Records



completed records.

# 5. AGENCY REPORTS

Use the following steps to download an agency report:

- 1. From the Home page; click the **My Account** button. The Update My Account Information page displays.
- 2. Click the applicable password request button. A confirmation message is displayed.

**Note:** If you have access to both Daily Agency Reports and Monthly Agency Reports, a password button will be displayed for each report type.

- 3. Retrieve the emailed password.
- 4. From the Home page, click the applicable Agency Report button; the agency report page displays.

**Note:** *The same steps are used to download daily and monthly agency reports.* 

5. Click the link to display the Open/Save dialog message.

**Note:** Click the Open button to display the zip file or click the Save button to choose a location to

6. Extract the files to a selected folder.

st Updated By:	Robinson, Angela - 12/02/2020 1	12:36:28 PM EST			
*User Name:	daniel.lamuff@archives.gov				
*First Name:	Daniel	Middle Name:	Middle Name	*Last Name:	Lamuff
Agency/Mode:	ARCHIVES				
	Agency options will show once y Address has been validated	our Government Email			
hone Number:					
Role:	Approving Official Set Role to	Applicant			
	Hide from Approver Lists				

Figure 13: Update My Account Information page

Agency Monthly Report Password has been sent.

#### Figure 14: Agency Report Password Confirmation page

thly Reports		
	0	
		of Transportation
		of Transportation EXE Format

Agency Mo

Figure 15: Agency Reports page

View and track your downloads	Search	Search downloads						
Name	Location	Actions						
AGENCYMONRzip 45.6 KB transitappmobiledev.ost.dot.gov	Do you want to open or save this file?	Open [	Save V					

#### Figure 16: Open/Save Dialog Message

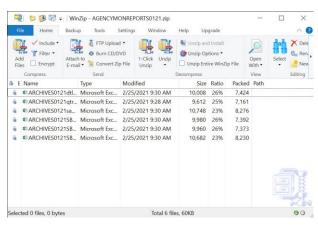


Figure 17: Zip File



save the zip file.

7. Enter the retrieved password and click the **OK** button.

		$\times$
Cancel	Help	
	Cancel	Cancel Help

Figure 18: Zip File Password

8. Go to the selected folder and review the downloaded report files.

	le Home Inset D																
Pacit	Optional 15	U - C - C -	• = = = = •	Marge & Car	General for + \$ - % # 5 Number		Condition Formatting	as Coll Styles	Insert	Delete	ormat	∑ Auto ⊋ Bill + Ø Clear		Sort &			2
A1		√ fi Feb-25	-2021														
1	A	8	c	D	E	F	G	 H .	1	J		к	L		м	N	¢
2	2004.0				Feb-25-2021												
	Administration	Number Issued	Amount issued	YTD Num Issued	YTD Amt Issued												
	ARCHIVES ITAYA, JANET	4	50.00	0	\$1.00												
	NCR 101 - GELTEST CAROLYN	4	50.00	0	90.00												
	051/WCF N-10 - 4201001633	0	50.00	0	\$1.00												
	ROORGUEZ ESPELLA	4	80.00	0	80.00												
	SCHOENDO LAURIE	4	50.00	0	\$1.00												
	Tatal		50.00	0	\$3.00												
15 16 17 18 19 20 21	10 TAL:				8.09												

Figure 19: Agency Report File

