

## **United States Department of Transportation**

## TRANSIT BENEFIT PROGRAM APPLICANT GUIDE

Submitted by

## TRANServe

A division of the

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

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

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## 1. OVERVIEW

## 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 whom use the online Transit Application.

TRANServe has redesigned the current Transit Web Application into a "new" user friendly, mobile site designed specifically for mobile devices. The mobile version of the Web Application 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
  - <u>Underline Italic in blue</u> 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
Program Coordinator- Primary	Dennis Edgar 202-622-6001	Program Analyst	Dennis.edgar@tigta.treas.gov
Program Coordinator- Alternate	Ashley Nealy 404-576-9369	Assistant Director, Support Services	Ashley.nealy@tigta.treas.gov
Program Coordinator- Alternate	Patricia Pandy 915-309-4431	Program Analyst	Patricia.pandy@tigta.treas.gov



## 2. ACCESSING THE TRANSIT BENEFIT APPLICATION

Follow the below steps to navigate to the Login/Register page

- 1. Open an Internet Browser.
- 2. Enter the URL: <u>www.transportation.gov/transerve</u>.
- 3. Click the *Participants* link and scroll down and select your Agency.
- 4. If your Agency requires you to complete the Transit Benefit Integrity Awareness Training; click the *New Employee Orientation* link. (Follow the instructions to complete the Transit Benefit Integrity Awareness Training).
- 5. Click the *Participants* link and scroll down to select your Agency.
- 6. Select Transit Benefit Program Application System link.

## 2.1 Login and Registration

Use the following steps to access the application:

 If registering for the first time, the Login page is displayed after clicking the <u>Transit</u> <u>Benefit Program Application System</u> link. Returning applicants can enter the URL: <u>https://transitapp.ost.dot.gov</u> to display the Transit Application Login page.

• * * * * * * * * * * * * * * * * * * *	O.S. Department of Transportation		TRANSERV	
Login "Var Varie" "Connect Paral Advances "Connect Paral Advances" "Connect P				•Olog
	" indicates required field.			
Contracts be Logan The register by the T	Login			
The resultance of we'     The presence of the second	'User Name:	Government Email Address		
You are accessing a U.S. down-much information sector. Which induces the computer, the computer maketive critical to a compact, of other computers compact much to the induces, and a domain make U.F. down-much and the compact much program and the induced much compact and the induced one address and the compact much program and the induced much much much and and the address are well as one and any much much much program and the induced much much much much and and address and address and address and address and address and address and address and address are well as one address and address and address and address and address and the address and address and address and address address and address and address and the address and address the induced address address and address and address address address address address address address address and the address address the induced address address address address address address and address address a				
Indexión ser solta la la companda da al soltar complete compañía compañía da la soltar, mala concrete de la soltanzian en obre en esta parte a la soltar. En esta parte a la soltar da la soltar en ella concrete de la solta da la da la da la soltar da la soltar soltar, es cella da cella da la reneral genellare. E) song la estamación que por portuna tel de soltar, es cella da la da la da la reneral genellare. E) song la estamación que portuna contente a forma esta da la soltar da la manuel portuna da la soltar da la da mande soltaria.		**WARNING**WARNING****WARNING**		
this referred or stored in this information system.		relator's on which it is connected, all other computers connected to this network, and all alcrage media connected to this consultance of their computers on this notates. This information system is provided for 0.5 Covernment care only. Unactivatived on improper use of this information may must in disciplinary action, as well as child and immed penalties. By using the information system you correst to the		
"WARNING" WARNING" "WARNING"				
		"WARNING"WARNING""WARNING"		
	My   Has   H16   Massalar Dolly   Notice Ad		Thursday, I	May 15

Figure 1: Transit Application Login page

First time users will need to register. Use the following steps to register a username:

- 2. Click the **Register** button. The Register Account Information page is displayed.
- 3. Enter your government issued email address in the User Name textbox.
- 4. Complete the registration form.

Note: \* indicates required field.

**Note:** The agency used in the email for the username will determine the agencies displayed in the Agency/Mode dropdown list.

Register Account Ir	formation	
'User Name:	Government Email Address	
'First Name:	First Name	
Middle Name:	Middle Name	
'Last Name:	Last Name	
"Agency/Mode:	VA 🗸	
	Agency options will show once your Government Email Address has been validated	
Phone Number:		
	Register Reset Cancel	

Figure 2: Register Account Information page



5. Click the **Register** button.

legister Account I	nformation	
'User Name:	kimberly j.gravestest@va.gov	
"First Name:	Kimberly	
Middle Name:	L	
'Last Name:	Graves	
"Agency/Mode:	VA	
Phone Number:	Agency options will show once your Government Email Address has been validated (202) 555-4632	
	Register Reset Cancel	

Figure 3: Completed Registration page

6. The Login page is displayed with the confirmation message at the top of the page.

kimberly.j.gravestest@va.gov is now Registered
Thank you. The Login Password has been sent to kimberly j.gravestest@va.gov.

Figure 4: Registration Confirmation

After the participant has registered an email will be sent containing a temporary password. Retrieve the password and log into the application using the following steps:

- 1. Click the **OK** button. The Login page is redisplayed.
- 2. Enter the username in the User Name textbox.
- 3. Click the **Continue to Login** button to display the multi-factor authentication login page.

Department of Transportation		
		• <b>⊃</b> u
" indicates required field.		
Login		
'User Name:	Government Emell Address	
	Construe to Login.	
	**WARNING**WARNING****WARNING**	
	You are accessing a U.S. Solvenment information speakin, myck histopical file company, the samplast monitors is involved to company and an upper company file to literative and an anomaly connected to this to company and other particulars are the contexts. This information are particle to 1.5 Covernment and the company file of the particular size the information region is provided for 1.5 Covernment and the company file of the particular size the information region is an individually addition, as well as onliand ammend penalises. By using the information system you consent to the blocking:	
	<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>	

Figure 5: Login page



**Note:** Your agency will decide the login method. Either one or both of the methods will be displayed on the page. These methods are PIV or Login.Gov. Participants using the PIV or Network Login method will need an active PIV card. Participants using the Login.gov method will need to link the Transit Benefit Program Web Application to a Login.gov account. Instructions are provided for both of the login methods and can be accessed by clicking the Help icon for the desired login method.



Figure 6: Multi-Factor Authentication Login page

## 2.2 Change Password

After logging into the application for the first time, it is required that you change the password to something that you will easily remember. Use the following steps to change your password:

- 1. Enter the retrieved password in the Current Password textbox.
- 2. Enter your new password in the Create New Password textbox.
- 3. Reenter your new password in the Confirm New Password textbox.
- 4. Enter a hint, something that will remind you of your password in the Create a Hint textbox.
- 5. Click the **Submit** button.

"Current Password:	Current paseword	
*Create New Password:	New password	
*Confirm New Password:	Confirm Neve password	
*Create a Hint:	Hint	
	A hint is a meaningful personal association to help you remember your password.	
	Password must be at least 12 characters long No password character may be repeated more than 1 time(s) in sequence Password must contain characters from at least 4 of the following categories.	
	<ul> <li>Uppercase characters (A through Z)</li> <li>Lowercase characters (a through z)</li> <li>Base 10 digits (0 through 0)</li> <li>Non-alphabetic characters (for example, 1, 5, %)</li> </ul>	
	Password will expire 60 days after being set Passwords cannot be reused within the last 24 changes.	

Figure 7: Change Password page

Note: \* indicates required field.

**Note:** Ensure that your password meets the system requirements when changing your login credentials. These requirements are displayed at the bottom of the Change Password page.

The confirmation message is displayed at the top of the Login page.



Figure 8: Change Password Confirmation



**Note:** You can change your password at any time by using the above steps after clicking the Change Password button on the Home page. The Change Password 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 sub-menus.



Figure 9: Utilities Menu Options

## 2.3 Password Recovery

Use the following steps to recover your password:

- From the Login page, click the <u>Forgot</u> <u>Password?</u> link. The Forgot Password page displays.
- 2. The Show Hint section allows the user to view the Hint entered when the password was changed. Enter the username and click the **Show Hint** button.
- The Forgot Password page is redisplayed with the Hint and allows the user to log in from this page.
- 3. The Send It By Email section allows the user to retrieve a temporary password through email. The password will be sent to the email address entered when the account was created. Enter your username and click the **Submit** button.

Note: \* indicates required field.

Forgot Password				
Show Hint				
'User Name:	Government Email Address			
	Show Hint			
Send It by Email				
'User Name:	Government Einal Address A temporary password will be sent to your E-Mail Account,			
	Submit			
	Return to Login Page			

Figure 10: Forgot Password page

	Your hint is displayed below. Please Login.
indicates required field.	
Forgot Password	
Login	
"User Name:	kimberly ( gravestest@va gov
*Password:	Enter password.
	Hint: Bunday/low62
	Log In

Figure 11: Show Hint

• The Login page displays. Enter the username and the retrieved password. Follow the instructions in **Section 2.2 Change Password** to change the password.



## 2.4 My Account

The My Account page allows the user to update personal information and request a temporary password.

Use the following steps to update your personal information:

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

The information entered when the account was registered is pre-populated in the fields. Update the information as needed.

2. Click the **Update** button. The modified account information is saved and the Home page is displayed with a confirmation message at the top of the page.

**Note:** Click the **Send Temporary Password** button to change your password. This request can only be made 3 times in a 24-hour period. Follow the instructions in **Section 2.2 Change Password** to change the password.

**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 sub-menus.

**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.



Figure 12: Update My Account page

User william.lett-test@state.gov has been Updated





Figure 14: Utilities Menu Options

## 2.5 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.

## 2.6 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 Parking and Transit Benefit 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.
  - Utilities Click this tab to display My Account and Change Password sub-menu options. If you have access to agency reports the Agency Reports option will display here.
  - 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.
  - 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 three types of agency reports. Daily Agency Reports, Monthly Agency Reports and Individual Monthly Agency Reports. These options are only displayed when assigned by an administrator. Click this button to display the Agency Reports page.



Figure 15: PTB Public Website Home page

**Note:** To access the additional menu options from a mobile device; click the additional menus button at the top of the page. The additional menu options are displayed.

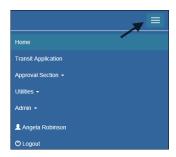


Figure 16: Additional Menu Options



## 3.1 Transit Benefit Application

The Transit Benefit Application option allows the applicant to request information, withdraw from the program, make SmarTrip <sup>®</sup> changes, certify/enroll in the transit benefit program, and submit monthly certifications.

 From the Home page, click the **Transit Benefit Application** button. The Select an Action to Continue page displays.

**Note:** *The Certify/Enroll/Change radio button is selected by default.* 

Select an Action	to Continue	
	Employer: Department of V.A.	
	Certify/Enroll/Change	
	<ul> <li>SmarTrip Change Q</li> </ul>	
	<ul> <li>Withdraw from the Program O</li> </ul>	
	Request Information	
		_
		Continue

Figure 17: Select an Action to Continue page

## 3.1.1 Certify/Enroll/Change

The Certify/Enroll/Change option allows the applicant to enroll in the transit benefit program by submitting an application. Use the following steps to certify/enroll in the Transit Benefit Program:

- 1. From the Select an Action to Continue page; click the **Continue** button, the Warning page is displayed.
- After reading the message, click the I Agree button. The Transit Benefit Application Worksheet is displayed.

**Note:** If the applicant does not agree, click the I Do Not Agree button to display the Select an Action to Continue page.

- 3. Select the reason for certification.
  - Annual Certification/Recertification
  - ♦ Change
  - New Transit Benefit Participant – This is the only available reason for newly registered participants.
- 4. Selection defaults to **Civilian**. Select your Employment Type.
- 5. Selection defaults to **Full Time**. Select your work status.

**Note:** Some agencies require the applicants to complete integrity training. If this is required; a checkbox will be displayed when the Annual Certification/Recertification or New Transit Benefit Participant reasons are selected.



	WARNING !
	t the jurisdiction of an agency of the United States. Making a faste, fictilious, or fraudulent centification may constitute criminal violation loade, Bection 1001, by impresonment up to the years and fires up to 310.300 for each offense, and/or agency disciplinary actions up to an
- I certify that I am employed by	y the U.S. Federal Government
- I certify that I am not named of	on a federally subsidized parking permit with any other federal agency.
<ul> <li>I certify that I am eligible for a vanpool, and will not give, sell,</li> </ul>	public transportation fare benefit, will use it for my daily commute to and from work by public transit or or transfer it to anyone else.
per month on public transit exc	th. I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs eed the month statutory limit, then I will supplement those additional costs with my own funds rather than use benefit designated for use in a future month.
out of work due to sickness, va	e transit benefit in excess of my actual monthly commuting expense. If at anytime during a given month I am cation or any other reason, on official travel, or use a private vehicle for commuting. I will claim less and adjust it the following month if appropriate.
- I certify that my parking fees	are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.
	1 Agree 1 Do Not Agree

Figure 18: Warning page

C Transit Benefit Application Workshi	et			
All Transit Benefit Program Applicants are n	quired to certify the "Total Mo	nthly Expense" of their Home to Work Mass Tr	ansit Commute	
Parking fees are not eligible for the trans	t benefit and must not be in	cluded in "Total Monthly Expense".		
Instructions: To calculate your "Total Month	ly Expense"			
a. Select your transportation method(s)				
b. Enter the following information in the				
i. Name of Company for your me ii. Daily or Monthly Expense	hod of transportation (Metro, B	SART, Subway)		
iii. Number of days you routinely t				
<ul> <li>c. If you purchase a Monthly pass, divid</li> <li>d. The Total Monthly Expense value aut</li> </ul>		d enter the information in the Monthly Expense	solumn.	
Reason for Certification:				
Civilian/Military: 0	CIVILIAN		÷	
Work Status: 0	Full Time		*	
C Transit Benefit Transportation Meth	ods			
Always follow your Agency work schedule p	licy for specific guidance on th	e Days per Month entry.		
Defined work schedule examples:				
· If you work a Basic schedule of 8-hou		t of 20 Days can be entered into the Days per N		
· If you work a Flex Schedule of 9-hour				

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Note: \* indicates required field.

**Note:** *The identifier label can be renamed or hidden by the Agency TBM.* 

**Note:** Your Name, Email Address, Work Phone, and Agency/Mode are pre-populated with the information you entered when you registered. Verify that the information is correct.

month to reflect the actual cost of their					
G Transit Benefit Program Applicatio	n				
"identifier: O					
Name:	LETT-TEST	WILLIAM		TAVIS	
Email Address:	(Last) william.lett-test@state.gov	(First)	"Work Phone: O	(Middle) 703-555-1248	
Common Identifier: 0					
Department of State					
"Select Your Agency: O	BTATE	7	"Region: O		
1000					
'Admin: O	Populates from Select Your Agency		~		
	Please select Admin				
Accounting Code: 0			Select		
	Click the Select button to select Account	nting Code			
Routing Symbol: 0	Click the Select bullon to select Routin	g Symbol	Select		
Location/Building: 0			Select		
	Click the Select button to select Location	orvBuilding			
	I certify that my usual monthly Trans This field is automatically calculated	it commuting costs are	• •	5	
Work Information					
"Work Address: O	Work Address				
'Work Zip:	Wark 21p				
"Work City:	Week City	"Work State:	*		
Residence Information					
"Address: 0	Admos				
	Activens 2				
"Zip:	Zp				
"City:	City	'State:	~		
Approver Information					
"Approver information	Select				
	Click the Select button to select Approving Official				
	12				
"Point of Contact: 0	Select Click the Select button to select Point o		Manager Phone: 0		
	Contact				
SmarTrip Card Number: 0					
and the same requirer; O					
1					
Comment for Agency Approvers: 0			2		
Comment for Agency Approvers: 0	You have 1995 characters remaining				

Figure 19: Transit Benefit Application Worksheet

### **Commuting Distance**

- If the Agency is tracking the commuting distance, the **Is your commute greater than 2hrs?** field will be displayed.
- If the commuting distance is greater than two hours, select Yes. The Is your primary address the same as your commuting address? field is displayed.
- If the primary address is different from the commuting address, select No. The Commute Address section is displayed. Enter the address where the commute starts, for instance a commuter bus pick-up location.



Is your commute greater than 2hrs? Q	Yes 🗸
Is your primary address the same as your commuting address? •	No
Commute Address	
"Commute Address: 9	Commute Address
Commute Address2:	Commute Address 2
"Commute Zip:	Commute Zip
"Commute City:	Commute City 'Gommute State: V

Figure 20: Commuting Distance

- 6. Select your transportation method(s).
  - ♦ Bus

٠

Bus to Work:		\$		8
	Name of Company	Daily Expense	Days per Month	Monthly Expense
Bus from Work:		5		\$
	Name of Company	Daily Expense	Days per Month	Monthly Expense

# Other Bus Other Bus S S S Name of Company Daily Expense Days per Month Monthly Expense Other Bus trow Work: S S S Amme of Company Daily Depresse Days per Month Monthly Expense

#### Benefit Program Participant is responsible to adjust the amount of their transit benefit each tet the actual cost of their home to work commute.

Figure 21: Bus Method

### Figure 22: Other Bus Method

٠	Rail	Rail to Work:	Name of Company	\$ Daily Expense	Days per Month	S Monthly Expense
		Rail from Work:	Name of Company	\$ Daily Expense	Days per Month	\$ Monthly Expense
		Every Transit Benefit Program Participae month to reflect the actual cost of their h	nt is responsible to adjust the amount of t nome to work commute.	heir transit benefit each	Total Monthly Expense:	\$ 0.00
			Figure 23: F	Rail Meth	od	
	Other Method	Other Method to Work		s		s

### Figure 24: Other Method

\$ 0.00

\$

Total Monthly Expense: \$ 0.00

Vanpool	Vanpool:		\$		\$
anpoor		Name of Company	Daily Expense	Days per Month	Monthly Expense
	Every Transit Benefit Program Participant i month to reflect the actual cost of their hor		their transit benefit each	Total Monthly Expense:	\$ 0.00

### Figure 25: Vanpool Method

t is responsible to adjust the amount of their transit benefit each

Parking

**Note:** The Agency must be set up to track parking costs. The Parking cost is separate from the Transit cost and is not calculated together.

**Note:** If all of the methods of transportation are selected, all of the methods will display in one table.

**Note:** When filling out the method of transportation table, be sure to follow your Agency's work schedule policies.



AI	ways follow your Agency work schedule policy for specific guidance on the Days per Month entry.
D	efined work schedule examples:
	<ul> <li>If you work a Basic schedule of 8-hours per day, the average amount of 20 Days can be entered into the Days per Month column</li> <li>If you work a Flex Schedule of 9-hours per day, the average amount of 18 Days can be entered into the Days per Month column</li> <li>If you work a Compresed schedule of 10-hour days, the waverage amount of 20 Days can be entered into the Days per Month column</li> <li>If you work a Compresed schedule of 10-hour days, the waverage amount of 10 Days can be entered into the Days per Month column</li> <li>If you work a Compresed schedule of 10-hour days, the waverage amount of 10 Days can be entered into the Days per Month column</li> <li>If you work a compresed schedule of 10-hour days, the waverage amount of 10 Days can be entered into the Days per Month column</li> </ul>

Figure 27: Sample Agency Work Schedule Policies



Transit Benefit Program Applicant Guide

7. Fill out the selected method of transportation table for every selected method (i.e., Bus and Rail)

**Note:** Some agencies require additional transportation information. If this is required; a textbox will be displayed below the Name of Company field. The additional info label can be renamed by the Agency TBM.

**Note:** The Monthly Expense and the Total Monthly Expense is automatically calculated when you enter the Daily Expense and the Days per Month.

- If the Agency allows the participant to be funded over the current mass transit statutory limit, radio buttons will be displayed giving the customer the option to pay taxes on the exceeded amount.
- 9. Enter the Identifier. This field is used to uniquely identify the applicant.
- Enter the Common Identifier. Depending on the agency, the Common Identifier can be a debit card activation keyword or number.

# **Note:** *The common identifier label can be renamed by the Agency TBM.*

- 11. Select your Region.
- 12. Select your Admin.
- Depending on the Agency, three optional fields may be displayed (i.e., Accounting Code, Routing Symbol, and Location/Building). Click the Select link to display the available list for your agency.

**Note:** *The optional field labels can be renamed or hidden by the Agency TBM.* 

- 14. Enter your Work Information.
- 15. Enter your Residence Information.

**Note:** Work and Residence addresses are verified via the USPS database. Enter the street address and then the zip code. The City and State are auto populated.

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Figure 28: Method of Transportation Table

I acknowledge my commuting costs are above the current 13 30.00 tax free limit and fully understand I will be responsible for paying taxes on the amount I use that exceeds the current tax free limit.

Transit Statutory Limit Radio Buttons

Accounting Code: 🕄		Select
	Click the Select button to select Accounting Code	
Routing Symbol: 😏		Select
	Click the Select button to select Routing Symbol	
Location/Building: 9		Select
	Click the Select button to select Location/Building	

Agency Optional Display Fields



- 16. Click the **Select** button to display the list for your agency's approving officials (1<sup>st</sup> Approver).
- 17. Select your Approving Official (1<sup>st</sup> Approver).

**Note:** If your agency is set-up for Single Approver – First Approve, this will be the only available option.

- 18. Click the **Select** button to display the list for your agency's manager/fund certifiers (2<sup>nd</sup> Approver).
- 19. Select your Manager/Fund Certifier (2<sup>nd</sup> Approver).

- 20. Click the **Select** button to display the list for your agency's point of contacts.
- 21. Select your Point of Contact.

**Note:** If your agency is set-up for Single Approver – Program Admin (3<sup>rd</sup> Approve), only a selected POC is required.

**Note:** *The approver and POC field labels can be renamed by the Agency TBM.* 

Name		Email		
Type to filter				
HARRY CAREY		harry.ca	rey@treas.gov	
	<< < 1	> >>		

### Figure 29: Approving Official

Mana	ager/Fund Certifier						×
	Name					Email	
	Type to filter						
C	DARREN CHANG					darren.chang@ed.go	v
C	HARRY CAREY					harry.carey@treas.go	)V
		_				_	
		<<	<	1	>	>>	
							Close

### Figure 30: Manager/Fund Certifier

pint of Contact				
Name		Region	Email	
Type to filter			•	
TREASURY POC		DC	vikkey.owens@	dot.gov
	<< <	1 >	>>	
				Close

Figure 31: Point of Contact



22. Enter your SmarTrip® card information. If you have not purchased or do not use a SmarTrip® card, enter NA. See <u>Appendix A – SmarTrip® Card</u> <u>Instructions</u>.

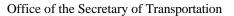
**Note:** *This field is only valid for DC, MD, and VA participants.* 

- 23. Enter any information that will assist your Agency Approver with processing your application in the Comment for Agency Approvers textbox.
- 24. Click the **Continue** button.

**Note:** If a smartrip card number was entered in the Smartrip Card Number field, the SmartBenefits® Program page is displayed.

- 25. Click the **YES I would like to enroll** button to join the SmartBenefits® program. By clicking yes, you agree to have your transit benefits downloaded to your SmarTrip® card the first of every month.
- 26. Click the **NO Thank You** button if you do not want to join the SmartBenefits® program.
- 27. After clicking the **YES** or **NO** button, the application is submitted and redisplayed with a confirmation message at the top of the page.

**Note:** The informational message is only displayed when the applicant enrolls in the SmartBenefits® program.



Name:	RODRIGUEZ	KAREN		LYNN LEE
Name:	(Last)	(First)		(Middle)
Email Address:	Karen.rodrigueztest@treas.gov		"Work Phone: 0	202-555-7764
Common Identifier: 😔	HELLORITTY			
Department of Treasury				
*Select Your Agency: 🛛	TRE-HQ ¥		'Region: 9	DC
*Admin: 😡	TRE-HQ -DC		~	
	Populates from Select Your Agency			
Accounting Code: O			Select	
	Click the Select button to select Account	ing Code		
Routing Symbol: 🥥			Select	
	Click the Select button to select Routing	Symbol		
Location/Building: 🥹	Click the Select button to select Location	Building	Select	
	I certify that my usual monthly Transit of		317 0	
	This field is automatically calculated	contracting costs		\$ 200.00
Work Information				
'Work Address:	401 M ST SE			
"Work Zip:	20003			
'Work City:	WASHINGTON	"Work State:	DC 🗸	
Residence Information				
*Address:	1200 NEW JERSEY AVE SE			
'Address:	1200 NEW JERSEY AVE SE			
	Address 2			
*Zip:	Address 2 20590			
*Zip: *City:		"State:		
	20590	"State:	DC V	
	20590	* State:	DC V	
"City:	20590 WASHINGTON CAREY, HARRY Sidevid	*State:	DC V	CAREY, HARRY Se
"City: Approver Information	20590 WASHINGTON	*State:		CAREY, HARRY Be Click the Select button to select Manage/Fuel Confiler
"City: Approver information "Approving Official: @	20590 WASHENGTON CAREY, HARRY Select Dution to solect Approving Official	*State:	"Manager/Fund Certifier: 9	Click the Select button to select
"City: Approver Information	2059 WASHINGTON CARETY, HARRY Bend Cick the Salect buffor to solect Approving Official TREABURY POC Send			Click the Select button to select
"City: Approver information "Approving Official: 0	20590 WASHENGTON CAREY, HARRY Select Dution to solect Approving Official		"Manager/Fund Certifier: 9	Click the Select button to select
"City: Approver information "Approving Official: 0	20599 WASHENGTON CAREY, HARRY Steed CRAEY, HARRY Steed CRAE to Select Autom to solect Approving Official TREAMURY Proc Select Code to Select Point of Crae to Select Point of		"Manager/Fund Certifier: 9	Click the Select button to select
্বেয়: Approver Information "Approving Official @ "Point of Casterct: @	I SISSO INVARIANT ON CAREY, MARINY Denect CAREY, MARINY Denect Approving Official TRAMURY PROC Denect Contact		"Manager/Fund Certifier: 9	Click the Select button to select
ালে: Approver Information "Approving Official" @ "Point of Cardiact" @ "Searting Card Number: @	3090 WARHINTON CAREY, MARINY Based Calcita he select button to select Approving Official TREASURY POC SMACE Calcita he select button to select Politi of Calcita		"Manager/Fund Certifier: 9	Click the Select button to select

Figure 32: Completed Transit Benefit Application



Figure 33: Smart Benefits Program page



Figure 34: Transit Benefit Program Confirmation



## 3.1.2 Monthly Certification

If your Agency is participating in The Monthly Certification Program, this option will allow the applicant to recertify without having to update any participant information. There are three types of applications that will meet the requirement. These are: New Transit Benefit Participant, Annual Certification, and Monthly Certification.

When an agency is set-up for monthly certifications the participants are required to submit a recertification based on the frequency set by the agency. This could be anywhere from once a month to once a year. When participants are added to the program, notifications are sent via email. This email will contain the status of the online account. If the account is current the email will display the date the current recertification will expire. If the account is in suspended status the email will instruct the participant to submit an application.



Your Current Application Status: Change Request Completed (01/29/2021) Your current transit benefit certification will expire on Feb 28, 2021. Failure to recertify by the expiration date will result in the suspension of your transit benefits.

Current Transit Benefit Account

Reminder emails will be sent to the participant leading up to the expiration date. If the participant does not submit an application on or before the expiration date the account will be put in suspended status. If the submitted application has been disapproved and sent back to the participant, the online account will remain in suspended status until the application is resubmitted. If the account is suspended the participant will need to submit via the Certify/Enroll/Change page. The available reasons for certification are Annual Certification/Recertification and New Transit Benefit Participant. Selecting Annual Certification and submitting an application will reactive the online account. The application will need to be fully processed to finalize the reactivation. An email will be sent to the participant with the next recertification date.

Use the following steps to submit a Monthly Certification application:

- 1. From the Select an Action to Continue page; select the **Monthly Certification** radio button.
- 2. Click the **Continue** button. The Warning page is displayed.
- 3. After reading the message, click the **I** Agree button. The Transit Benefit Application Worksheet is displayed.

**Note:** If the applicant does not agree, click the I Do Not Agree button to display the Select an Action to Continue page.

**Note:** The applicant must be enrolled in the Monthly Certification Program to submit a monthly certification application.

**Note:** If your agency has disabled the Monthly Certification option on the Select an Action to Continue page, recertify via the Certify/Enroll/Change page.





Figure 35: Warning page

4. The application displayed is the current application on file. Verify that all prepopulated information is correct and valid.

**Note:** The applicant can ONLY update the method of transportation and rates when submitting via the monthly certification page.

**Note:** If the address entered when the application was initially submitted is invalid; the monthly certification will not be able to be submitted. The applicant will need to submit an application via Certify/Enroll/Change to update the address.

**Note:** If the Manager, Supervisor, or POC selected when the application was initially submitted is no longer available for selection; the monthly certification will not be able to be submitted. The applicant will need to submit an application via Certify/Enroll/Change to update the Manager, Supervisor, or POC selections.

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G Transit Benefit Application Worksh	eet				
Ni Transit Benefit Program Applicants are r	equired to certify the "Total Monthly E	Expense" of their Home to Work I	Mass Transit Commu	de.	
Parking fees are not eligible for the trans	it benefit and must not be included	in "Total Monthly Expense".			
istructions. To calculate your "Total Mont					
a Select your transportation method(s) b. Enter the following information in the i. Name of Company for your me	"To Model and "Exam Model music) of	each transportation method			
<ol> <li>Name of Company for your me ii. Daily or Monthly Expense</li> </ol>	thod of transportation (Metro, BART, S	Autoway)			
<ol> <li>Lawy or Monthly Expense</li> <li>Number of days you routinely</li> </ol>	work in a month te the price of the pass by 2, and enter				
<ul> <li>If you purchase a Monthly pass, divid</li> <li>d. The Total Monthly Expense value au</li> </ul>	e the price of the pass by 2, and enter tomatically populates	the information in the Monthly Ex	ipense column.		
Reason for Certification:	Monthly Certification				
Civilian Military:	CIVILIAN				
Work Status:	FULL TIME				
G Transit Benefit Transportation Met	hods				
f you work 8-hour days, enter 20 in the Day f you work 9-hour days, enter 18 in the Day f you work 10-hour days, enter 16 in the D f you telecommute or work part time, enter					
	Bin Other Bus	er transportation methods Roll Other Method Vanj-	cor		
Other Bus to Work:	OBTW	\$ 3.10	20		\$ 62.00
	Name of Company	Daily Expense	Days per Mo	nth	Monthly Expense
Other Bus from Work:	OBFW	\$ 3.10	20		\$ 62.00
	Name of Company	Daily Expense	Days per Mo	th	Monthly Expense
very Transit Benefit Program Participa					
onth to reflect the actual cost of their h	ome to work commute.	it of their transit benefit each	Total Mon	thly Expense:	\$ 124.00
G Transit Benefit Program Applicatio	a				
Smart Benefits Program:	NO				
identifier:	-				
Name:	SHANEFELTER	CHRIS			
	(Last)	(F852)			
Email Address:	chris.shanefelter@treas.gov				
Work Phone:	(202) 555-6989				
Common identifier:	TEST		Work Zip Code:	20590	
Department of Treasury					
Agency/Node:	TREHQ				
Agency:Mode:	TREHQ		Region:	DC	
Admin:	TRE-HQ -DC				
	I certify that my usual monthly Tran				
	This field is automatically calculated			\$ 124.00	
Vork Information					
Work Address:	36 WORK PLACE				
Work City:	WORK	Work State: DC		Work Zip:	44444
				non cip	
lesidence Information					
Address:	52 HOME PLACE				
City:	HOME	State: DC		Zip:	55555
opprover Information					
Approving Official:	CAREY, HARRY	Man	ager#und Certifier:	DARREN CHA	NG
Point of Contact:	TREASURY POC		Manager Phone:		
SmartTrip Card Number:	NA				
Comment for Agency Approvers: 0					
	You have 1996 characters remaining	9			
					Continue. Cance
SWACY ACT STATEMENT				18	

Figure 36: Transit Benefit Program Application for Monthly Certification

5. Click the **Continue** button. The application is submitted and redisplayed with a confirmation message.

Thank you, your Monthly Certification application has been submitted.

Figure 37: Monthly Certification Confirmation



## 3.1.3 SmarTrip® Change

The SmarTrip® Change option allows the applicant to submit a request to update a SmarTrip® card number associated with the account. Use the following steps to submit a request for a SmarTrip® number change:

- 1. From the Select an Action to Continue page; click the **SmarTrip® Change** radio button.
- 2. Click the **Continue** button. The SmarTrip® Change page is displayed.
- 3. Update the SmarTrip® card number.

**Note:** The applicant must be enrolled in the Transit Benefit Program to change the smartrip information. Registering a username does not mean that the applicant has enrolled in the program.

4. Click the **Submit** button. The request is sent to TRANServe for processing and a confirmation message is displayed at the top of the page.

eneral Information				
*Identifier:				
Name:	QUINTEROTEST	DIFF		
	(Lost)	(First)		
Email Address:	biff.quinterotest@fdic.gov			
Agency:	Federal Deposit Insurance Cor	poration (FDIC)		
narTrip Information				
SmarTrip Card Number: Q				
			Submit	Cancel

Figure 38: SmarTrip® Change page

Thank you, your Address/Smartrip Change Request has been submitted.

Figure 39: SmarTrip® Confirmation

## 3.1.4 Withdraw from the Program

The Withdraw from the Program option allows the applicant to submit a request to withdraw from the program at any time. Use the following steps to withdraw from the program:

- 1. From the Select an Action to Continue page; click the Withdraw from the **Program** radio button.
- 2. Click the **Continue** button. The Withdraw from the Program page is displayed.
- 3. Click the pop-up calendar to select a withdrawal date.

Withdraw from the Program			
Identifier:			
Name:	MILLS	SHARONDA	
	(Last)	(First)	
Email Address:	Sharonda Mills@va.gov		
Agency/Mode:	Department of V.A. (VA)		
~12348: <b>O</b>	(202) 555-4441		
"Withdrawal Date:			
	Click the Calendar to select a Withdrawal D	late	
"Approving Official: 😜		Select	
	Click the Select button to select Approving	Official	
'Manager/Fund Certifier: 😔		Select	
	Click the Select button to select Manager/F	und Certifier	
Comment for Agency Approvers: 9			
	You have 1995 characters remaining		
			Withdraw Cancel

Figure 40: Withdraw from the Program page



- Click the Select button to display the list for your agency's approving officials (1<sup>st</sup> Approvers).
- Select your Approving Official (1<sup>st</sup> Approvers).

- Click the Select button to display the list for your agency's manager/fund certifiers (2<sup>nd</sup> Approvers).
- Select your Manager/Fund Certifier (2<sup>nd</sup> Approver).

**Note:** If the agency is set up for Single Approve: First Approve, the Approving Official (1<sup>st</sup> Approvers) option will be displayed.

**Note:** If the agency is set up for Single Approve: Program Admin, the approval fields will not be displayed, and the application is sent to the Program Admin for approval.

**Note:** If the approval functionality has been disabled by the agency the approval fields will not be displayed and the application is sent directly to TRANServe for processing.

8. Enter any information that will assist your Agency Approver with processing your application in the Comment for Agency Approvers textbox.

**Note:** *The Comment for Agency Approvers label can be renamed by the Agency TBM.* 

9. Click the **Withdraw** button. The request is sent to TRANServe for processing and a confirmation message is displayed at the top of the page.

**Note:** The applicant must be enrolled in the Transit Benefit Program to withdraw. Registering a username does not mean that the applicant has enrolled in the program.

Approving Official		×
Name	Email	
Type to filter		
KIM LYONS	kim.lyonst	test@va.gov
	<< < 1 > >>	
		Close

Figure 41: Approving Official (1<sup>st</sup> Approver)

Mana	ager/Fund Certifier				
	Name		En	nail	
	Type to filter				
C	GLEN HARPERTEST		gle	en.harpertest@va.gov	
C	JESSICA MARTIN		jes	sica.martins@va.gov	
				_	
		<< <	1 > >	>>	
					Close

Figure 42: Manager Fund/Certifier (2<sup>nd</sup> Approver)

Thank you, your application to Withdraw from the Program has been submitted.

Figure 43: Withdraw Confirmation



## 3.1.5 Request Information

The Request Information option allows the applicant to request information from the Agency Program Office by submitting questions regarding the transit benefit program or a submitted application through the Point of Contact (POC). Use the following steps to request information:

- From the Select an Action to Continue page; click the Request Information radio button.
- 2. Click the **Continue** button. The Request Information page is displayed.
- 3. Click the **Select** button to display the list for your agency's point of contacts.
- 4. Select a POC from the list.
- 5. Enter the question or concern in the Question textbox and click the **Send Request** button.

**Note:** *The POC selected on a submitted application will pre-populate in the Point of Contact textbox.* 

6. An email is sent to the selected TRANServe POC. The Home page is displayed with a confirmation message at the top of the page.

Request Information			
Name:	Graves	Kimberly	Jessica
	(Last)	(First)	(Middle)
Email Address:	kimberly.j.gravestest@dot.gov		
Agency:	Department of Transportation		
*Point of Contact: 😌		Select	
	Click the Select button to select Point of Co	snlact	
"Question:			
			Send Request Cancel

Figure 44: Request Information page

Poin	t of Contact			×
	Name	Region	Email	
C	TREASURY POC	DC	vikkey.owens@dot.gov	
				Close

Figure 45: Point of Contact

Thank you, your request has been sent.

Figure 46: Request Information Confirmation

## 3.1.6 Disapproved Applications

Applications that have been Disapproved are sent back to the applicant. If corrections are needed the applicant can make those corrections and resubmit the application.

- From the Home page, click the **Transit Benefit Application** button. The Select an Action to Continue page displays. The reason the application was disapproved is displayed at the top of the page.
- 2. Select the **Update Disapproved** Application Certification radio button.

Select an Action to	Continue	
	Employer: Department of State	
	Update Disapproved Certification	
	Request Information	

Figure 47: Select An Action To Continue page



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- The reason the application was disapproved is displayed at the top of the Transit Benefit Application Worksheet and the Transit Benefit Program Application.
- The applicant's information entered when the application was submitted is displayed in the fields. Make the noted corrections and resubmit the application by clicking the Continue button.
- Click the **Delete Application** and **Start Over** button to delete the existing application. Doing this will require the applicant to complete and resubmit a new application.

**Note:** If a Monthly Certification was disapproved, the applicant will need to click the Delete Application and Start Over button to resubmit the application via Certify/Enroll/Change to make the necessary corrections.

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		tion and Start Over		
	Disapproved Rea	son: TEST Disapprove		
indicates required field.				
Certify/Enroll Status: Cer	tification Disapproved (11/15/20	)22)		
C Transit Benefit Application Works	neet			
All Transil Bacalil Doorsen Annioartis are	required to certify the "Total Monthly Expe	man <sup>a</sup> of their blome in Minis M	ass Transit Commute	
	sit benefit and must not be included in "			
Instructions: To calculate your "Total Mon				
II. Daily or Monthly Expense III. Number of days you routinely c. If you purchase a Monthly pass, div d. The Total Monthly Expense value or	de the price of the pass by 2, and enter the domatically populates		ense column.	
"Reason for Certification:	New Transt Benefit Participant			1
Civilian/Military: 0				-
Work Status: 0				1
C Transit Benefit Transportation Me	foods			
Aways follow your Agency work schedule Defined work schedule exemples:	policy for specific guidance on the Days per	r Month entry.		
If you work a Basis schedule of 8-ht If you work a lites Schedule of 8-ht If you work a lites Schedule If you to be a schedule If you to be a schedule If you to be a schedule		Is can be entered into the Days can be entered into the Days Days can be entered into the merute tofkom work. Insportation methods: Other Method Vanpoo	per Month column Days per Month column	
Vargoot:	Arrive Alive LLC	\$ 10.00	16 Days per Month	\$ 180.00
	Name of Company	Duly Expense	Days per Month	Monthly Expense
month to reflect the actual cost of their		f their transit benefit each	Total Monthly Expens	e: \$ 100.00
C Transit Benefit Program Application	n			
	Disapproved Reas	um: TEST Disapprove		
"identifian O	1			
Name	LETT-TEST	WILLIAM	TAVIS	
	(Last)	(First)	(Mididie)	
Email Address	william.iett-leet@state.gov		Work Phone: 0 703-551	5-1248
Common Identifier: 0				
Department of State			Thereis 0	
"Select Your Agency: O	state		"Region: O DC	
	ISTATE ~		"Region: O DC	
"Select Your Agency: Q	A		×	
"Select Your Agency: O	A	ing Code	Region 0 DC	
"Select Your Agency: Q	A Population from Behact Your Agency Crick the Select button to select Account		×	
"Breect Your Agency: О "Admit: О Ассочнтіну Биліт: О Яклатир Бунібасі. О	A Populates from Select Your Agency		C Select	
"Belett Your Agency: () "Admin: () Accounting Dute: ()	A Population from Behact Your Agency Crick the Select button to select Account	Symbol	Select.	
"Breect Your Agency: О "Admit: О Ассочнтіну Биліт: О Яклатир Бунібасі. О	A Population from Bellect Your Agency Click the Select buffor to select Account Click the Select buffor to select Routing	Symbol	Salect	80.00
Takent Two Approp 0 - Xamir 0 Accessency Done 0 Ranny Synthes 0 Loostensthatting 0	A     Popularies from Salest Your Agency     Cricis the Salest Soliton to salest Rouling     Cricis the Salest Soliton to salest Rouling     Cricis the Salest Soliton to salest Locate     Formy Salest Soliton to salest Locate	Symbol	Salect	ao ao
Henset Two Agonge () Hense () Accounting Easter () Lecontrollibutiong () Work information	A Popularies from Salest Your Agency Octo the Salest Judion to salest Account Octo the Salest Judion to salest Rouling Octo the Salest Judion to salest Rouling Coto the Salest Judion to salest Rouling Faceful that my assain monthly Thinks This India is anismatically salestimed	Symbol	Salect	40.80
Tenet Two Agency () -Samo () -	A     Paparines from Salest Your Agency Occus the Salest Salest has a least Account Occus the Salest Salest to a least Realized     Occus to a least Realized	Symbol Vibiniting t commuting costs are: 0	Salect	
Tener the Agency () 'Amor () Accessing Epison () Reading System () Location/building () Work Information Wask Anderess, () 'Wesk Reg.	A     Popularies from Salest Your Agency     Crick the Salest Inter A second     Orick the Salest Interior to salest Account     Orick the Salest Interior to salest Reading     Orick the Salest Interior to salest Reading     Crick the Salest Interior to salest Reading     TaceInfly that my small monthly Thread     TaceInfly that My Salest Are	Symbol	Salect	8.0
Tenet the Agence of Accessing Species O Accessing Species O Lecentersbetterge O Work Information "Weak Address: O "Weak 20 "Weak Differention	A Paparines from Salest Your Agency Occus the Salest Saufors to salest Account Occus the Salest Saufors to salest Rouling Occus the Salest Saufors to salest Rouling Occus the Salest Saufors to salest Rouling Occus the Salest Saufors to salest Account Count in Salest Saufors to salest Account Count in Salest Saufors to salest Rouling Occus the Salest Saufors Salest Salest Trist field is accounticable and Salest Salest Trist field in Salest	Symbol Vibiniting t commuting costs are: 0	Salect	N.M.
Tener the Agency () 'Amor () Accessing Epise () Reading System () Location/building () Work Information Wask Anderess, () 'Wesk Reg.	A     Paparines from Salest Your Agency     Orices the Salest Souther to salest Account     Orices the Salest Souther to salest Account     Orices the Salest Souther to salest Resarding     Orice the Salest Souther to salest Resarding     Orice the Salest Souther to salest Account     Orice the Salest	Symbol Vibiniting t commuting costs are: 0	Salect	
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Figure 48: Disapproved Transit Benefit Application Worksheet



## 4. 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 save the zip file.

6. Extract the files to a selected folder.

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

Figure 49: Update My Account Information page



### Figure 50: Agency Report Password Confirmation page

Agency Monthly Reports			
	8.5. Department of Transportation		
	Zip Format	EXE Format	
	ARCHIVES Monthly Report - Jan 2021	ARCHIVES Monthly Report - Jan 2021	
	uro El· Agon	- ·	

Figure 51: Agency Reports page

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

### Figure 52: Open/Save Dialog Message

-	। 😕 🚱 🖙 =	WinZip	- AGENC	YMONREP	ORTS0121.zip				-		×
F	ile Home	Backup	Tools	Settings	Window	Help U	pgrade				~ (
Ac Fil	es 🗌 Encrypt	Attach to E-mail •	<ul> <li>FTP Up</li> <li>Burn C</li> <li>Conve</li> </ul>	D/DVD	1-Click Unzip Unzip	Unzip a 🍲 Unzip C	ptions •	p File	Open With •	Select	Cele Carlos Ren New
6 F	Compress	T.	Send	Mod	fied	Decompress	Ratio	Packed	View		Editing
	ARCHIVES012					10.008		7.424	raui		
-	ARCHIVES012					9,612		7,161			
-	ARCHIVES012					10,748		8,276			
-	ARCHIVES012	158 M	icrosoft Ex	c 2/25	/2021 9:30 AM	9,980	26%	7,392			
-	ARCHIVES012	158 M	icrosoft Ex	c 2/25	/2021 9:30 AM	9,960	26%	7,373			
-	CHIVES012	158 M	icrosoft Ex	x 2/25,	/2021 9:30 AM	10,682	23%	8,230			
Selec	ted 0 files, 0 byte	5			Total 6 fi	es, 60KB					00

Figure 53: Zip File



### Transit Benefit Program Applicant Guide

### Office of the Secretary of Transportation

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

8. Go to the selected folder and review the

downloaded report files.

Decrypt			$\times$
Enter password:			
✓ Hide the password			
OK	Cancel	Help	

Figure 54: Zip File Password

	t I 20	/	2021								
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1					Feb-25-2021						
	ARCHVER TAVA JAKET		90.00 \$0.00	0	90.00 83.05						
	NCR 1H GELTEST CAROLINI		\$0.00	0	90.00						
11	CHER MACH IN 93 420500520	1	\$4.00		93.00						
12	RODRIGHEZ, ESPELLA	8	\$0.00		90.00						
	SCHOENCO, UKURE		80.00		93.00						

Figure 55: Agency Report File



## APPENDIX A: SMARTRIP CARD INSTRUCTIONS

For Smart Benefit Participants: Purchase and Register a SmarTrip® card

SmarTrip® card usage is mandatory for all participants in the National Capital Region.

- 1. Purchase a SmarTrip® Card This is a reloadable electronic fare card. Using a reloadable card supports the government's initiatives to support and improve the environment.
  - a. You can do this at a Metro Sales Store, Station Kiosk (these are located in Stations where parking is available, a Commuter Store and many retail establishments.

Note: Look here for more information on locations: http://www.wmata.com/fares/purchase/where.cfm

• You can also purchase a SmarTrip® Card online: http://www.wmata.com/fares/purchase/

**Note:** An online order will require you to provide a shipping address which must match the billing address online with your credit card provider.

- 2. Create a Personal Account to Register your SmarTrip® Card You must register your SmarTrip® card with WMATA in order to receive your transit benefit electronically. Registration may take up to 48 hours to be reflected in the WMATA system. An additional benefit of registering your card is to protect the funds on the card. If lost or stolen, you may cancel the card. After you replace your SmarTrip® card, you can transfer the funds to the new card.
  - Register your SmarTrip® card here: https://smartrip.wmata.com/Registration/Register.aspx
  - You must indicate the type of card by matching the serial number on the back with the pattern that is circled below:

Card Type #1: 🔘	see return to: WMATA, 600 Fifth Street, N.W. D.C. 20001
	eritisi and SmartBenefits' logas st tradateervice marks of WHATA. 012345678 C3DW803
	serial number
Card Type #2: 🔘	Refe return to: WNATA, 500 FRth Street, N.W. . D.C. 20003
	set tradepervice insets of Web/Ith. 012345678 3 C3DW803
	serial number check sum
Card Type #3: 🔘	e return to: WMATA, 600 Fifth Street, N.W. (C. 2000).
	Trip* and SmartBenefits* logos trade/service marks of WMATA. C3DW017 0020 0001 5644 364 6
	serial number
Card Type #4: 🔘	return to: WMATA, 600 Fifth Street, N.W. . 20001
	lp* and SmartBenefits" logos sdejvervice marks of WMAIA. GD1137 0167 0693 4564 7992 9601
	serial number

TIP 1: Enlarge the number on a Xerox machine and attach to your application

TIP 2: If your SmarTrip® (or CharmCard) serial number is fewer than nine (9) digits, you need to add zero(s) to the front to make it nine (9) digits.

