

# 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 Subsidy 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
- ✓ 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**.

✓ TRANServe Credit Card: **Question: How do I register my TRANServe Credit Card?**

Answer: Cardholders can register their TRANServe Credit Card through U.S. Bank Access Online (<https://www.access.usbank.com>). You must have your organizational short-name (**TRANSV**) and account information readily available when you register. (**Account number and Card expiration date**). For more card registration details please reference the [U.S. Bank Access Online Registration Quick Start Guide](#)

**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>