

## **Instructions for Recertification**

### **Participants– INTEGRITY AWARENESS TRAINING**

1. Go to TRANServe website - <https://www.transportation.gov/transerve/participants/gsa>
2. **Complete the Integrity Awareness Training on the GSA participant page- link in step one**  
  
(Note: There is No Certificate of Completion for this training, however you need to check this box in the application:  
  
\*I have completed the required Transit Benefit Integrity training for my Agency).
3. Select Transit Benefit Program Application System.
4. To login to system use government email address - this is your User ID.
5. Link to login.gov using your GSA email address.
6. Enter Reason for application - **Annual Certification/Recertification** (all participants).
7. Update Expense Sheet to reflect your current commute to and from work based on the following:
  - **Commuting to work and from work**, enter **ACTUAL** number of **Days per Month** and **Daily Expense** to commute to work and from work.
  - Must include the name of Transportation Company - not GSA. If you use more than one method of transportation, separate and include all modes in the expense sheet. For days per month, include the number of days that you actually commute using mass transportation.
8. Select your correct region (city where you work), Regional code (GSA region), and Organizational Code.
9. Update any information that may have changed (i.e., home address and work location, etc.).
10. Select your correct supervisor (If current supervisor is not listed, email your transit coordinator).
11. Select your correct local/regional Transit Coordinator and Point of Contact.
12. Smart Trip Card field is for DC participants only - all TRANServe Card users add NA in this field.

13. Comment box: Please use this field to provide any commuting information/schedule that maybe helpful to approvers.
14. Once review is complete, submit for next level approval and use the blue question mark next to each field for additional assistance.

### ***Supervisors***

1. Review application.
2. Review all expenses - according to approved work schedule.
3. If expenses information is incorrect, you must disapprove the application.
4. If disapproved, document reason for disapproval in the comment box.
5. Once review is complete, submit for next level approval.

### ***Transit Coordinator***

1. Review application.
2. Ensure all information is accurate.
3. Ensure no TRANServe Card numbers are included in the Smart Card Field - must be NA.
4. If information is incorrect, you must disapprove.
5. If disapproved, document reason for disapproval in the comment box.
6. Once review is complete, submit for next level approval.

For additional information on the Transit Program

<https://www.transportation.gov/transerve/participants>

For the complete list of guides for GSA

<https://www.transportation.gov/transerve/participants/gsa>

## SMARTRIP CARD INSTRUCTIONS

### *SmartBenefit Participants:*

- Purchase and Register a SmarTrip® card. SmarTrip® card usage is mandatory for all WMATA participants in the National Capital Region.
- Purchase a SmarTrip® Card – This is a reloadable electronic fare card. Using a reloadable card supports government initiatives to support and improve the environment through more sustainable practices.
- You can purchase at a Metro Sales Store, Station Kiosk (these are in Stations where parking is available), Commuter Stores and many retail establishments.

### **Note**

- 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/>
- An online order requires you to provide a shipping address which must match the billing address online with your credit card provider.
- Create a Personal Account to register your SmarTrip® Card. You must register your SmarTrip® card with WMATA 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: <https://SmarTrip.wmata.com/Registration/Register.aspx> .
- Please ensure the correct SmarTrip® card is listed on your application. If you have switched to a virtual card within the last year, your card number will need to be updated in the TRANServe system. To check your current card number login to your WMATA account at <https://smartrip.wmata.com/Account/Create> .