



**Federal Energy Regulatory Commission**

# **Transit Benefit Program Preparation Checklist**

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## Table of Contents

1. Login.gov Government Email Address Registration.....	3
2. TRANServe Training Module.....	3
3. SmarTrip Card Registration .....	3
4. Information Needed for Your Application .....	3
4.1.1 FERC ID Number .....	3
4.1.2 Personal Home Address .....	4
4.1.3 SmarTrip Card Number (if applicable) .....	4
4.1.4 Commute Time (One-Way, Door-to-Door).....	5
4.1.5 Commuting Office Street Address, City, State, and Zip Code .....	5
4.1.6 Type of Transportation Method(s) .....	5
4.1.7 Commute Daily Expense in Each Direction .....	5
4.1.8 Total Days per Month Commuting .....	5
5. Your Checklist.....	6



## 1. Login.gov Government Email Address Registration

In order to submit the TRANServe application, all users must connect their government email address through login.gov to the larger TRANServe system. To view step-by-step instructions on how to link one's work email with TRANServe, please review and follow the instructions within this [quick reference guide](#).

## 2. TRANServe Training Module

Additionally, in order to submit the TRANServe application, **all applicants must complete** the requisite [Transit Subsidy Integrity Awareness Training module on iLearn](#). If an applicant does not complete the required training prior to submission, their application will be disapproved, returned to the user, and not processed until the training module is completed.

## 3. SmarTrip Card Registration

To connect a SmartCard with your respective TRANServe application, please review and follow the instructions provided by the Washington Metropolitan Area Transit Authority in [their quick tips sheet on SmarTrip Card Guidance](#). Here, there are instructions and visual indicators that demonstrate how to verify that your SmarTrip Card is linked to the larger TRANServe system.

## 4. Information Needed for Your Application

### 4.1.1 FERC ID Number

To find your five-digit FERC Employee ID number, there are three recommended methods:

- 1) *Performance Evaluation File*
  - a. Open your latest performance evaluation file.
  - b. On the first page of the evaluation, your five-digit Employee ID number will be listed in the top-left corner as shown here.
  
- 2) *iLearn Account Profile Information*
  - a. Go to [iLearn](#) and click on your profile at the top-right corner of the screen.
  - b. In the User Details section, look at the ECI section and take note of the last 5 digits. Ultimately, this series of numbers are your five-digit Employee ID number.

**User details**

**Email address**  
YOUR.NAME@FERC.GOV

**Department**  
DN

**ID number**  
your.name@ferc.gov

**Active (A) or Inactive Status (I)**  
A

**Role ID**  
DN\_EMPLOYEE

**Agency Sub-Element**  
DNAB

**Domain ID**  
DN\_PO

**ECI**  
DN0000 **12345**



3) *Program Office Administrative Officer (AO)*

- a. Reach out to your Program Office's Administrative Officer as they will have a complete listing of Employee ID numbers for their respective program offices.

**4.1.2 Personal Home Address**

**4.1.3 SmarTrip Card Number (if applicable)**

To identify your 20-digit SmarTrip Card number, there are three recommended methods:

1) *Physical SmarTrip Card*

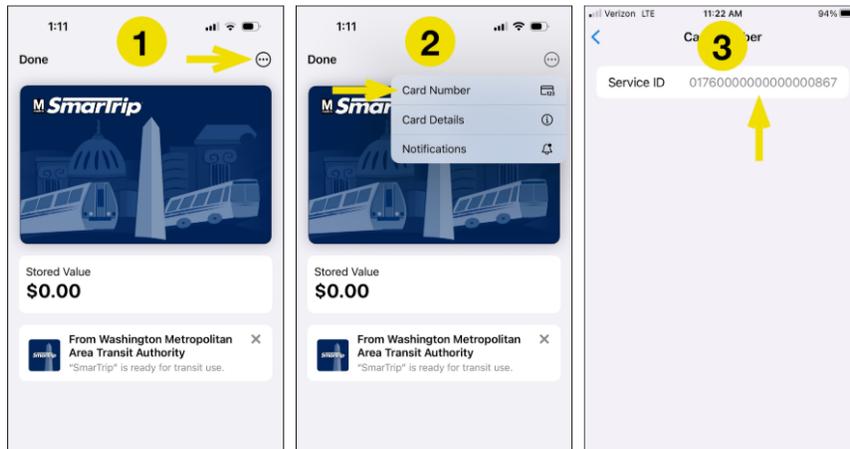
- a) If using a physical card, flip to the back of the card and look at the extended number at the bottom right-corner as shown below.



Sample image, actual location of numbers may vary.

2) *Apple Wallet SmarTrip Card*

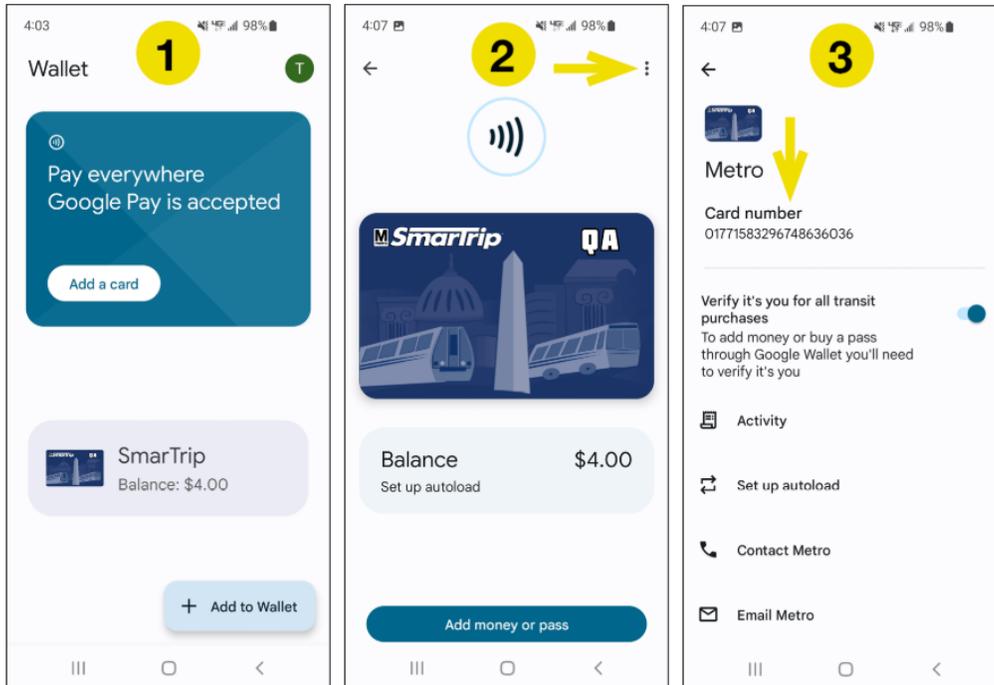
- a) If using Apple on your personal device, proceed to open the app, select the SmarTrip card, and tap the three dots in the top-right corner of the screen before clicking on the “Card Number” row as shown below.





### 3) Google Wallet SmarTrip Card

- a) If using Google Wallet on your personal device, proceed to open the app, select the SmarTrip card, and tap the three dots in the top-right corner of the screen to view your card number as shown below.



#### 4.1.4 Commute Time (One-Way, Door-to-Door)

Commute time begins once you leave your home (or FERC) and ends once you arrive at FERC (or home).

#### 4.1.5 Commuting Office Street Address, City, State, and Zip Code

- FERC Headquarters – 888 1<sup>st</sup> ST NE, Washington, DC, 20246
  - Street Address – 888 1<sup>st</sup> ST NE
  - City – Washington
  - State – DC
  - Zip Code - 20246

#### 4.1.6 Type of Transportation Method(s)

Transportation methods include bus, rail, other method, and van pool. For a comprehensive list of all National Capital Region Transit methods that qualify, please visit the [NCR Transit Links](#).

#### 4.1.7 Commute Daily Expense in Each Direction

To help you determine your daily commuting expense, please visit the [NCR Transit Links](#).

#### 4.1.8 Total Days per Month Commuting

To calculate your total days per a month commuting, please account for *only the days when you are working on-site*. If in the case that your on-site schedule changes at some point in the future, you can go back into the TRANServe application and make amends to reflect your new commute time and expenses.



## 5. Your Checklist

- Transit Subsidy Integrity Awareness Training
  
- FERC ID Number
  
- Commuting Office Street Address, City, State, and Zip Code
  - FERC Headquarters – 888 1<sup>st</sup> ST NE, Washington, DC, 20246
    - Street Address – 888 1<sup>st</sup> ST NE
    - City – Washington
    - State – DC
    - Zip Code – 20246
  
- Personal Home Address
  
- SmarTrip Card Number
  
- Commute Time (One-Way)
  
- Type of Transportation Method(s)
  
- Daily Expense for Each Direction
  
- Total Days Per Month Commuting