

Instructions for Recertification

2026: 09/09 – 09/23

Participants

1. Complete the [Transit Benefit Program Integrity Awareness Training](#)

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.*

2. DOT's TRANServe Transit Benefit Web Application System [DOT TRANServe eAPP](#) uses multi-factor authentication log-in requirements to enhance system security. Agency employees use *Login.gov* to access [DOT TRANServe eAPP](#). Program participants should use the [TRANServe Login.gov Quick Guide](#) for instructions on *Login.gov* account set-up and use.

Note | Your GSA email address is your User ID/ User Name.

4. Select Reason for Application - *Annual Certification/Recertification* (All participants).

Note | Do **not** select *Change* application.

6. Review and update any application information that may have changed. Update Expense Sheet to accurately reflect your current commute to and from work.

Note

- Enter actual number of Days per Month (**not** to exceed 20 Days per Month) and Daily Expense to commute.
- 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 commute using mass transportation (**not** to exceed 20 Days per Month).
- If you purchase a Monthly pass, divide the price of the pass by 2, and enter the information in the Monthly Expense column.
- Ensure the transit benefit received does not exceed the actual monthly cost of public transportation for your commute between home and work.

7. Select the City (where you work), Regional and Organizational Codes.

8. Select your Supervisor, your Transit Coordinator, and Point of Contact.

Note | If you are getting errors when attempting to select a supervisor during your application process but you know your supervisor has completed registration, please email gsa-transitsubsidy@gsa.gov to ensure that your supervisory is registered and can be elevated in the system.

11. The WMATA SmarTrip® card field is for metro DC participants only - TRANServe Card users enter 'NA' in this field.

12. Comments for Approvers: Please remove any previous information in this field. Please provide any commuting information/schedule that may be helpful to approvers.

13. Submit your completed application for next level review and use the blue question mark (next to each field) for additional assistance.

Supervisors

1. Review all application information, to include but not limited to: all expenses, approved work schedule, and official duty station.
2. If information is incorrect, you must *Disapprove* the application and document reason (s) for disapproval in the comment box.
4. Once review is complete, submit the application for next level approvals.

Transit Coordinators

1. Review of application information. Ensure WMATA SmarTrip® card field includes **WMATA SmarTrip® card number**, or **NA**.
2. If information is incorrect, you must *Disapprove* the application and document reason (s) for disapproval in the comment box.
3. Once review is complete, submit for next level approval.

Additional Links

[DOT TRANServe Participants](#): Additional information DOT TRANServe.

[General Services Administration \(GSA\) | US Department of Transportation](#): DOT's GSA page.

WMATA SmarTrip® Card INSTRUCTIONS

SmartBenefit Participants

- Purchase and Register a WMATA SmarTrip® card. WMATA SmarTrip® card usage is mandatory for all WMATA participants in the National Capital Region.
- Purchase a WMATA 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 | WMATA SmarTrip® Card

- For more information on locations <http://www.wmata.com/fares/purchase/where.cfm>.
- You can also purchase a WMATA 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 WMATA SmarTrip® Card. You must register your WMATA SmarTrip® card with WMATA to receive your transit benefit electronically. Registration may take up to 48 hours to reflect 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 WMATA SmarTrip® card, you can transfer the funds to the new card.
- Register your WMATA SmarTrip® card: <https://SmarTrip.wmata.com/Registration/Register.aspx>
- Please ensure the correct WMATA 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> .