



Quick Guide to the Transit Benefit Program Application

-At any point in the application process, you can click the  for additional information

First, complete DLA's Transit Benefit Program Integrity Awareness Training. Your Point of Contact will have information on how to complete the training.

Register for the Electronic Application System:

System Url: <https://transitapp.ost.dot.gov/index.cfm>

1. Register: using your federal government email address as you username
2. Using the Temp Password email, create a unique password
3. Login
4. Select: 
5. Select an Action to continue (i.e. "Certify Enroll")
6. Click: "Continue"
7. Read: the Certification Statement
 - a. Click "I Agree" to continue

Second, confirm your Point of Contact has registered . Scroll to the bottom of the application section. Is their name in the Local Point of Contact "Select" box? If not, they must register before you can submit your application.

Third, complete Transit Benefit Application Worksheet

1. Select: Reason for Certification
2. Check: the Training Certification box to certify you took the training
3. Select: All transportation methods that you use
4. Select: Employment Type/ Civilian Military
5. Select: Work Status
6. Enter: All Transportation Methods
7. Enter: Daily Expense, tab
8. Enter: Days per Month, tab (Enter the number of days you routinely *commute*, not work days)

Note 1: Monthly & Total Monthly Expense auto – calculate

Note 2: Steps 7 & 8 may be reversed to calculate the Daily Expense of a monthly pass

Fourth, complete Transit Benefit Application

1. Identifier: Enter the Identifier used by your Agency (i.e. Last 4 of Social Security Number)
2. Work Phone: Enter your desk phone number

3. Common Identifier: Enter the first initial of your first name and the first 4 letters of your last name (i.e. John Smith = JSMIT)

Take note of the Work Phone and Common Identifier as these will be needed later when you receive your card.

4. Agency/Mode: Example: Select DLA-REG

5. Duty Station – Select the region from the drop-down. If you are unsure of which region to select, please consult with your POC.

6. PFLA – Select your PFLA form the drop-down I.e. DDJC, DLA-Central, etc.

7. Work Information

– Enter the full address to which you commute via mass transit

8. Enter residence information

- Enter the full address from which you commute via mass transit

9. Local Point of Contact: Select the first approver for your agency or organization

10. Point of Contact: The POC is the person who receives shipment of the TRANServe Card and should be the same as the Local Point of Contact

11. Select the Program manager Earl Ingram

12. SmarTrip® card number.

a. All DLA employees outside of the NCR, enter “NA”

13. Comment for Agency Approvers:

a. Enter any additional information that will assist in the approval process

14. Click “Continue” to submit your application”

Note: The System will prompt you to enter missing information. Complete and repeat step 14, until the Application is submitted successfully. Your Approving Officials will be notified to process your application. You will receive email notifications as your Transit Benefit Application progresses.

Fifth, monitor Email for action notifications. You will receive an email each time an Approver takes action on your application. If your application is Disapproved, you must take corrective action and resubmit your application for approval.