Quick Guide to the Transit Benefit Program Application

-At any point you may click on ⑦ for additional information

First, complete Transit Benefit Program Integrity Awareness Training

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: Transit Benefit Application
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, 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
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

Third, complete Transit Benefit Application

1. Identifier: Enter the Identifier used by your Agency (i.e. Last 4, badge ID, employee number)

2. Work Phone: Enter your desk phone number

3. Common Identifier: Enter the information used by your Agency to activate your TRANServe card

4. Agency/Mode: Example: Use the dropdown box to identify your organization

5. Office Locality – This field may not appear on your Agency's application.

6. Program Office - This field may not appear on your Agency's application.

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. First Approver: 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

11. Manager Phone: The best number to reach your Supervisor

12. SmarTrip® card number.

   a. All employees outside of the NCR, enter "NA"

   b. All NCR employees, enter SmarTrip Card number or "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.

Fourth, 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.