

DOT FEDERAL EMPLOYEE

TRANSIT BENEFIT PROGRAM

Applicant Guide

U.S. Department of Transportation



Apply for the transit benefit program in three easy steps:

- 1) Complete Transit Benefit Integrity Awareness Training
- 2) Register at the TRANServe website
- 3) Submit the Transit Benefit worksheet and application

(1) Complete Transit Benefit Integrity Awareness Training

The screenshot shows the TRANServe website interface. At the top left is the TRANServe logo with the tagline 'Business in motion'. To the right is the United States Department of Transportation logo. Below these is a navigation menu with links for HOME, ABOUT US, AGENCY, RESOURCES, PARTICIPANTS, CONTACT US, and F.A.Q. A search bar is also present. The main content area is titled 'Participants' and features a banner image of hands raised. Below the banner, there is introductory text about TRANServe's support, a reminder that the transit benefit is a subsidy, and a list of basic rules to protect the benefit. A section titled 'Report Waste, Fraud and Abuse' is followed by a list of regional links: Army Regions, DHS-BICE, DHS-BCIS, DISA-REG (Fort Meade), and DOT. Under the DOT link, there are three sub-sections: 1. DOT Transit Benefit Program, 2. DOT Parking Program, and 3. DOT Bicycle Benefit Program. A red arrow points to the link 'Transit Benefit Integrity Awareness Requirement (TMS)' in the first sub-section. To the right of the main content, there is a 'Contact Us' section with a 'CLOSED' status for the DOT HQ Parking/Transit Office as of Wednesday, October 12, 2011. Below this is a 'Bulletins' section with several links to recent news items. Further down are icons for 'links', 'metro', 'weather', and 'traffic'. At the bottom right, there are two buttons labeled 'an agency' and 'a participant', and a 'How was your Visit?' section with a feedback link.

- ◆ Log on to <http://transerve.dot.gov>
- ◆ Click on “Participants”
- ◆ Click on “DOT”
- ◆ Click on “Transit Benefit Integrity Awareness Requirement (TMS)”

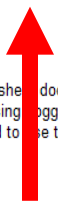
CLICKING ON “TRANSIT BENEFIT INTEGRITY AWARENESS REQUIREMENT”
WILL TAKE YOU TO THE TMS WEBSITE.



TMS is DOT's learning management system. Using this training system, employees can take online courses, register for training, and view their training history. The below information provides links to Us for using the system and details about access. If you need technical assistance, please call the NBC Customer Support Center Monday - Friday 6:00 a.m. - 4:00 p.m. MST at 1-888-FOR-1NBC (1-888-36 (select option 3, option 4)

[Click Here to Login to TMS Employee/Supervisor](#)

[Click Here to Login to TMS Administrator](#)



TMS User Quick Reference

The TMS User Quick Reference is a one-sheet document that provides TMS Users the essential steps to accessing logging in and out of, and completing only the critical tasks required to use the TMS.

[Link to User Quick Access Guide](#)

TMS Supported browsers and JAVA

Following are TMS-approved settings:

- Supported browsers:
 - Internet Explorer (versions between 6.0 and 7.0.)
 - Mozilla Firefox (versions between 2.0 and 2.0.x.x.)
 - Safari on Mac (versions between 3.0 and 3.1.)
- Java – Supported versions are 1.5 and above.

TMS Job Aids

The TMS contains many useful Job Aids for Users. You can find Job Aids in the TMS Public Catalog. Once you are logged into TMS, use the following steps to find Job Aids for a specific task:

Use the following steps to find unique Job Aids:

- Select **Catalog** from the menu bar, select **Advanced Catalog Search**
 - In the Description field use the Search Selector "Contains" and enter role type for desired job aid (User, Supervisor, Admin)
 - Under **Search Options**, select **Online** and deselect all other options.
 - Select **Search**
 - Choose from the provided Job Aids by title

TMS User ID and Passwords

User IDs and passwords are case sensitive, so ensure you enter them exactly as they appear in the e-mails.

Access TMS at: <https://tms.nbc.gov>. This application is "public facing," which means it may be accessed from any computer that has Internet access (e.g., home, office, library, etc.), provided minimum system requirements are met.

- Fill in **User ID (ALL UPPERCASE)** and **Password**
- Select the **Sign In** button

*****WARNING*****

This is an official US Government System for authorized use only. This system may be monitored to protect against unauthorized use. Attempts to circumvent security, use the system for unauthorized p interfere with the system, its data, or operation is prohibited. Unauthorized acts may result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastruc

◆ Click on “Click Here to Login to TMS Employee/Supervisor”



U.S. Department of the Interior

NATIONAL BUSINESS CENTER



Welcome

Department of the Interior's National Business Center and their industry-leading partner, Plateau, bring you the foremost enterprise software that manages learning and organizational readiness.

This is a United States Government computer system, maintained by the Department of the Interior, to provide Official Unclassified U.S. Government Information only. Use of this system by any authorized or unauthorized user constitutes consent to monitoring, retrieval, and disclosure by authorized personnel. USERS HAVE NO REASONABLE EXPECTATION OF PRIVACY IN THE USE OF THIS SYSTEM. Unauthorized use may subject violators to criminal, civil, and/or disciplinary action.

Login Information:

- Your User ID must be entered in **ALL CAPS**
- If you **forgot** your password, click the [Forgot Password?](#) link under the "Welcome" box. You will need your User ID and secret question answer to have the system send you a new password to the email account contained in your TMS record.
- If you **lock** your account, you will be prompted to unlock it by entering your User ID and secret question answer. The system will send you a new password to the email account contained in your TMS record.
- If you forgot or do not have a secret question created in TMS, call the NBC Customer Service Center: **Monday - Friday 6:00 a.m. - 4:00 p.m. MST at 1-888-FOR-1NBC (1-888-367-1622) (option 3, option 4)**

Note: The email with your new password should arrive in your inbox within 5 minutes.

Welcome!
Please Sign In

User ID:

Password:

[Forgot Password?](#) [Forgot ID?](#)

[TMS Take-Away Job Aids, Support, and FAQs](#)

If your agency directed you to use TMS, you have been provided a valid User ID and a Password.



◆ Log in with your TMS User ID and Password

Welcome VICTORIA OWENS
4/18/2011
Welcome to the DOT Training Management System (TMS).

Search Catalog

Update your goals

Access assigned learning

View curriculum status

DEPARTMENT OF TRANSPORTATION
UNITED STATES OF AMERICA

Alerts
Your Talent Profile is Incomplete»

Catalog
View all available instructor-led items»
View all available online items»
Browse Catalog»

My IDPs
There are no relevant items for this User.

Learning Plan
Learning Plan »

Title	Type	Required By
SharePoint 2007 Essentials	Computer	5/7/2011
SharePoint 2007 User Workshop	Person	5/11/2011
Building Improved Work Relationships Simulation	Computer	
Conflict, Stress, and Time Management	Computer	
Creating and Managing Personal Sites and Searches in SharePoint 2007	Computer	

Curriculum Status
Go to Curriculum Status »
There are no incomplete curricula for this User.

Featured Items
Employee Guide to the Individual Development Plan»
Introduction to Conflict Resolution»
Employee Development for Supervisors»

- ◆ Type “Transit Benefit Integrity Awareness Training” in the Search Catalog box
- ◆ Click on “Search”



Personal

Learning

Career

Catalog

Reports

Search Results

Enter Keywords to search Item, Curriculum title and Description fields.

Keywords: Exact Phrase

Curricula Instructor-Led Online Blended Other (Select one or more)

Catalog Search Results

Title ^	Type	Price	Status	Action
Completing Inbound Sales Calls		0.00 (USD)	--	<input type="button" value="Add to Learning Plan"/> <input type="button" value="Go to Content"/>
Leading Teams: Launching a Successful Team		0.00 (USD)	--	<input type="button" value="Add to Learning Plan"/> <input type="button" value="Go to Content"/>
Transit Benefit Integrity Awareness Training Accessible Version		0.00 (USD)	--	<input type="button" value="Add to Learning Plan"/> <input type="button" value="Go to Content"/>
Transit Benefits Integrity Awareness Training		0.00 (USD)	--	<input type="button" value="Add to Learning Plan"/> <input type="button" value="Go to Content"/>



- ◆ Click on “**Transit Benefit Integrity Awareness Training**”
- ◆ Complete the Transit Benefit Integrity Awareness Training
- ◆ Print the completion certificate and provide a copy to your supervisor

(2) Register at the TRANServe website

The screenshot shows the TRANServe website interface. At the top left is the TRANServe logo with the tagline '~ business in motion ~'. At the top center is the text 'Facilities Service Center - TRANServe' and 'Transit Benefits Program'. At the top right is the U.S. Department of Transportation logo. The main content area features a 'LOG IN' form with fields for 'User Name:' and 'Password:', a 'Forgot Password?' link, and a 'Log In' button. Below the login form is a 'NOT REGISTERED YET?' link and a 'Register' button. A red arrow points to the 'Register' button. At the bottom right of the page, the date 'Thursday, April 24, 2008' is displayed.

- ◆ Log on to: <https://transitapp.ost.dot.gov>
- ◆ Click the “**Register**” button

REMEMBER – YOU ONLY NEED TO REGISTER ONCE.

ACCOUNT INFORMATION

*User Name:

*First Name:

Middle Name:

*Last Name:

*Agency/Mode:

Phone Number:

- ◆ Complete the registration form
- ◆ Use your government email address as your User Name
- ◆ Click “**Register**”

NOTE: A TEMPORARY PASSWORD WILL BE EMAILED TO YOU. ONCE YOU HAVE RECEIVED YOUR TEMPORARY PASSWORD, PLEASE FOLLOW INSTRUCTIONS BEGINNING ON PAGE 10.



LOG IN

User Name:

Password: [Forgot Password?](#)

NOT REGISTERED YET?

- ◆ Type in your User Name and Password
- ◆ Click “**Log In**”

Welcome To Parking and Transit Benefit Public Website Version v 1.0



[Transit Benefit Application](#)



[Approval Section](#)



[My Account](#)



[Change Password](#)



[Log out](#)

◆ Select “Change Password”

Home Transit Application Approval Section Utilities Logout

CHANGE PASSWORD


Current Password:

Create New Password:

Reenter New Password:

Create a Hint*:

*A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended.



- ◆ Complete the Change Password form
- ◆ Click **“Submit”**
- ◆ **“Password Changed!”** will be displayed
- ◆ Click **“Home”** on the blue task bar

Home Transit Application Approval Section Utilities Logout

CHANGE PASSWORD

PASSWORD CHANGED!



Current Password:

Create New Password:

Reenter New Password:

Create a Hint*:

*A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended.



Welcome To Parking and Transit Benefit Public Website Version v 1.0



[Transit Benefit Application](#)



[Approval Section](#)



[My Account](#)



[Change Password](#)



[Log out](#)

Thursday, April 24, 2008

◆ Select “**Transit Benefit Application**”



[Transit Benefit Application](#)



Enter a new transit application, withdraw, request information or change an existing account.



[My Account](#)



Update account information (i.e., Name, User Name, Phone Number, Email Address and Agency).

Welcome to the Parking and Transit Benefit Public Website Version v 1.0



SELECT AN ACTION TO CONTINUE

Employer: Department of Transportation

Please make a selection

- Request Information
- Certify/Enroll

Continue

- ◆ Click on your selection
- ◆ Click “Proceed”

WARNING !

This certification concerns a matter within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may constitute criminal violations punishable under Title 18, United States Code, Section 1001, by imprisonment up to five years and fines up to \$10,000 for each offense, and/or agency disciplinary actions up to and including dismissal.

- I certify that I am employed by the U.S. Federal Government.

- I certify that I am not named on a federally subsidized parking permit with any other federal agency.

- I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work by public transit or vanpool, and will not give, sell, or transfer it to anyone else.

- I certify that in any given month, I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs per month on public transit exceed the month statutory limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month.

- I certify that I will not claim the transit benefit in excess of my actual monthly commuting expense. If at anytime during a given month I am out of work due to sickness, vacation or any other reason, on official travel, or use a private vehicle for commuting, I will claim less and adjust the amount of my transit benefit the following month if appropriate.

- I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.

I Agree

I Do Not Agree

Thursday, April 24, 2008

◆ Read the terms and conditions of the Transit Benefit Program

◆ Click “I Agree” to proceed with the application process

YOU MUST AGREE TO THE TERMS AND CONDITIONS OF THE TRANSIT BENEFIT PROGRAM TO PROCEED WITH THE APPLICATION.

(3) Submit the Transit Benefit worksheet and application

TRANSIT BENEFIT APPLICATION WORKSHEET

All Transit Benefit Program Applicants are required to certify the "Total Monthly Expense" of their [Home to Work Mass Transit Commute](#).

Parking fees are not eligible for the transit benefit and must not be included in "Total Monthly Expense".

Instructions: To calculate your "Total Monthly Expense"

- Select your transportation method(s)
- Enter the following information in the "To Work" and "From Work" row(s) of each transportation method:
 - Name of Company for your method of transportation (Metro, BART, Subway)
 - Daily or Monthly Expense
 - Number of days you routinely work in a month
- If you purchase a Monthly pass, divide the price of the pass by 2, and enter the information in the Monthly Expense column.
- The Total Monthly Expense value automatically populates

*Reason for Certification:

*Select your transportation methods:

Bus Rail Other Method Vanpool

*Civilian/Military: Work Status:

If you work 8-hour days, enter 20 in the Days per Month column
 If you work 9-hour days, enter 18 in the Days per Month column
 If you work 10-hour days, enter 16 in the Days per Month column
 If you telecommute or work part time, enter the number of days you actually commute to/from work.

Method of Transportation	Daily Expense	Days per Month	Monthly Expense
Rail to Work Name of Company: <input type="text" value="Metro"/>	\$ <input type="text" value="3.50"/>	<input type="text" value="20"/>	\$ <input type="text" value="70.00"/>
Rail from Work Name of Company: <input type="text" value="Metro"/>	\$ <input type="text" value="2.50"/>	<input type="text" value="20"/>	\$ <input type="text" value="50.00"/>
Every Transit Benefit Program Participant is responsible to adjust the amount of their transit benefit each month to reflect the actual cost of their home to work commute.			Total Monthly Expense: <input type="text" value="120.00"/>

TRANSIT BENEFIT PROGRAM APPLICATION

*Identifier:

*Name: (First) (Last)

*Email Address: *Work Phone:

*Common Identifier:

DEPARTMENT OF TRANSPORTATION

*Agency/Mode: *Region:

*Admin:

*I certify that my usual monthly commuting costs are:

WORK INFORMATION

*Work Address:

*Work City: *Work State: *Work Zip:

RESIDENCE INFORMATION

*Address:

*City: *State: *Zip:

*Approving Official: [Select...](#) *Point of Contact: [Select...](#)

*Manager/Fund Certifier: [Select...](#) Manager Phone:

*SmarTrip Card Number:

Comment for Agency Approvers:

- Specify Reason for Certification (i.e., Annual Certification, New Transit Benefit Participant)
- Select your transportation method(s) and enter: (a) Name of Company for your method of transportation, (b) daily or monthly expense, (c) number of days you routinely work in a month. Complete these steps for every transportation method (i.e., bus and rail). The Total Monthly Expense value automatically calculates.
- Select "Civilian/Military" from drop-down menu
- Select your work status from drop-down menu
- Enter the last 4 digits of your Social Security number in the "Identifier" box
- Enter the first initial of your first name and entire last name in the "Common Identifier" field. Ensure the entry is all in caps
- Select your Agency/Mode and Admin
- Select your Region
- Select your Admin
- Enter work information
- Enter residence information
- Select Approving Official
- Select Manager/Fund Certifier
- Select Point of Contact
- Enter SmarTrip® card number
- Enter any comments or additional information for your POC in the "Comment Box".
- Click "Submit Application"

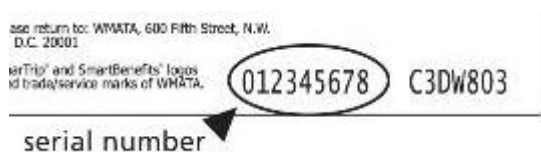
For Smart Benefit Participants:

Purchase and Register a SmarTrip® card

SmarTrip® card usage is mandatory for all participants in the National Capital Region.

1. **Purchase a SmarTrip® Card** – This is a reloadable electronic fare card. Using a reloadable card supports the government’s initiatives to support and improve the environment.
 - a. You can do this at a Metro Sales Store, Station Kiosk (these are located in Stations where parking is available, a Commuter Store and many retail establishments.
 - i. Look here for more information on locations:
<http://www.wmata.com/fares/purchase/where.cfm>
 - b. You can also purchase a SmarTrip® Card on line: <http://www.wmata.com/fares/purchase/>
 - i. An online order will require you to provide a shipping address which must match the billing address on line with your credit card provider.
2. **Create a Personal Account to Register your SmarTrip® Card** – You must register your SmarTrip® card with WMATA in order 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.
 - a. Register your SmarTrip® card here:
<https://smartrip.wmata.com/Registration/Register.aspx>
 - b. You must indicate the type of card by matching the serial number on the back with the pattern that is circled below:

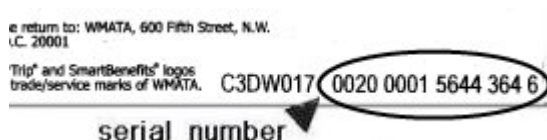
Card Type #1:



Card Type #2:



Card Type #3:



TIP 1: Enlarge the number on a Xerox machine and attach to your application

TIP 2: If your SmarTrip® (or CharmCard) serial number is fewer than nine (9) digits, you need to add zeros to the front to make it nine (9) digits.

3. Choose SmartBenefits® -

- a. Van Pool and Transit Services such as MARC & VRE can allocate SmartBenefits® here:
www.wmata.com/business/employer_fare_program/vanpool_transit.cfm
- b. Read the SmartBenefits® MARC & VRE Passenger Reference Guide .

Still have Questions? To Contact WMATA Call: 202-637-7000, Email: smartrip@wmata.com

Web Inquiry: http://www.wmata.com/about_metro/contact_us/ridercomment.cfm

Do you ride more than one transit system in your regular home to work to home commute?

Allot some of your benefit to your SmarTrip® card and the rest to another transit system using Commuter Direct.

The Parking Transit Office is always available to assist you.

Please see our contact information below:

Location: W12-190

Main Office number: (202) 366-1398

Email: parking.transitoffice@dot.gov

