


## Quick Guide to the Transit Benefit Program Application

**First,** complete Transit Benefit Program Integrity Awareness Training

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

1. Register: using your federal government email address as you username
2. Using the Temp Password email, create a unique password (**do not cut & paste**)
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 Supervisor has registered. Scroll to the bottom of the application section. Is their name in the Supervisor "Select" box? If not, they must register before you can submit your application.

**Third,** complete the Transit Benefit Application Worksheet

1. Select: Reason for Certification
2. Check: Training Certification box to certify you took the training
3. Select: Employment Type/ Civilian Military
4. Select: Work Status
5. Click: The blue button that identifies your mode of transportation used to commute to work.
6. Enter: The name of the transportation vendor (MARTA, GRTA Express, Cobb Linc, Gwinnett)
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 will calculate for you.

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 (**HRMS Employee Number**)
2. Work Phone: Enter your desk phone number
3. Common Identifier: Enter **NRC**
4. Agency/Mode: prepopulated with NRC

5. Region – select **Atlanta**

6. Admin Office – prepopulated with NRC

7. Work Information

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

The regional office address is: **245 Peachtree Center Ave, Ste 1200**

**Atlanta, GA 30303-1257**

8. Enter residence information

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

9. Supervisor: Select your **immediate supervisor**

10. Point of Contact: select **Karol Swain**

11. Program Coordinator: select **Karol Swain**

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

13. SmarTrip® card number.

a. Enter **NA**

14. Comment for Agency Approvers:

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

15. 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.