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, confirm your Supervisor has registered. Scroll to the bottom of the application section. Is their name in the Supervisor "Select" box? If not, contact the Office of Human Resources for assistance.

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
4. Select: Civilian
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 last 4 digits of your social security number.

2. Work Phone: Enter your desk phone number, so approvers can reach you with questions

Last updated September 7, 2017

3. Common Identifier: Enter N/A

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

5. Office Locality

6. Program Office

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. Select: First Approver

10. Select: Point of Contact

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

12. SmarTrip® card number.

13. Comment for Agency Approvers:

     a. Enter any additional information to 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. 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 quickly and resubmit your application for approval.