

U.S. Department of Transportation



Transit Benefit Application System Applicant Training

updated September 25, 2017

The background of the slide features a clear blue sky. In the bottom-left corner, a portion of a modern building with a grid-like facade and windows is visible.

For Future Reference

Training, Application, User Guides
available 24/7

<https://www.transportation.gov/transerve/participants/USAF>

Use the Transit Benefit

- ✓ To commute to your official federal government duty station.
- ✓ It is not for business travel to meetings

Protect Your Transit Benefit

An electronic benefit will be swept at the end of each funding cycle. If you routinely receive an amount greater than your actual commuting cost you must complete a new application to adjust your benefit.

Apply for the Transit Benefit Program

1. Use your federal email address to create a User Account
2. Complete the Transit Benefit Program Expense Worksheet
3. Complete the Transit Benefit Program Application

How Do I Access the Application System?

Go to: <https://www.transportation.gov/transerve/>
Click: Participating Agencies Apply/Recertify
Select: USAF
Click: Application System Link



**PARTICIPATING AGENCIES:
APPLY/RECERTIFY**

Step 1: Create An Account

Use your official federal government email address to create a User Account Profile

Complete the Registration Form

Login

*User Name:

Government Email Address

*Password:

Enter password

Log In

Forgot Password?

Not registered yet? Register

Click "Register"

The first time in – Complete this simple form

Register Account Information

*User Name:

Government Email Address

*First Name:

First Name

Middle Name:

Middle Name

*Last Name:


Last Name

*Agency/Mode:

▼

Agency options will show once your Government Email Address has been validated

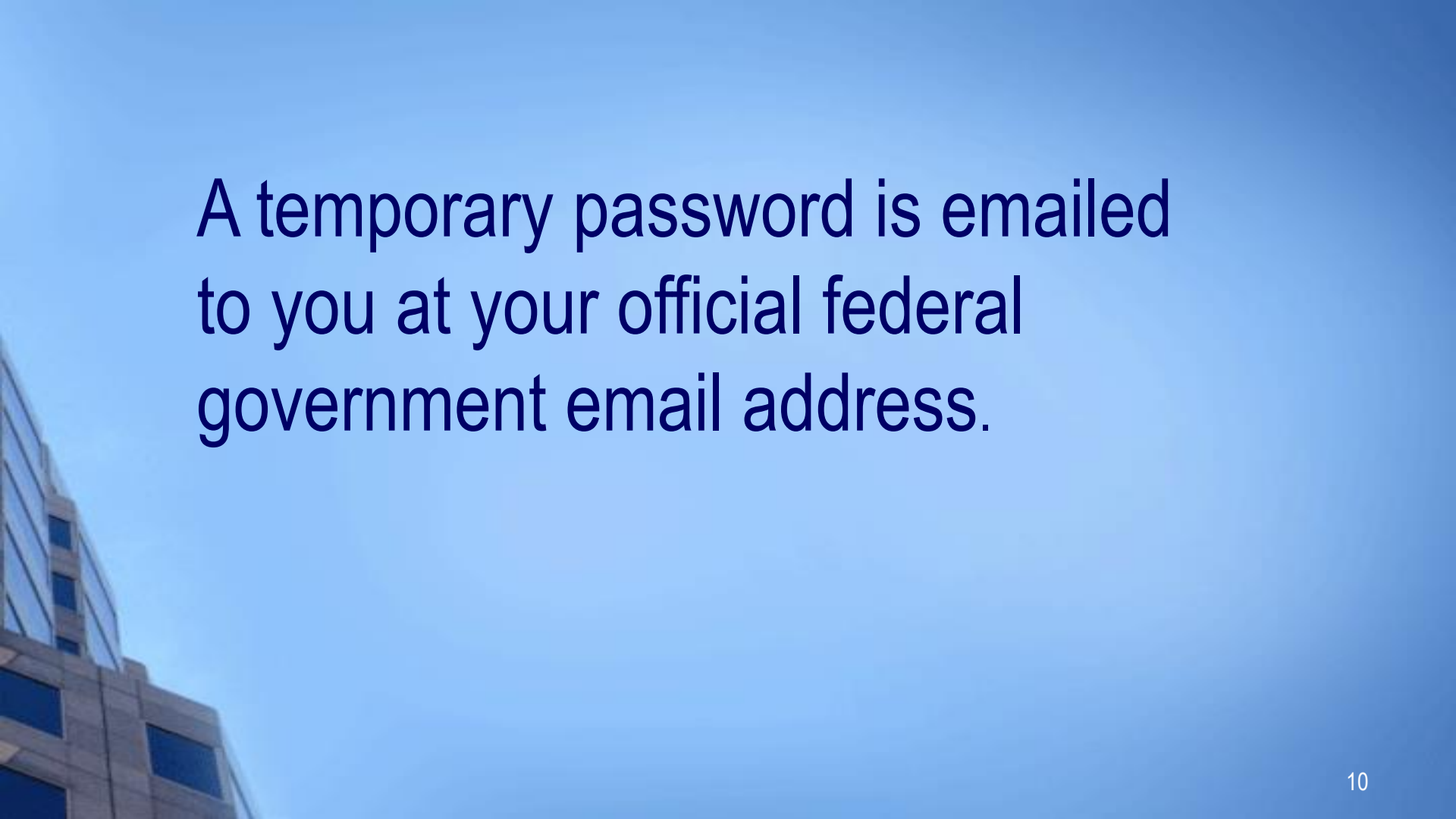
Phone Number:



Register

Reset

Cancel



A temporary password is emailed
to you at your official federal
government email address.

Login

*User Name:

Firstname.Lastname@Agency.gov\

*Password:

.....

Log In

[Forgot Password?](#)

Not registered yet?

[Register](#)

****WARNING**WARNING****WARNING****

You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

1. You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.

****WARNING**WARNING****WARNING****

Create a Password

Change Password

***Current Password:**

.....

***Create New Password:**

.....

***Confirm New Password:**

.....

***Create a Hint:**

My favorite time of year |

Log in

Login

*User Name:

Firstname.Lastname@Agency.gov

*Password:

.....

Log In

Forgot Password?

Not registered yet?

Register

****WARNING**WARNING****WARNING****

You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:


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****WARNING**WARNING****WARNING****

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Select an Activity

 Transit Benefit Application

 My Account

 Change Password

Select an Activity...

 My Account

 Change Password

 Transit Benefit Application

Select An Action to Continue

Employer: Department of Transportation

☒ Request Information ?

☐ Withdraw from the Program ?

☐ Address/Smartrip Change ?

☐ Certify/Enroll ?

Continue

Request Information

Request Information

Name:

Johnson

(Last)

Cheri

(First)

Email Address:

cheri.johnson@ost.dot.gov

Agency:

Department of Transportation

*Point of Contact: ?

CHERI JOHNSON_OST

Select...

Click the Select button to select Point of Contact

*Question:

Send Request

Certify/Enroll

Employer: Department of Transportation

- ☐ Request Information ?
- ☐ Withdraw from the Program ?
- ☐ Address/Smartrip Change ?
- ☒ Certify/Enroll ? ←
- ☐ Monthly Certification ?

→ [Continue](#)

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

Confirm Approvers

Approver Information

*Supervisor: ?

 Select...

Click the Select button to select Supervisor

*Second Approver: ?

 Select...

Click the Select button to select Second Approver

*Point of Contact: ?

 Select...

Click the Select button to select Point of Contact

Manager Phone:

Certify/Enroll

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"**

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

Reason for Certification, etc.

***Reason for Certification:** New Transit Benefit Participant ▼

 ☐ *I have completed the required Transit Benefit Integrity training for my Agency ?

Civilian/Military: ? CIVILIAN ▼

Work Status: Full Time ▼

Complete Expense Worksheet

Transit Benefit Transportation Methods

Always follow your Agency work schedule policy for specific guidance on the Days per Month entry.

Defined work schedule examples:

- If you work a Basic schedule of 8-hours per day, the average amount of 20 Days can be entered into the Days per Month column
- If you work a Flex Schedule of 9-hours per day, the average amount of 18 Days can be entered into the Days per Month column
- If you work a Compressed schedule of 10-hour days, the average amount of 16 Days can be entered into the Days per Month column
- If you telecommute or work part time, enter the number of days you actually commute to/from work.

*Select your transportation methods:

Bus Other Bus Rail Other Method **Vanpool**

Vanpool:

Danz Vanz

Name of Company

\$

10.00

Daily Expense

16

Days per Month

\$

160.00

Monthly Expense

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:


\$



160.00

Expand to Identify Each Method

	Bus	Other Bus	Rail	Other Method	Vanpool
Bus to Work:	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
	Name of Company	Daily Expense	Days per Month	Monthly Expense	
Bus from Work:	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
	Name of Company	Daily Expense	Days per Month	Monthly Expense	
Rail to Work:	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
	Name of Company	Daily Expense	Days per Month	Monthly Expense	
Rail from Work:	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	
	Name of Company	Daily Expense	Days per Month	Monthly Expense	
Vanpool:	<input type="text" value="Danz Vanz"/>	\$ 10.00	16	\$ 160.00	
	Name of Company	Daily Expense	Days per Month	Monthly Expense	


Complete the Transit Benefit Application



 Transit Benefit Program Application

 *Identifier: 

Name:

Email Address: |

*Work Phone: 

 *Common Identifier: 

Enter Your Usual Commute

Work Information

*Work Address:

1594 Ocean View Hwy

*Work City:

Oklahoma City

*Work State:

OK



*Work Zip:

12345

Residence Information

*Address:

9874 Beech Lane

Apartment 71

*City:

Suburban City

*State:

OK



*Zip:

23456

Select Approvers

Approver Information

*Supervisor: ?

 Select...

Click the Select button to select
Supervisor

*Second Approver: ?

 Select...

Click the Select button to select Second
Approver

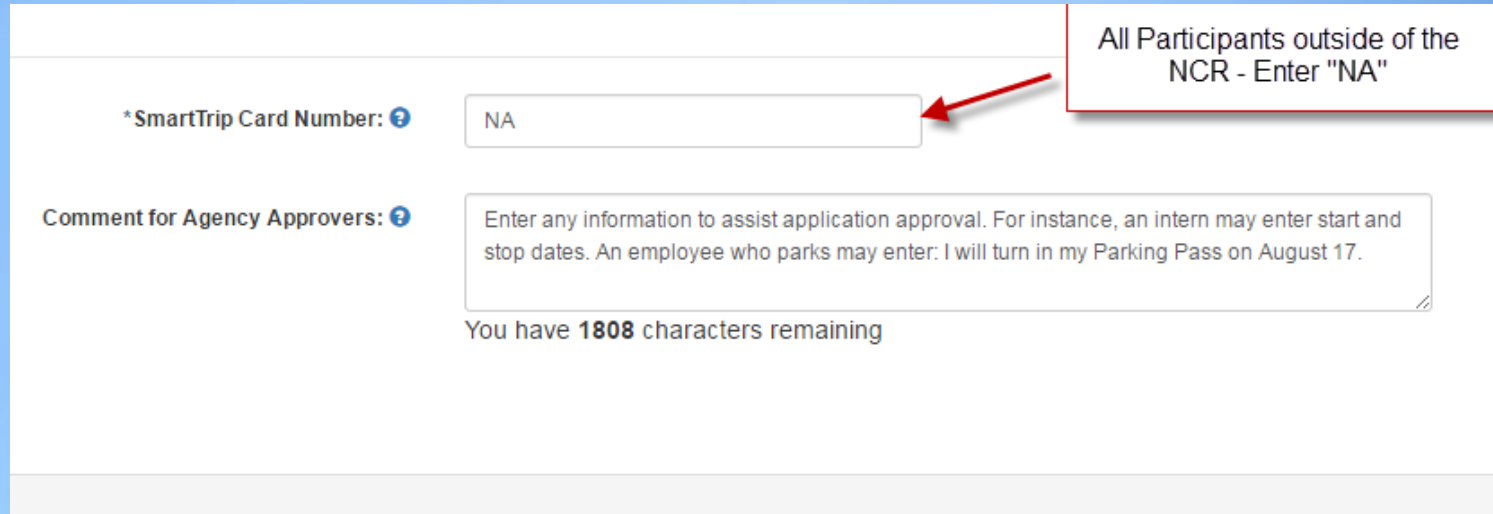
*Point of Contact: ?

 Select...

Click the Select button to select Point of
Contact

Manager Phone:

Complete SmarTrip Card Number



The screenshot shows a web form for completing a SmarTrip card number. A red callout box with a red arrow points to the 'SmartTrip Card Number' input field, which contains the text 'NA'. The callout box contains the text: 'All Participants outside of the NCR - Enter "NA"'. Below the input field is a text area for 'Comment for Agency Approvers:' with a placeholder text: 'Enter any information to assist application approval. For instance, an intern may enter start and stop dates. An employee who parks may enter: I will turn in my Parking Pass on August 17.' Below the text area, it says 'You have 1808 characters remaining'.

*SmartTrip Card Number: ?

Comment for Agency Approvers: ?
Enter any information to assist application approval. For instance, an intern may enter start and stop dates. An employee who parks may enter: I will turn in my Parking Pass on August 17.

You have **1808** characters remaining

All USAF Employees enter “NA” if outside of the NCR

Check for Completeness

Bus to Work:
Name of Company

Bus to Work sect

Bus from Work:
Name of Company

*Approving Official: ? Select...

Please select Approving Official

Click the Select button to select
Approving Official

Continue...

Continue...

Application Accepted

Thank you, your New Transit Benefit Participant Application has been submitted.

Email keeps everyone informed

From: PTB Public Website Administrator [<mailto:DONOTREPLY.TRANServeWebApp@dot.gov>]

Sent: Tuesday, May 05, 2015 12:52 PM

To: LaPerssonerie, Sharon

Subject: One Transit Benefit Program Certification Awaiting Approval

One Transit Benefit Program Certification Application is awaiting your approval. First Name : CHERI

Last Name : JOHNSON

Phone Number : 202-366-0064

Email Address : Cheri.Johnson@dot.gov

Mode : EPA - R3 Smart Benefits Program: N

Please enter the Online Application System (<https://transitapp.ost.dot.gov/index.cfm>) to view the request.

This is a System generated message and a response to this email will not be delivered.

05/05/2015 12:51:23 PM

Approved Applicants are informed

From:  DONOTREPLY TRANServe WebApp

To:  Johnson, Cheri (OST)

Cc:

Subject: Your Certification Request has been sent to your TBC Certifier.

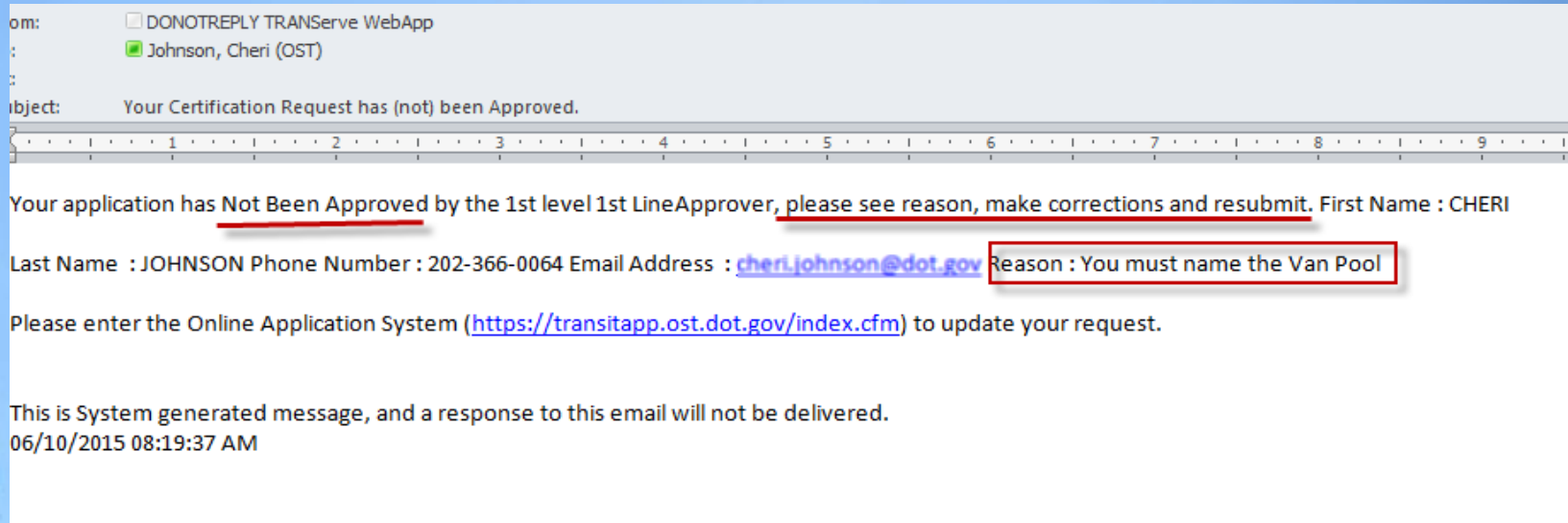
Your application has been Approved by the 1st First Approver and forwarded to the 2nd First Approver for funding. First Name : CHERI

Last Name : JOHNSON Phone Number : 202-512-0000 Email Address : cheri.johnson@ost.doh.gov

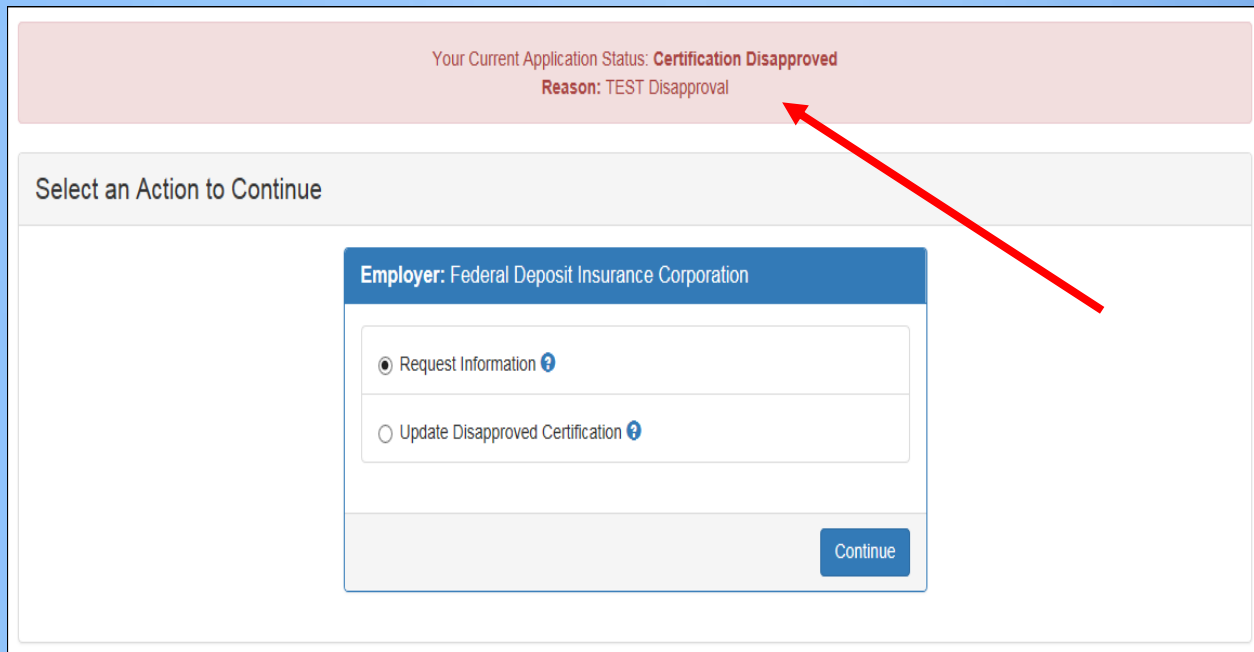
This is System generated message, and a response to this email will not be delivered.

05/06/2015 11:36:11 AM

Disapproved Applicants are Informed



Take Corrective Action Promptly



Your Current Application Status: **Certification Disapproved**
Reason: TEST Disapproval

Select an Action to Continue

Employer: Federal Deposit Insurance Corporation

☒ Request Information ?

☐ Update Disapproved Certification ?

Continue

A red arrow points from the 'Reason: TEST Disapproval' text to the 'Request Information ?' radio button.

You May Delete the Application

Delete Application and Start Over

Disapproved Reason: trace

indicates required field.

Certify/Enroll

Status: Certification Disapproved

For Recertification, other application changes, User Guides & this Training always refer to the TRANServe website



**PARTICIPATING AGENCIES:
APPLY/RECERTIFY**

<https://www.transportation.gov/transerve>

It's Time For You To Register !

1. Open a browser
2. Go to: <https://www.transportation.gov/transerve>
3. Click: [PARTICIPATING AGENCIES: APPLY/RECERTIFY](#)
4. Scroll down to “USAF ”
5. Click : USAF Transit Benefit Program Enrollment/Change Application
6. Click” Register

Register - Continued

7. Enter Government Email Address, Name and Phone Number
8. Click Register
9. Retrieve the Temporary Password from your USAF email
10. Log in to TRANServe's Application System
11. Change the Password
12. Add a Reminder Hint

Questions?

Thank You

First Consult the
Applicant User Guide

on www.Transportation.gov/TRANServe

If you still need help,
email your
Transit Benefit Coordinator

