Instructions for FY20 Recertification

Participants

1. Go to TRANServe website - https://www.transportation.gov/transerve/participants/gsa
2. Select Transit Benefit Program Application System
3. To login to system use government email address - this is your User ID
4. Enter password
5. Enter Reason for application - Annual Recertification/Recertification (all participants)
6. Update Expense Sheet to reflect your commute to and from work - must include the name of Transportation Company - not GSA. If you use more than one method of transportation, separate and include all modes in expense sheet. For days per month, include the number of days that you actually commute using mass transit, up to 21.
7. Select your correct region (city where you work), Regional code (GSA region), and Organizational Code
8. Update any information that may have changed (i.e., home address and work location, etc.)
9. Select your correct supervisor (If current supervisor is not listed, email your transit coordinator)
10. Select your correct local/regional Transit Coordinator and Point of Contact
11. Smart Trip Card field is for DC participants only - all TRANServe Card users add NA in this field
12. Once review is complete, submit for next level approval

==Use the blue question mark next to each field for additional assistance.== 🔵

Supervisors

1. Review application
2. Review expenses - according to work schedule
3. Once review is complete, submit for next level approval
4. If expenses information is incorrect, you must disapprove the application
5. If disapproved, document reason for disapproval in the comment box

Transit Coordinator

1. Review application
2. Ensure all information is accurate
3. Ensure no TRANServe Card numbers are included in the Smart Card Field - must be NA
4. Once review is complete, submit for next level approval
5. If information is incorrect, you must disapprove
6. If disapproved, document reason for disapproval in the comment box

For additional information on the Transit Program visit-
https://www.transportation.gov/transerve
For the complete list of guides for GSA visit-
https://www.transportation.gov/transerve/participants/gsa

SMARTRIP CARD INSTRUCTIONS

For SmartBenefit Participants: Purchase and Register a SmarTrip® card

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

Purchase a SmarTrip® Card – This is a reloadable electronic fare card. Using a reloadable card supports government initiatives to support and improve the environment through more sustainable practices.

a. You can purchase at a Metro Sales Store, Station Kiosk (these are located in Stations where parking is available), Commuter Stores and many retail establishments.

Note: *Look here for more information on locations: http://www.wmata.com/fares/purchase/where.cfm*

You can also purchase a SmarTrip® Card on line: http://www.wmata.com/fares/purchase/

Note: *An online order requires you to provide a shipping address which must match the billing address on line with your credit card provider.*

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.

Register your SmarTrip® card here: https://SmarTrip.wmata.com/Registration/Register.aspx

You must indicate the type of card by matching the serial number on the back with the pattern that is circled below:

Type #1: 012345678 C3DW803 = **012345678**
Type #2: C3DW017 0020 0001 5644 364 6 = **015644364**
Type #3: GD1137 0167 0693 4564 7992 9601 = **01670693456479929601**

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 zero(s) to the front to make it nine (9) digits.