


HUD Region 10


Quick Guide to the Transit Benefit Program Application

Notes:

1. Transit Benefit Program Integrity Awareness Training is a prerequisite.
2. At any point you may click on  in the application 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: 
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, Scroll to the bottom of the application section. Select the Local Coordinator in “Select” box.

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: Employment Type or Civ/Military, this field defaults to what is true for most federal employees.
5. Select: Work Status, this field defaults to what is true for most federal employees.
6. Enter: All Transportation Methods you routinely use.
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. Work Phone: Enter your desk phone number

2. Common Identifier: Enter the information used by your Agency to activate your TRANServe card. ***(This will be your H#).***

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

4. Locality

5. Program Office

6. Work Information

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

7. Enter residence information

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

8. Select: Local Coordinator

9. Select: Office of Administration

10. Enter: Manager Phone, this is the best number to reach your Supervisor.

12. SmarTrip® card number.

a. All employees outside of the NCR, enter “NA”

b. All NCR employees, enter SmarTrip Card number or “NA”

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 when Approver takes action on your application.*** If your application is disapproved, you must take corrective action and resubmit your application for approval.