

U.S. Patent and Trademark Office

Quick Guide to the Transit Benefit Program Application

-At any point you may click on  for additional information

First, complete Transit Benefit Program Integrity Awareness Training

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

1. Register: using your USPTO federal email address as your username
2. Using the Temporary 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 Warning/Certification Statement
 - a. Click "I Agree" to continue

Second, complete Transit Benefit Application Worksheet

1. Select: Reason for Certification: First time users select "New Transit Benefit Participant"
2. Check: the Training Certification box to certify you took the training
3. Civilian and full-time should prepopulate. (Change only if you work part-time.)
4. Select: All transportation methods. (Click twice to remove selection.)
5. Enter: Provider Name/Starting rail station, if applicable. (DC area, use WMATA instead of Metro.)
6. Enter: Daily Expense for each leg of trip. Use "per trip" costs.
7. Enter: Days per Month (Number of days you routinely *commute*, not total work days)

Note 1: Monthly Expense & Total Monthly Expense will auto-calculate.

Note 2: Steps may be reversed by entering Monthly Expense first and then commuting Days per Month. This will calculate the Daily Expense of a monthly pass.

Note 3: Only one commute option is permitted.

Third, complete Transit Benefit Application

1. Employee ID: Enter the five or six characters/digits used by the USPTO. (See Palm/Employee Locator.)
2. Work Phone: Enter your desk phone number
3. Alternate Name: If your ID badge, Employee Locator profile, Outlook, and/or Human Resources documentation lists you under a different name, please enter that name.

4. Select Your Agency: USPTO should be pre-populated.
5. Enter Region: Office Locality (Shirlington employees, select **Arlington, VA**)
6. Enter Business Unit
7. Select: Employment Type (Federal Employee, Intern, Extern)
8. Select: Duty Station (Shirlington employees, select **Alexandria, VA**; options on two pages)
9. Enter: Work Address
 - 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 (Local only; no PO boxes)
9. Approver Information (Field is hidden; all applications will be approved by the Transit Subsidy Coordinator (admin staff))
10. Select: Point of Contact
 - This person will issue debit cards in your location and any other DOT/TRANServe issuances.
11. Enter SmarTrip® card number, if applicable.
 - a. All employees outside of the NCR, enter “NA”
 - b. If your provider does not accept a SmarTrip card, select “NA”
12. Comment for Agency Approvers:
 - a. Enter any additional information to assist in the approval process (i.e. moving/new location; on detail in _____, etc.)
13. Click “Continue” to submit your application”

Note: The System will prompt you to enter missing information. Complete and repeat step 13 until the Application is successfully submitted. The Transit Subsidy Coordinator will receive the application to process.

Fourth, monitor your Email for action notifications. You will receive email notifications as your Transit Benefit Application is approved and disapproved). If your application is *disapproved*, you must take corrective action and resubmit your application for approval. See disapproval reason in email notice for corrective action steps. Resubmit your application once corrections are completed. When your application is approved, no further action is needed.