

SSA TRANSIT BENEFIT PROGRAM TRANSServe ELECTRONIC APPLICATION: APPLICANT QUICK GUIDE

TRAINING

Begin by completing the Transit Benefit Integrity Awareness Training in LMS, if you are an SSA employee who already receives or is eligible to receive electronic SSA Transit Subsidy benefits issued by DOT TRANSServe (TRANSServe card or SmarTrip card), Select the SSALMS single sign-on link:

<https://sso.ba.ssa.gov/acu/LMS>

1. Type “TRANSServe” in the advanced search box in the top left-hand side of the screen
2. Select the TRANSServe Applicant and Approver Integrity Awareness Training
3. Save a pdf copy of the Certificate of Completion
4. Provide a copy to your Supervisor
5. Ensure your Supervisor emails your certificate to Regional Transit Coordinator and identifies you as an existing or new SSA program participant.

ACCESS THE TRANSIT BENEFIT APPLICATION (Follow these steps to access the application)

1. Open an Internet Browser and enter the URL: www.transportation.gov/transerve
2. Click the *Participants* link and scroll down to select your Agency (SSA)
3. Select *Transit Benefit Program Application System* link

LOG IN AND REGISTRATION (Follow these steps to navigate to the Login/Register page)

1. Enter the URL: <http://transitapp.ost.dot.gov>. The Transit Application login page is displayed.
2. First-time users will need to register. Use the following steps to register a username
3. Click the **Register** button. The Register Account Information page is displayed.
4. Enter your government issued email address in the User Name textbox, this will cause SSA to be displayed in the Agency dropdown list on the application.
5. Complete the registration form.

After the participant has registered an email will be sent containing a temporary password. Retrieve the password and go to the Log In page of the Transit Benefit Program Application System using the following steps:

1. Enter the username in the User Name textbox.
2. Enter the retrieved password in the Password textbox.
3. Click the Log In button.
4. The Change Password page displays.

CHANGE PASSWORD (Change the following steps to change your password)

After logging into the application for the first time, it is required that you change the password to something that you will easily remember:

1. Enter the retrieved password in the Current Password textbox.
2. Enter your new password in the Create New Password textbox (**See Note section below**).
3. Reenter your new password in the Confirm New Password textbox.
4. Enter a hint, something that will remind you of your password in the Create a Hint textbox.
5. Click the **Submit** button. Confirmation of the password change displays at the top of the page.

Note: Ensure that your password meets the system requirements when changing your login credentials. These requirements are displayed at the bottom of the Change Password page. You can change your password at any time by using the above steps after clicking the Change Password button on the homepage.

TRANSIT BENEFIT APPLICATION

The Transit Benefit Application option allows the applicant to request information, withdraw from the program, make address and SmarTrip ® changes, **certify/enroll in the transit benefit program**, and submit monthly certifications.

1. From the homepage; click the **Transit Benefit Application** button.
2. **Select Certify/Enroll to continue page displays.**

CERTIFY/ENROLL

The Certify/Enroll option will be used by existing program participants to transition to the electronic application process, and allows new applicants to enroll in the transit benefit program by submitting an application.

Use the following steps to certify/enroll in the Transit Benefit Program:

1. Once on the Select an Action to Continue page, **click the Certify/Enroll radio button.**
2. **Click the Continue button.**
3. **The Warning page is displayed.** After reading the message; click the I Agree button. If you select I Do Not Agree, you will be returned to the “Select an Action to Continue” page.
4. **The Transit Benefit Application Worksheet is displayed**
5. **Select the reason for certification:** Choose New Transit Benefit Participant.
6. **Select one of these Employment Types: Permanent, temporary, or detail. Hired interns select Temporary. If you choose Temporary or detail you must also enter the start/end dates in the Comments for Agency Approver section at the bottom of the page.**
7. **Select Work Status:** Choose either Full Time or Part Time
8. **Confirm you completed the SSA required *Integrity and Awareness* training by checking the box.** SSA requires Approvers and Applicants complete this training annually during the Annual Recertification process.
9. **Select your transportation method(s) and indicate your ACTUAL commute days and ACTUAL cost.** Inflating costs is prohibited. If your expenses exceed your applicable MTSP or NCR limit, you must cover those expenses out-of-pocket.
10. **Enter your unique Employee Common Identifier (ECI).** See the homepage of the OPE SSA Transit Subsidy website for ECI Instructions. Management Officials may obtain employees’ ECI using the HR Portal e7B.
11. **Enter your work phone number;** the best number for Approvers to reach you during application processing.
12. **Select your Region. This is your work location commute area.** If you do not see the work city/state, select the one nearest your work location.
13. **Select your Regional Transit Coordinator:** See the OPE SSA Transit Subsidy homepage for a regional listing.
14. **Telework Days:** Select the number of weekly telework days per your Telework Agreement.
15. **Enter the SSA Region to which you are assigned.** Out stationed or detail employees enter your home component region.
16. **Enter your work information.** Out stationed or detail employees enter the SSA work location to which you commute.
17. **Enter your residence information.** Out stationed or detail employees enter the temporary address from which you are commuting to work.
18. **Select your Supervisor.** Out stationed or detail employees select your home component/certifying supervisor.

19. **Select your Manager.** Out stationed or detail employees select the Manager at the outstation or detail location.
20. **Select your LTC;** select your Manager again. This is the POC who will receive TRANServe shipments for you.
21. **Enter you SmarTrip Card Number. This only applies employees working in the NCR who have a SmarTrip card. If you this does not apply to you, enter NA.**
22. **Comment for Agency Approvers:** Temporary or detail employment types enter start/end dates.
23. **Click Continue to receive confirmation of your submittal was successful.**

Note: DOT TRANServe will process forms within 48 hours of SSA completing authorization actions.