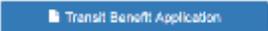


Quick Guide to the Transit Benefit Program Application

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/index.cfm>

1. Register: using your federal government email address as your 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 name of your local Transit Manager under Approving Official.

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
5. Select: Work Status
6. Enter: All Transportation Methods
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. Admin: Use the dropdown box to identify your region and POC
3. Routing Symbol: Select your work status (PFT, CORE, etc)
4. Location/building: Select the address or closest metropolitan city
5. Work Information
 - a. Enter the full address to which you commute via mass transit
6. Enter residence information
 - i. Enter the full address from which you commute via mass transit
7. Select: First Approver Enter the field name (Local Transit Manager)

8. Select: Point of Contact (this is not an approver, but is the person that will received the shipments of TRANServe Debit Cards)
9. Manager Phone: The best number to reach your Supervisor
10. SmarTrip® card number.
 - a. All employees outside of the NCR, enter “NA”
 - b. All NCR employees, enter SmarTrip Card number or “NA”
11. Comment for Agency Approvers:
 - a. Provide a brief description of your daily commute to include station names. Also, enter any information that will assist your Agency Approvers with processing your application in the Comment for Agency Approvers textbox.
12. 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. Your current application status is also displayed when you log into the Application System.

Fifth, monitor Email for action notifications. You will receive an email each time an Approver takes action on your application. If your application is *disapproved*, you must take corrective action and resubmit your application for approval.