


## OCC Quick Guide

### TRANServe Electronic 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 you username
2. Using the Temp Password received by 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,** 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
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. Steps 7 & 8 may be reversed to calculate the Daily Expense of a monthly

**Third,** complete Transit Benefit Application

1. Identifier: Enter your OCC Employee ID
2. Work Phone: Enter your desk phone number
3. Select Your Agency: This field will Auto-fill to TRE-OCC
4. Department: Make the most appropriate selection

5. Division: Enter the appropriate Division.

a. You may enter your Department in the filter to reduce the list

6. Work Information

a. 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

**- Accuracy is CRITICAL to delivery of your TRANServe Card. Inaccuracies will lead to delays in the delivery of your benefit.**

9. Select: Point of Contact

10. Manager Phone: The best number for the Program Office to reach your Supervisor with questions

11. Enter NA Here:

a. All OCC employees in Field Offices, enter "NA" as the information in this field is not required outside of the National Capital Region

12. Comment for Agency Approvers:

a. Enter any additional information to assist in the approval process

13. 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.

**Fourth,** 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.**

Contact Program Office: [Transit@occ.treas.gov](mailto:Transit@occ.treas.gov)