U.S. Census Bureau

Quick Guide to the Transit Benefit Program Application

-At any point you may click on ⓘ for additional information

First, *you must complet Transit Benefit Program Integrity Awareness Training*

Second, Log in

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. Return to the Login page and login
4. Select: [🗋 Transit Benefit Application]
5. Select an Action to continue (i.e. "Certify Enroll")
6. Click: "Continue"
7. Read: the Certification Statement
   a. Click "I Agree" to continue

Third, complete Transit Benefit Application Worksheet

1. Select: Reason for Certification ("Address/smartrip change" is **ONLY** for changing home address or purchase of a new smartrip card)
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 including name of Company
7. Enter: Daily Expense, then tab
8. Enter: Days per Month, then tab (Enter the number of days you routinely *commute*, not the number of work days)

Note 1: Monthly & Total Monthly Expense fields auto – calculate

Note 2: Steps 7 & 8 may be reversed to calculate the Daily Expense of a monthly pass

Fourth, *c*omplete Transit Benefit Application

1. James Bond ID: Enter the James Bond ID issued by your Agency

2. Work Phone: Enter your desk phone number

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

4. Region: Use the dropdown box to identify region where you work as "**DC"**

5. Division: Use the dropdown box to identify your Division name

6. Telework: Enter the number of day you routinely Telework during a normal pay period

7. Work Information

    – 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

9. Point of Contact: The POC is the person who receives shipment of the TRANServe Card if it is undeliverable to your home address.

12. Manager Phone: The best number to reach your supervisor

13. 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 that will assist in the approval process including split payment information (for NCR employees using both TRANServe Visa Cards and WMATA SmarTrip cards)

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 your application. You will receive email notifications as your Transit Benefit Application progresses.

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.