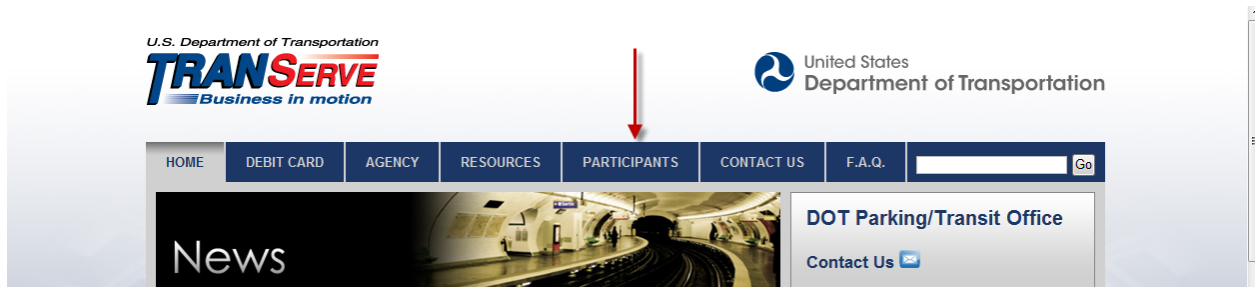


# TRANServe Electronic Transit Benefit System Access

## Is this your First Time?

You must create a User Name and Password

- 1) Go to: <http://transerve.dot.gov/>
- 2) Open the "Participants" Page



- 3) Click "DHS-ICE"
- 4) Click "[Transit Benefit Program Enrollment/Change Application](#)"
- 5) Enter your **Government** email address, then click "Register"

ACCOUNT INFORMATION	
*User Name:	<input type="text" value="First.LastName@ice.dhs.gov"/>
*First Name:	<input type="text" value="First"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text" value="Last"/>
*Agency/Mode:	<input type="text" value="DHS-ICE"/>
Phone Number:	<input type="text"/>
<input type="button" value="Register"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>	

- 6) Enter your Name, as it appears on your Gov't ID
- 7) "DHS-ICE" will appear in the Agency/Mode drop down

- 8) Enter your office phone number
- 9) Enter a Hint to help you remember your password

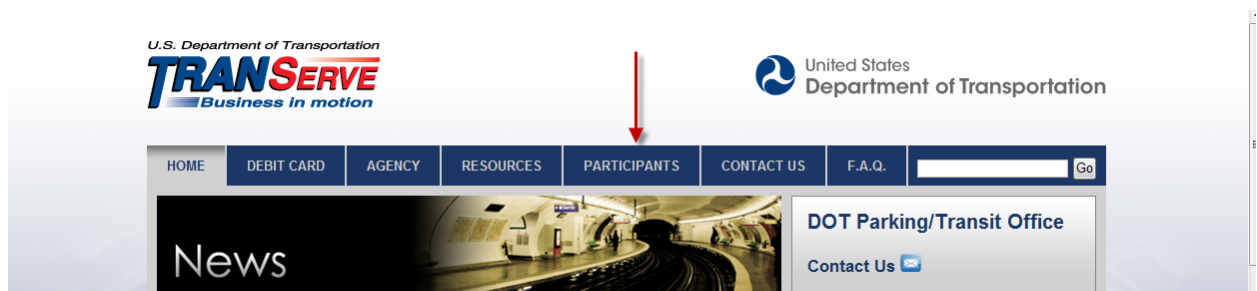
**Remember you only need to register once**

**A temporary password will come via email**

- 10) Repeat steps 1-4
- 11) Click "Log In"

### **Did you forget your password?**

- 1) Go to: <http://transerve.dot.gov/>
- 2) Open the "Participants" Page



- 3) Click "DHS-ICE" then
- 4) Click "[Transit Benefit Program Enrollment/Change Application](#)"
- 5) Enter your ICE email address
  - a. (firstname.lastname@ice.dhs.gov)

6) Click "Forgot Password"

LOG IN

\*User Name:

\*Password:

[Forgot Password?](#)

Log In

NOT REGISTERED YET? [Register](#)

7) Enter your ICE email address to either "Try Again" or "Send it by Email"

TRY AGAIN?

User Name:

Show Hint Cancel

SEND IT BY EMAIL

User Name:

THE PASSWORD WILL BE SENT TO YOUR E-MAIL ACCOUNT.

Submit Cancel

 [Return to Login Page](#)

8) Click "Return to Login Page"