

## Quick Guide to the DOC Transit Benefit Program Application

-At any point you may click on  for additional information

### **First Complete Transit Benefit Program Integrity Awareness Training**

**Access System** – <https://transitapp.ost.dot.gov/index.cfm>

1. Register: using your DOC email address as your username
2. Using the Temp Password email, create a unique password
3. Login
4. Select: “Transit Benefit Application”
5. Select: “Certify/Enroll”
6. Click: “Continue”
7. Read: the Certification Statement
  - a. Click “I Agree” to continue

**Second Confirm your Supervisor has registered . Scroll to the bottom, Is their name in the Supervisor “Select” box? If not, they must register before you can submit your application.**

### **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

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

## **Complete Transit Benefit Application**

1. Identifier: Last 4 digits of SSN#
2. Work Phone: Enter your Work Phone
3. Common Identifier: Peace
4. Agency/Mode: Example- BIS-EA, EE, OUS
5. Office Locality
6. Program Office
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. First Approver: **Your First-line Approving Official is your Supervisor.**
10. Point of Contact: **TransBenefits Point of Contact**
11. Manager Phone: The best number to reach your Supervisor
12. 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
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. You will receive email notifications as your Transit Benefit Application progresses.