



# **TRANSIT BENEFIT PROGRAM**

## **Applicant Guide**

# Apply for the Transit Subsidy Benefit Program

1. Complete Transit Benefit Integrity Awareness Training
2. Purchase and Register a SmarTrip® card
3. Use your DOC-OIG federal email address to create a User Account
4. Submit the Transit Benefit Program expense worksheet and application

# 1. Complete Transit Benefit Integrity Awareness Training by November 15, 2013

- A. Log on to <http://transerve.dot.gov/>
- B. Click on “Participants”
- C. Click on “DOC-OIG”
- D. **Click on: “DOC-OIG Transit Benefit Integrity Awareness Training”**
  - a) Complete the training
  - b) Email your completion certificate [dfields@oig.doc.gov](mailto:dfields@oig.doc.gov)

## **2. Purchase and Register a SmarTrip® card**

**SmarTrip® card use is mandatory for all participants in the National Capital Region who ride Metro Rail, Metro Bus, and all Washington, DC Metropolitan Area bus systems including ART - Arlington Transit, DASH, DC Circulator, CUE Fairfax, Quicks Bus, Loudon Commuter Bus, PRTC OmniRide, Montgomery County Ride On and The Bus**

# A. Purchase a SmarTrip® Card

This is a reloadable electronic fare card. Using a reloadable fare card supports government initiatives to support and improve the environment.

1. You can make a purchase at a Metro Sales Store, Kiosk (located in Metro Stations with parking), a Commuter Store and many retail establishments.

For more information on purchase locations:

<http://www.wmata.com/fares/purchase/where.cfm>

2. You can also purchase a SmarTrip® Card on line:

<http://www.wmata.com/fares/purchase/>

An online order requires you to provide a shipping address that matches the billing address on record with your credit card provider

## B. Create a Personal Account and Register your SmarTrip® Card

You must register your SmarTrip® card with WMATA in order to receive your transit benefit electronically. Registration may take up to 48 hours to be reflected in the WMATA system. An additional benefit to registering your card is to protect the funds on the card. If lost or stolen you may cancel it. After you replace your SmarTrip® card, you can transfer the funds to the new card.

1. Register your SmarTrip® card here:

<https://smartrip.wmata.com/Registration/Register.aspx>.

2. You must indicate the type of card by matching the serial number on the back with the pattern that is circled in the illustration on the next page.

# Examples

## TIP

Add zeros to the **front** to create a nine (9) digit card number.

i.e. 000654327

Card Type #1: Ⓞ

use return to: WMATA, 600 Fifth Street, N.W.  
D.C. 20001

irTrip® and SmartBenefits® logos  
id trade/service marks of WMATA.

012345678 C3DW803

serial number

Card Type #2: Ⓞ

use return to: WMATA, 600 Fifth Street, N.W.  
D.C. 20001

irTrip® and SmartBenefits® logos  
id trade/service marks of WMATA.

012345678 3 C3DW803

serial number check sum

Card Type #3: Ⓞ

ie return to: WMATA, 600 Fifth Street, N.W.  
I.C. 20001

irTrip® and SmartBenefits® logos  
trade/service marks of WMATA.

C3DW017 0020 0001 5644 364 6

serial number

Card Type #4: Ⓞ

return to: WMATA, 600 Fifth Street, N.W.  
: 20001

irTrip® and SmartBenefits® logos  
ide/service marks of WMATA.

GD1137 0167 0693 4564 7992 9601

serial number

## SmarTrip® Card Numbers

### HOW TO FIND SMARTRIP CARD NUMBER?

SmarTrip cards are limited to WMATA commuters in the NCR (Washington, DC-Virginia-Maryland)

If you do not commute on WMATA in these areas enter N/A.

Enter the SmarTrip Card number without dashes or spaces.  
See the samples below to identify your card number series, then insert the numbers on the application in the same format that follow =

Type #1: 012345678 C3DW803 = 012345678

Type #2: 12345678 3 C3DW803 = 123456783

Type #3: C3DW017 0020 0001 5644 364 6 = 0020000156443646

Type #4: GD1137 0167 0693 4564 7992 9601 = 01670693456479929601

Close



# Still have Questions?

- To Contact WMATA directly. Call: 202-637-7000 or Email: [smartrip@wmata.com](mailto:smartrip@wmata.com)
- To submit a Web Inquiry: [http://www.wmata.com/about\\_metro/contact\\_us/ridercorcomment.cfm](http://www.wmata.com/about_metro/contact_us/ridercorcomment.cfm)

# Ride more than one NCR system?

- Allot some to your benefit to your SmarTrip® card and the rest to your TRANServe Debit Card.

# Use your Transit Benefit

**Remember, it is to commute to your Department of Commerce - Office of Inspector General Duty Station and Home.**

**No Office travel permitted.**

# Protect Your Transit Benefit

**Anytime the amount you receive exceeds the amount you need you must adjust!**

**No personal use permitted!**

**Let's Do it!**

**First Stop:**

**[TRANServe.dot.gov](http://TRANServe.dot.gov)**

**Second Stop:**

# Participants

### 3. Use your DOC-OIG federal email address to create a User Account in the Transit Benefit Application System

LOG IN

\*User Name:

\*Password:

[Forgot Password?](#)

Log In

NOT REGISTERED YET? [Register](#)

**REMEMBER: YOU ONLY NEED TO REGISTER THE FIRST TIME IN**

The screenshot shows a registration form titled "ACCOUNT INFORMATION". It contains the following fields and controls:

- \*User Name: Email@oig.doc.gov (with a red arrow pointing to the text)
- \*First Name: First Name
- Middle Name: (empty)
- \*Last Name: Last Name
- \*Agency/Mode: DOC-OIG (with a red arrow pointing to the dropdown menu)
- Phone Number: 123-456-7890

At the bottom, there are three buttons: Register (highlighted with a red box and a red arrow pointing to it), Cancel, and Reset.

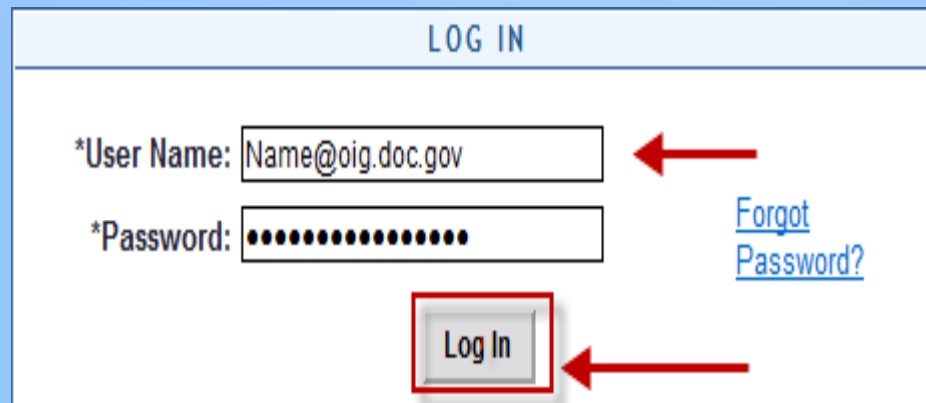
- Complete the registration form
- Use your DOC-OIG email address as your User Name
  - @oig.doc.gov
- Click "Register"

NOTE: A temporary password will be emailed to you at your official DOC-OIG email address. When you receive the temporary password, please follow the Instructions beginning on the next page



## 5. Submit the Transit Benefit Program expense worksheet and application

- a. Type in your User Name and Password
- b. Click "Login"



The image shows a login form titled "LOG IN". It contains two input fields: "\*User Name:" with the text "Name@oig.doc.gov" and "\*Password:" with a series of dots. To the right of the password field is a blue link that says "Forgot Password?". Below the password field is a "Log In" button, which is highlighted with a red box. Red arrows point to the user name field, the "Log In" button, and the "Forgot Password?" link.

## Welcome To Parking and Transit Benefit Public Website Version v 1.0



[Transit Benefit Application](#)



[Approval Section](#)



[My Account](#)



[Change Password](#)




[Log out](#)

a. Select "Change Password"

**CHANGE PASSWORD**

\*Current Password:

\*Create New Password:

\*Reenter New Password:  

\*Create a Hint:

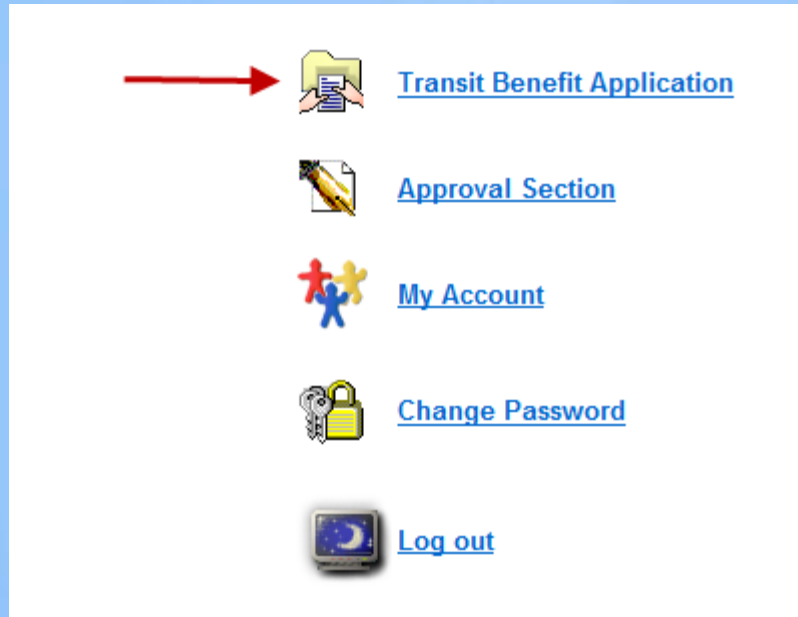
A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended.

- a. Complete the Change Password form
- b. Click “Submit”
  - i. “Password Changed!” will be displayed
- c. Click “Home” on the blue task bar to continue

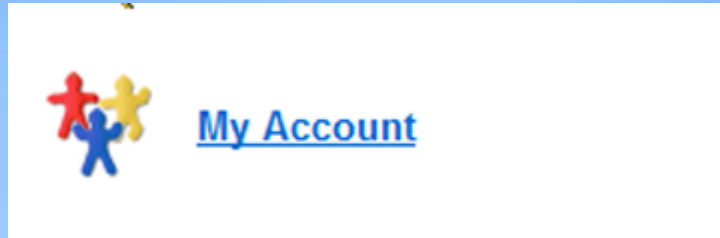


a. To:

- i. Apply, withdraw, request information or change existing information select:



- i. To update account information (Name, Username, Phone number, Email Address, etc.) select:



- ii. To Complete the Transit Benefit Application select:

SELECT AN ACTION TO CONTINUE

Employer: Consumer Product Safety Commission

Please make a selection

Request Information [?](#)

Certify/Enroll [?](#)

Continue

i. Click **“Continue”**

ii. Read the terms and conditions of the Transit Benefit Program :

**WARNING !**

This certification concerns a matter within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may constitute criminal violations punishable under Title 18, United States Code, Section 1001, by imprisonment up to five years and fines up to \$10,000 for each offense, and/or agency disciplinary actions up to and including dismissal.

- I certify that I am employed by the U.S. Federal Government.
  
- I certify that I am not named on a federally subsidized parking permit with any other federal agency.
  
- I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work by public transit or vanpool, and will not give, sell, or transfer it to anyone else.
  
- I certify that in any given month, I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs per month on public transit exceed the month statutory limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month.
  
- I certify that I will not claim the transit benefit in excess of my actual monthly commuting expense. If at anytime during a given month I am out of work due to sickness, vacation or any other reason, on official travel, or use a private vehicle for commuting, I will claim less and adjust the amount of my transit benefit the following month if appropriate.
  
- I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.

**I Agree**

**I Do Not Agree**

1. Common ID is OIG
2. Work Zip 20230 for everyone
3. Work Number – Your direct telephone number
4. Point of Contact – Dale Fields-Glivings [dfields@oig.doc.gov](mailto:dfields@oig.doc.gov)

## Follow these Steps to Submit the Transit Benefit worksheet and application:

- 1) Read the Plain Language Reminder and Calculation Instructions at the top of the Transit Benefit Application Worksheet.

### TRANSIT BENEFIT APPLICATION WORKSHEET

All Transit Benefit Program Applicants are required to certify the "**Total Monthly Expense**" of their Home to Work Mass Transit Commute.

**Parking fees are not eligible for the transit benefit and must not be included in "Total Monthly Expense".**

Instructions: To calculate your "**Total Monthly Expense**"

- a. Select your transportation method(s)
- b. Enter the following information in the "To Work" and "From Work" row(s) of each transportation method:
  - i. Name of Company for your method of transportation (Metro, BART, Subway)
  - ii. Daily or Monthly Expense
  - iii. Number of days you routinely work in a month
- c. If you purchase a Monthly pass, divide the price of the pass by 2, and enter the information in the Monthly Expense column.
- d. The Total Monthly Expense value automatically populates



1) Complete the Expense Worksheet (Example on page 19)

- a. Specify the Reason for Certification using the drop down box
- b. Select your methods of mass transportation
- c. Select “Civilian/Military” from drop-down menu
- d. Select your work status from drop-down menu
- e. Enter ONE Transit Company Name per line
  - i. Do NOT enter Metro/VRE or any other combination
  - ii. Use the “other” field if you have an additional entry
- f. Enter either your daily or monthly commuting expenses
  - i. Use monthly only if you purchase a monthly pass
  - ii. Enter the number of days you routinely work in a month
    - 1. Do you RDO or telework?

Note: Repeat these steps for each method of Mass Transit you routinely use.

The Total Monthly Expense value automatically calculates and transfers to the Application.

\*Reason for Certification:

\*Select your transportation methods:

Bus  Rail  Other Method  Vanpool

\*Civilian/Military:  Work Status:


If you work 8-hour days, enter 20 in the Days per Month column  
 If you work 9-hour days, enter 18 in the Days per Month column  
 If you work 10-hour days, enter 16 in the Days per Month column  
 If you telecommute or work part time, enter the number of days you actually commute to/from work.

| Method of Transportation |   | Daily Expense           | Days per Month       | Monthly Expense         |
|--------------------------|---|-------------------------|----------------------|-------------------------|
| Bus to Work              | Name of Company<br><input type="text"/> | \$ <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| Bus from Work            | Name of Company<br><input type="text"/> | \$ <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| Other Bus to Work        | Name of Company<br><input type="text"/> | \$ <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |
| Other Bus from Work      | Name of Company<br><input type="text"/> | \$ <input type="text"/> | <input type="text"/> | \$ <input type="text"/> |

**Every Transit Benefit Program Participant is responsible to adjust the amount of their transit benefit each month to reflect the actual cost of their home to work commute.**

Total Monthly Expense:


# Complete the Transit Benefit Program Application


(at any point, click  for additional information)

1. **Identifier:** Last 4 of your Social
2. **Work Phone:** Enter your Work Phone
3. **Common Identifier:** OIG
4. **Agency/Mode:** DOC-OIG
5. **Region your region** (e.g. “DC”)
6. **Admin:** Select DOC
7. Enter work information
  - a. The full address to which you commute via mass transit

**Continued....**


## **Complete the Transit Benefit Program Application**

(at any point, click  for additional information)

8. Enter residence information
  - a. The full address from which you commute via mass transit
9. First Approving Official: Supervisor
10. Point of Contact: Transit Benefit Coordinator
11. Manager/Fund Certifier: Alicia James-Marshall
12. Manager Phone: The best number to reach your Supervisor
13. SmarTrip® card number.
  - a. Refer to the  icon to identify the correct nine digit sequence required by Metro. (example p.18)
  - b. All NCR DOC-OIG employees must have a SmarTrip® card

**Continued....**

## **Complete the Transit Benefit Program Application**

(at any point, click  for additional information)

14. Comment for Agency Approvers:

- a. Enter any additional information that will assist in the approval process

15. Click “Submit Application”

**You will receive email notification that your application was forwarded to the first Approver**



**The Transit Benefit Office  
is available to assist you**

**Please email questions to:**

**[dfields@oig.doc.gov](mailto:dfields@oig.doc.gov)**

- 1) **Complete the Transit Benefit Application** – at any point, click
  - a. Identifier: Last 4 of your Social
  - b. Work Phone: Your direct telephone number
  - c. Common Identifier: “OIG”
  - d. Agency/Mode: DOC-OIG
  - e. Region: That closest to where you work (e.g. DC)
  - f. Admin: OIG
  - g. Work: The full address to which you commute via mass transit
  - h. Residence: The full address from which you commute
  - i. Approving Official: Your direct Supervisor
  - j. Point of Contact: Dale Fields-Glivings
  - k. Manager/Fund Certifier: Alicia James Marshall
  - l. Manager Phone: The best number to reach your Supervisor
  - m. SmarTrip number
  - n. Comment for Agency Approvers: Enter information to assist approval
  - o. Click: Submit Application

You will receive email notification as your application progresses



