

## Instructions for FY17 Recertification

### Participants

1. Go to TRANServe website. Transerve.dot.gov
2. Your government email address is your user ID
3. Enter password
4. Enter Reason for application- Annual Recertification/Recertification

you purchase a Monthly pass... the Total Monthly Expense va... Address or SmarTrip® Card Number Change  
Agency Change  
Annual Certification/Recertification  
New Transit Benefit Participant  
Rate Change  
Vendor and Rate Change  
 I have completed the required Transit Benefit Integrity training for my Agency

\*Reason for Certification:

Employment Type: CIVILIAN

Work Status: Full Time

5. Update any information that may have changed (i.e., home address and work location, etc)
6. Select your correct FY17 accounting information— (NOTE\* Your FY 16 accounting information will be automatically populated)
7. Select your correct supervisor (If current supervisor is not listed, email your transit coordinator)
8. Select your correct local/regional POC and Point of Contact- **same name for both**
9. Once review is complete, submit for next level approval.

Use the blue question mark next to each field for additional assistance. ?

### Supervisors

1. Review application- Is *your* employee and Federal Employee
2. Review number of days per month the participant commutes to and from work
3. Review accounting information- *make corrections if needed*
4. Once review is complete, submit for next level approval.
5. If not your employee and/or accounting information are incorrect, you must disapprove the application, add reason in the comment box.

### Transit Coordinator

1. Review application- Is *your* participant and Federal Employee
2. Ensure all information is accurate
  - a. Selected reason as Annual Recertification/Recertification
  - b. Completed FY17 DOI Integrity Training
  - c. Expenses to and from work is what is most cost effective to government
  - d. Region is correct
  - e. Each accounting field is populated
  - f. Regional participants added NA to Smart Card field

3. Once review is complete, submit for next level approval.
4. If not your employee and/or accounting information are incorrect, you must disapprove the application, add reason in the comment box.

## WASHINGTON DC REGION PARTICIPANTS ONLY

### **SMARTRIP CARD INSTRUCTIONS**

For SmartBenefit Participants: Purchase and Register a SmarTrip® card

SmarTrip® card usage is mandatory for all participants in the National Capital Region.

Purchase a SmarTrip® Card – This is a reloadable electronic fare card. Using a reloadable card supports government initiatives to support and improve the environment through more sustainable practices.

- a. You can purchase at a Metro Sales Store, Station Kiosk (these are located in Stations where parking is available, a Commuter Store and many retail establishments.

**Note:** Look here for more information on locations: <http://www.wmata.com/fares/purchase/where.cfm>

You can also purchase a SmarTrip® Card on line: <http://www.wmata.com/fares/purchase/>

**Note:** An online order requires you to provide a shipping address which must match the billing address on line with your credit card provider.

Create a Personal Account to 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 of registering your card is to protect the funds on the card. If lost or stolen you may cancel the card. After you replace your SmarTrip® card, you can transfer the funds to the new card.

Register your SmarTrip® card here: <https://SmarTrip.wmata.com/Registration/Register.aspx>

You must indicate the type of card by matching the serial number on the back with the pattern that is circled below:

Type #1: 012345678 C3DW803 = **012345678**

Type #2: C3DW017 0020 0001 5644 364 6 = **015644364**

Type #3: GD1137 0167 0693 4564 7992 9601 = **01670693456479929601**

TIP 1: Enlarge the number on a Xerox machine and attach to your application

TIP 2: If your SmarTrip® (or CharmCard) serial number is fewer than nine (9) digits, you need to add zero(s) to the front to make it nine (9) digits.