



TRANSIT SUBSIDY PROGRAM

Applicant Guide

Updated 5.5.2015

Apply for the Transit Subsidy Benefit Program

1. Use your EPA federal email address to create a User Account
 2. Submit the Transit Benefit Program expense worksheet and application via TRANServe Web Application
- *** TRANServe Debit Card holders must register debit card with JPMorgan once received from your point of contact (instructions about registering card provided upon receipt of your debit card). ***

Use your Transit Benefit

Remember, this benefit is only for your commute to your EPA Duty Station and Home.

No Office travel is permitted.

Protect Your Transit Benefit

An electronic benefit will be swept at the end of each funding cycle. However, if you receive an amount greater than your commuting cost, due to extended leave; then you must adjust your benefit using the TRANServe Web Application.

No personal use permitted!

Let's Do it!

First Stop:

TRANServe.dot.gov

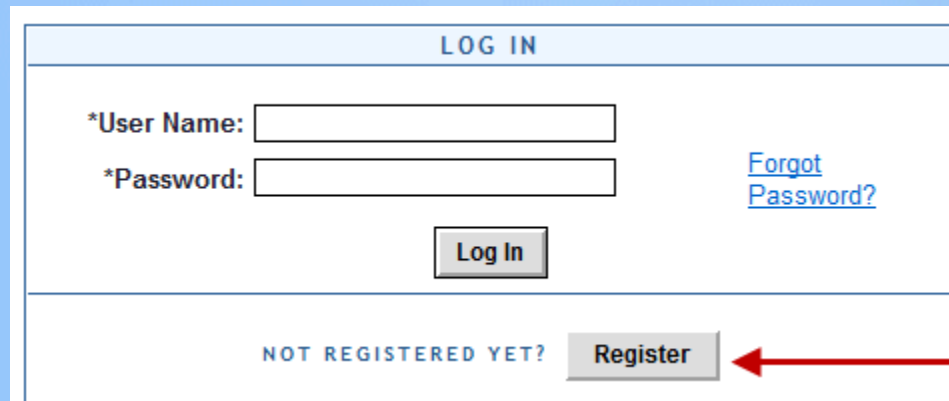
Second Stop:

Participants tab

Third Stop:

**Scroll down to
EPA-Region 3**

2. Use your EPA federal email address to Register in the Transit Benefit Application System



The screenshot shows a web form titled "LOG IN". It contains two input fields: "*User Name:" and "*Password:". To the right of the password field is a blue link that says "Forgot Password?". Below the input fields is a "Log In" button. At the bottom of the form, there is a link that says "NOT REGISTERED YET?" followed by a "Register" button. A red arrow points from the right side of the "Register" button towards the left.

REMEMBER: YOU ONLY NEED TO REGISTER THE FIRST TIME

ACCOUNT INFORMATION

* indicates required field.

*User Name: Lastname.Firstname@EPA.gov

*First Name: First Name

Middle Name: Optional

*Last Name: Last Name

*Agency/Mode: EPA - R3

Phone Number: 215-123-4567

Register Cancel Reset

- Complete the registration form
- Use your EPA email address as your User Name
✓ @EPA.gov
- Click "Register"

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

Login Using Your Temporary Password

LOG IN

* indicates required field.

*User Name:

*Password:

[Forgot Password?](#)

NOT REGISTERED YET?

****WARNING**WARNING**WARNING**WARNING**WARNING****

You are accessing a U.S. Government information system, which includes this computer, the computer network on which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:

- 1) You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system.
- 2) At any time, and for any lawful government purpose, the government may monitor, intercept, search and seize any communication or data transiting or stored on this information system.
- 3) Any communication or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.


****WARNING**WARNING**WARNING**WARNING**WARNING****

CHANGE PASSWORD

* indicates required field.

*Current Password:

*Create New Password:

*Reenter New Password: 

*Create a Hint:

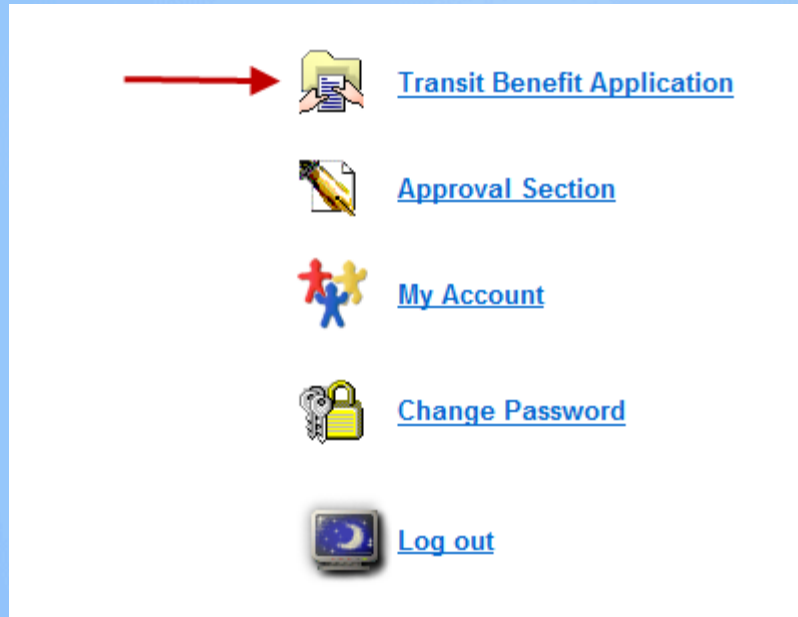
A hint is a meaningful personal association to help you remember your password.

- 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

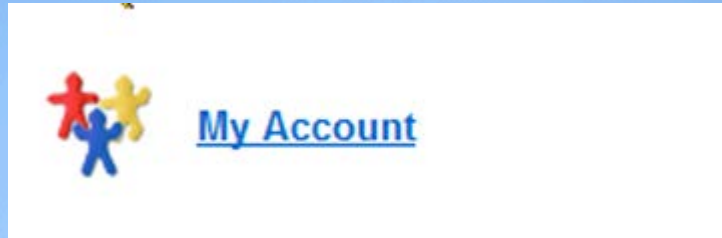


a. To:

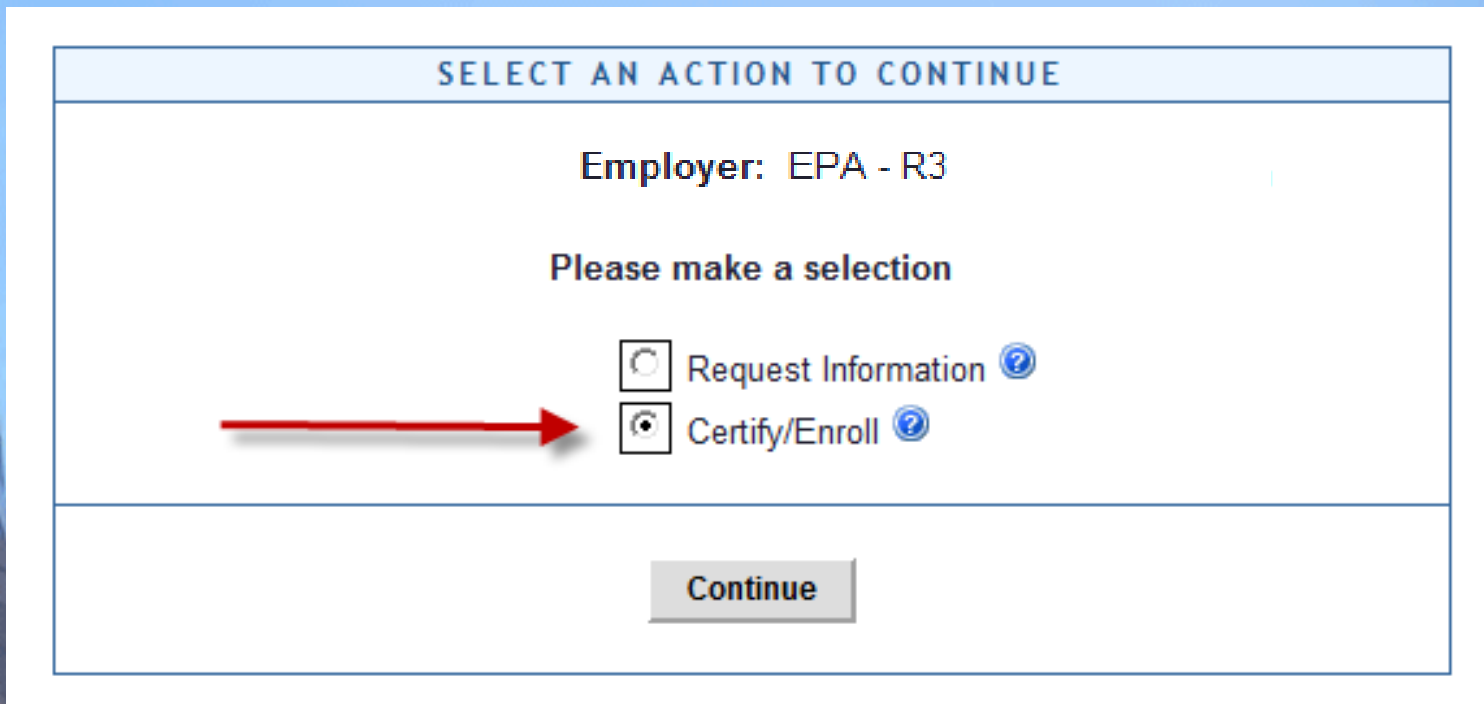
- i. Apply, withdraw, request information or change existing information select:



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



- ii. To Complete the Transit Benefit Application select:

A screenshot of a web form titled "SELECT AN ACTION TO CONTINUE". The form displays "Employer: EPA - R3" and asks the user to "Please make a selection". There are two radio button options: "Request Information" and "Certify/Enroll". A red arrow points to the "Certify/Enroll" option. A "Continue" button is located at the bottom of the form.

SELECT AN ACTION TO CONTINUE

Employer: EPA - R3

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: **R3EPA**
2. Work Number – Your direct telephone number
3. Point of Contact – Receives TRANServe Card
 1. Open “Select”
 2. Choose for your Region

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 menu
 - b. Select your methods of mass transportation
 - c. Select "Employment Type" from the drop down menu
 - d. Select your work status from the drop down menu
 - e. Enter ONE Transit Company per line
 - i. Do NOT enter Septa/Patco 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 commute in a month
 1. Do you work a compressed schedule or telecommute?

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: Annual Certification/Recertification ▾

*Select your transportation methods:

Bus Rail Other Method Vanpool

*Civilian/Military: Civilian ▾ Work Status: Full Time ▾

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 <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Bus from Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Other Bus to Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Other Bus from Work	Name of Company <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:		<input type="text" value="0.00"/>

* indicates required field.

*Reason for Certification:

I have completed the required Transit Benefit Integrity training for my Agency [?](#)

*Select your transportation methods:

 Bus Rail Other Method Vanpool

Employment Type: [?](#) Work Status:

Always follow your Agency work schedule policy for specific guidance on the Days per Month entry.

Defined work schedule examples:

If you work a Basic schedule of 8-hours per day, the average amount of 20 Days can be entered into the Days per Month column

If you work a Flex Schedule of 9-hours per day, the average amount of 18 Days can be entered into the Days per Month column

If you work a Compressed schedule of 10-hour days, the average amount of 16 Days can be entered into 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 <input type="text" value="SEPTA"/>	\$ <input type="text" value="2.43"/>	<input type="text" value="8"/>	\$ <input type="text" value="19.44"/>
Bus from Work	Name of Company <input type="text" value="SEPTA"/>	\$ <input type="text" value="2.76"/>	<input type="text" value="8"/>	\$ <input type="text" value="22.08"/>
Other Bus to Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Other Bus from Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Rail to Work	Name of Company <input type="text" value="PATCO"/>	\$ <input type="text" value="2.60"/>	<input type="text" value="8"/>	\$ <input type="text" value="20.80"/>
Rail from Work	Name of Company <input type="text" value="PATCO"/>	\$ <input type="text" value="2.60"/>	<input type="text" value="8"/>	\$ <input type="text" value="20.80"/>

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 SSN
2. **Work Phone:** Enter your Work Phone
3. **Common Identifier:** R3EPA
4. **Agency/Mode:** Example: EPA-R3
5. **Region:** Duty Station Region
6. **Admin:** Auto-fills to EPA
7. **Work Information** – Enter 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 Approver: Your First-line Approving Official.
10. Point of Contact: Transit Benefit Coordinator
11. Supervisor Phone: The best number to reach your Supervisor
12. SmarTrip® card number.
 - a. All R3-EPA employees, enter "NA"

Continued....

Complete the Transit Benefit Program Application

(at any point, click  for additional information)

13. Comment for Agency Approvers:

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

14. Click "Submit Application"

You will receive email notifications as your application is forwarded to each Approver.



**Your Point of Contact
is available to assist you**

Please email all questions to:

R3 Transit Subsidy