

Quick Guide to the EPA Transit Benefit Program Application

At any point you may click on  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 the full address to which you commute via mass transit.
8. Residence Information: Enter the full address from which you commute via mass transit.
9. First Approver: You're 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: All R3-EPA employees enter "NA".
13. Comment for Agency Approvers: Enter any additional information that will assist in the approval process.
14. Click "Continue" to Application".

Note: The System will prompt you to enter missing information. Complete and repeat Step 14, until the Application is submitted successfully.