



TRANSIT SUBSIDY BENEFIT PROGRAM

New Application process/steps to start your online Transit Subsidy Benefit Program—

Certify the Transit Benefit Subsidy - Please complete the following steps:

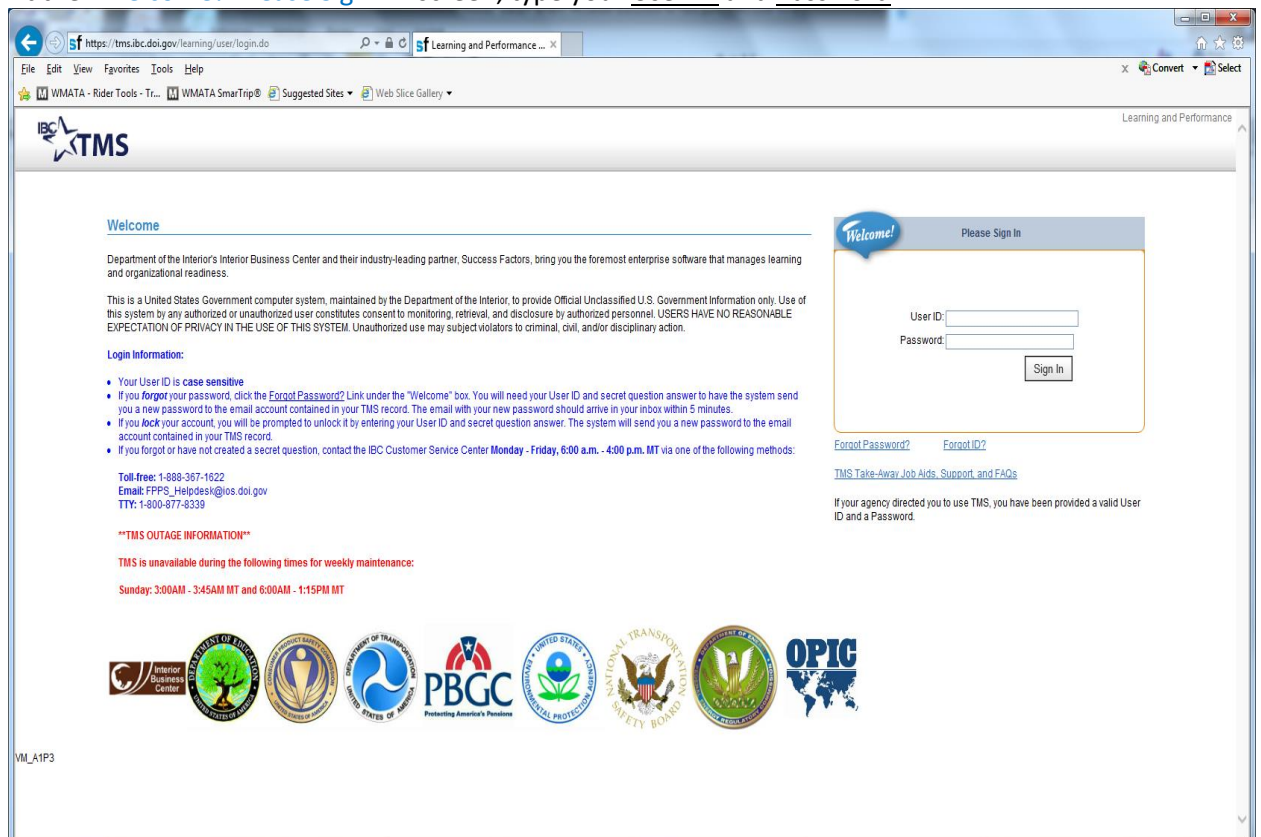
Complete the following process. Access the TMS website and take the Transit Benefit Integrity Awareness Training at <https://tms.ibc.doi.gov/learning/user/login.do>.

TMS Training

All applicants must complete the **“Transit Benefit Integrity Awareness Training”** in TMS before your application can be approved. Please Visit: [Link to TMS login screen](#)

Complete Transit Benefit Integrity Awareness Training—

- 1) Log on to DOT TRANServe website at <http://transerve.dot.gov/participants.html>
- 2) Down from the left side of “Participants” page
- 3) Click/select on **“CPSC”** for Consumer Product Safety Commission
- 4) At 2nd subparagraph, select/click on **“Transit Benefit Integrity Awareness Requirement (TMS)”**
- 5) Wait for few seconds, the system will take/link you to the “TMS” for the Transit Benefit Integrity Awareness training screen
- 6) At the **“Welcome! Please Sign In”** screen, type your User ID and Password.



- 7) In the catalog search box, Type **“Transit Benefit Integrity Awareness Training”**

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OR

- 1) Go to <https://tms.ibc.doi.gov/learning/user/login.do>.
- 2) In the catalog search box, type “Transit Benefit Integrity Awareness Training”

Upon completion of the training, provide a copy of the Certificate of Completion to Kim-Anh Rester, Transit Benefit Coordinator/POC at krester@cpsc.gov by email.

1. SUBMIT ONLINE APPLICATION WITH DOT TRANSERVE WEBSITE-

- 1) Access to the U.S. DOT TRANServe website at <http://transerve.dot.gov/participants.html> to apply for an on-line Transit Benefit Application.
- 2) Go to: <http://transerve.dot.gov/>
- 3) Open the “Participants” Page
- 4) Click “CPSC”
- 5) Click “CPSC” - Transit Benefit Program Enrollment/Change Application”
- 6) Enter your **Consumer Product Safety Commission** official email address

LOG IN

*User Name:

*Password: [Forgot Password?](#)

Log In

NOT REGISTERED YET? [Register](#)

- 7) Click “Register” (i.e. First Initial.Last@cpsc.gov)
- 8) Enter your Name, as it appears on your Gov’t ID

LOG IN

*User Name: [Forgot Password?](#)

*Password:

Log In

NOT REGISTERED YET? [Register](#)

- i. Select “CPSC” from the Agency/Mode drop down box
- ii. Enter your office phone number
- iii. Enter a Hint to help you remember your password

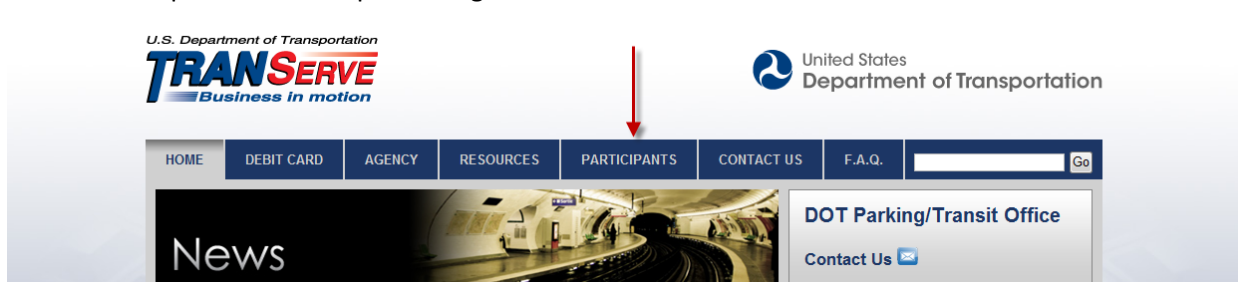
Remember – You ONLY REGISTER ONCE – The first time you use the system. A temporary password will come via your CPSC email.

Repeat steps 7) and 8)

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1. Click "Log In"
2. **Did you forget your password?**
 - a. Go to: <http://transerve.dot.gov/>
 - b. Open the "Participants" Page



3. Click "CPSC" then
4. Click "[CPSC – Transit Benefit Program Enrollment/Change Application](#)"
5. Enter your Consumer Product Safety Commission email address
6. Click "Forgot Password"

- 1) Enter your Consumer Product Safety Commission email address and choose...
- 2) "Try Again" or "Send it by Email"

 [Return to Login Page](#)

TRANSIT SUBSIDY BENEFIT PROGRAM

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Or Click "Return" to get back to the Login Page

REMEMBER

The CPSC Transit Benefit Program Team is always here to assist you
Please email questions to Krester@cpsc.gov

- Down from your left of "Participants" page, select/click on "CPSC"
- At "CPSC" screen, select/click option "Transit Benefit Program Application System"
- At "LOG IN" screen, type your **Username** is your work e-mail address (JDoe@cpsc.gov)
 - i. Select "Certify/Enroll"
 - ii. Select "Continue"
 - iii. Complete online application.

Use your CPSC email address to create a Username on the [DOT TRANServe Transit Benefit Application Website](#)

- Log on to: <https://transitapp.ost.dot.gov>

You must use your CPSC email address as your Username.

The screenshot shows a login interface with the following elements:

- Header: LOG IN
- Fields: *User Name: [text input], *Password: [password input]
- Link: [Forgot Password?](#)
- Button: Log In
- Text: NOT REGISTERED YET?
- Button: Register (with a red arrow pointing to it)

If this is your first time in this system - click the "Register" button

REMEMBER – YOU ONLY NEED TO REGISTER THE FIRST TIME YOU USE THE SYSTEM

- 1) Complete the registration form
- 2) Use your Government Email address as your User Name

The screenshot shows a registration form with the following elements:

- Header: ACCOUNT INFORMATION
- Fields: *User Name: Government Email Address, *First Name: [text input], Middle Name: [text input], *Last Name: [text input], *Agency/Mode: [dropdown menu], Phone Number: [text input]
- Buttons: Register, Cancel, Reset (with a red arrow pointing to the Register button)

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- 1) Select "CPSC" from the Agency/Mode drop-down box
- 2) Click "Register"

NOTE- A temporary password will be emailed to you. When you receive your temporary password, please follow these Instructions:

LOG IN

*User Name: ←

*Password: [Forgot Password?](#)

←

NOT REGISTERED YET?

- 3) Type in your User Name and Password
- 4) Click "Log In"

Facilities Service Center - TRANServe
Transit Benefits Program

Home Transit Application Approval Section Utilities Admin Logout

Welcome To Parking and Transit Benefit Public Website Version v 1.0

- [Transit Benefit Application](#)
- [Approval Section](#)
- [My Account](#)
- [Change Password](#) ←
- [Log out](#)

TRANSIT SUBSIDY BENEFIT PROGRAM


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- 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.

- Complete the Change Password form
- Click "Submit"
- "Password Changed!" will be displayed

Click "Home" on the blue task bar to continue



Welcome To Parking and Trar



TRANSIT SUBSIDY BENEFIT PROGRAM

(Cont'd)

TO APPLY, WITHDRAW, REQUEST INFORMATION OR CHANGE EXISTING INFORMATION SELECT:









Facilities Service Center - TRANServe

Transit Benefits Program

Home Transit Application Approval Section Utilities Admin Logout

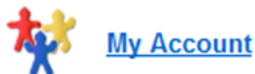
Welcome To Parking and Transit Benefit Public Website Version v 1.0





-   [Transit Benefit Application](#)
-  [Approval Section](#)
-  [My Account](#)
-  [Change Password](#)
-  [Log out](#)



TO UPDATE ACCOUNT INFORMATION (NAME, USERNAME, PHONE NUMBER, EMAIL ADDRESS ETC.)



Select:

SELECT AN ACTION TO CONTINUE	
Employer: Consumer Product Safety Commission	
Please make a selection	
	<input type="radio"/> Request Information 
	<input checked="" type="radio"/> Certify/Enroll 
<input type="button" value="Continue"/>	

1) To Complete the Transit Benefit Application Choose "Certify/Enroll"

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- 2) Click "Continue"

Read the terms and conditions of the Transit Benefit Program

WARNING !
<p>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.</p> <ul style="list-style-type: none">- 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.
<input checked="" type="button" value="I Agree"/> <input type="button" value="I Do Not Agree"/>

Click "I Agree" to proceed to the application

YOU MUST AGREE TO THE TERMS AND CONDITIONS OF THE TRANSIT BENEFIT PROGRAM TO PROCEED WITH THE APPLICATION.

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

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

TRANSIT BENEFIT APPLICATION WORKSHEET
<p>All Transit Benefit Program Applicants are required to certify the "Total Monthly Expense" of their Home to Work Mass Transit Commute.</p> <p>Parking fees are not eligible for the transit benefit and must not be included in "Total Monthly Expense".</p> <p>Instructions: To calculate your "Total Monthly Expense"</p> <ul style="list-style-type: none">a. Select your transportation method(s)b. Enter the following information in the "To Work" and "From Work" row(s) of each transportation method:<ul style="list-style-type: none">i. Name of Company for your method of transportation (Metro, BART, Subway)ii. Daily or Monthly Expenseiii. Number of days you routinely work in a monthc. 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

- 2) Specify Reason for Certification (i.e., Annual Certification, New Transit Benefit Participant etc.)

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- 3) Select your transportation method(s) and enter: (a) Name of Company for your method of transportation, (b) daily or monthly expense, (c) number of days you routinely work in a month. Complete these steps for every transportation method (i.e., bus and rail). The Total Monthly Expense value automatically calculates.
- 4) Select "Civilian/Military" from drop-down menu
- 5) Select your work status from drop-down menu
- 6) Select your transportation method(s) and enter:
 - (a) Name of Company for your method of transportation,
 - (b) Daily or monthly expense,
 - (c) **Number of Days** you routinely work in a **month**. Complete these steps for every transportation method (i.e., bus and rail). The Total Monthly Expense value automatically calculates.

*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 style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>
Bus from Work	Name of Company <input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>
Other Bus to Work	Name of Company <input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>
Other Bus from Work	Name of Company <input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" type="text"/>	\$ <input style="width: 100%;" 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: 0.00	

TRANSIT BENEFIT PROGRAM APPLICATION

NOTE: Please do not forget to change/modify the following names to your **online application** at **DOT TRANServe website**—

- 1) Enter your Employee ID number in the "Identifier" box
- 2) Enter the first initial of your first name and entire last name in the "Common Identifier" field.
- 3) Enter your Agency/Mode and Admin
- 4) Select your Region
- 5) Select your Admin

TRANSIT SUBSIDY BENEFIT PROGRAM

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- 6) Enter work information
- 7) Enter residence information
- 8) Select Approving Official
Select/Add your immediate supervisor name or designated “**Approval Official**” within your Office group.

- 9) Select Manager/Fund Certifier
 - Manager/Fund Certifier: **Kim-Anh Rester** Phone: **(301) 504-7651**

- 10) Select Point of Contact
 - Point of Contact: **Kim-Anh Rester**

- 11) Enter SmarTrip® card number. All CPSC employees within the NCR must have a SmarTrip® card
 - SmartTrip Card Number: (add your personal SmarTrip card #). This SmarTrip card is his/her own card to be purchased by eligible participant (part and full time employees who were employed by CPSC.)

NOTE: Please register your SmarTrip card online prior to submit your online transit application with DOT TRANServe website.

- 12) Enter any comments or additional information for your POC in the “Comment Box”.
Comment for Agency Approvers: Insert your—
Works Schedule: **Mon-Fri** (?? a.m. - ?? p.m. of your CLOCK HOURS);
Telework-?? (**Recurrent only**/every other week) and/or Day Off;
Metro Location (Name)-Bethesda; Commuter Bus (if any) with Route # and location; MARC ??;)

If needed - Add your “Remarks” for “**Split funding**” for Debit Card and/or SmarTrip card funding if needed for **Debit card holder** usage only.

Note: These info are required for the DOT TRANServe online application in the “**Comment for Agency Approvers**” block and the “Excel format file” that is required for both documents online application and the spreadsheet file in the “**REMARKS**” column.

- 13) Click “Submit Application”

REQUEST A NEW PASSWORD—

1. Log on to the DOT TRANServe website at <http://transerve.dot.gov/participants.html>
2. Select your Agency “**CPSC**” for Consumer Product Safety Commission
 - 1) Down from the left side of “Participants” page
 - 2) Click/select on “**CPSC**” for Consumer Product Safety Commission
 - 3) At 3rd subparagraph, select/click on “**Transit Benefit Program Application System**”
 - 4) Wait for few seconds, the system will take/link you to the “**LOG IN**” for the U.S. DOT TRANServe website screen
 - 5) At the “**LOG IN**” page, select “**Register**” to register you as a new user.
 - 6) Enter or type your **Username** is your work e-mail address (JDoe@cpsc.gov)
 - 7) Select Click on: [TRANServe Transit Benefit Program Enrollment/Change Application](#)
3. If you forget your password select “Forgot Password”
4. Enter Username in “Send it by Email” box

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5. Click "Submit"
6. Retrieve temporary password from Government email.
7. Return to login screen
8. Enter Username
9. Enter temporary password
10. Click "Log In"
11. Re-enter temporary password on Password Expired screen
12. Create & confirm new password criteria:
13. Password must be at least 12 characters long
14. No password character may be repeated more than 1 time(s) in sequence
 - a. Password must contain characters from at least 3 of the following categories:
 - b. Uppercase characters (A through Z)
 - i. Lowercase characters (a through z)
 - ii. Base 10 digits (0 through 9)
 - iii. Non-alphabetic characters (for example, !, \$, #, %)
 - c. Click Submit to complete the password change process.
 - d. Passwords cannot be reused within the last 24 changes.

Provide your SmarTrip card (front & back) copies and send it to Kim-Anh Rester at krester@cpsc.gov by email.

PURCHASE AND REGISTER A SMARTRIP® CARD

SmarTrip® card usage is mandatory for all participants in the National Capital Region who ride Metro Rail, Metro Bus, The Bus, ART - Arlington Transit, DASH, DC Circulator, CUE Fairfax, Quicks Bus, Loudon Commuter Bus, PRTC Omni, Montgomery County Ride On, REX.

- A. *Purchase a SmarTrip® Card*** – This is a reloadable electronic fare card. Using a reloadable card supports the Government's initiatives to support and improve the environment.
1. You can do this at a Metro Sales Store, CVS, Station Kiosk (these are located in Stations where parking is available, a Commuter Store and many retail establishments.
 - Look here for more information on 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 will require you to provide a shipping address which must match the billing address on line with your credit card provider.

TRANSIT SUBSIDY BENEFIT PROGRAM

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How do I register my SmartTrip card?

The most efficient way to register your SmartTrip card is at web address <https://smartrip.wmata.com/Account/AccountLogin.aspx?ReturnUrl=%2f> in order to create a new online account for your SmartTrip card with the Washington Metropolitan Area Transit Authority (WMATA). If you do not have an online account you can access to [sign up at https://smartrip.wmata.com/Account/Create](https://smartrip.wmata.com/Account/Create) with the SmartTrip® card serial number, your name, address, and email address.

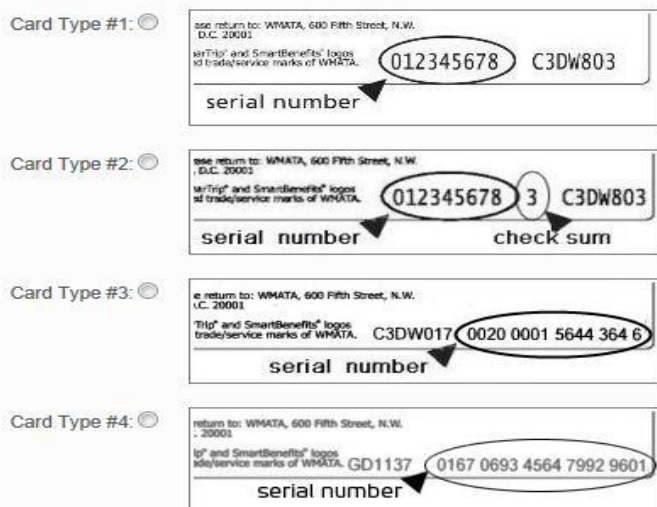
SmartTrip® (888) 762-7874
7 am - 8 pm, Monday - Friday
Except Thanksgiving, Christmas, and New Year's Day

SmartBenefits® (202) 962-1326, option 3

MetroAccess 301-562-5360
800-523-7009
TTY 301-588-7535

B. Create a Personal Account to Register your SmartTrip® Card – You must register your SmartTrip® 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 SmartTrip® card, you can transfer the funds to the new card.

- Register your SmartTrip® 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:



TIP 1: If your SmartTrip® (or CharmCard) serial number is fewer than nine (9) digits, you need to add zeros to the front to make it nine (9) digits.

Still have Questions? To Contact WMATA Call: 202-637-7000, Email: smartrip@wmata.com
Web Inquiry: http://www.wmata.com/about_metro/contact_us/ridercomment.cfm

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Do you ride more than one transit system in your regular home to work to home commute? Allot some of your benefit to your SmarTrip® card and the rest to another transit system using



Commuter Direct website address at

<https://www.commuterdirect.com/?logout=1>

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Attached is a **Sample (Screenshot)** of the attachment spreadsheet for you to add your personal info to the spreadsheet, print, sign your edited document and scan/send it back with your signature document to Kim-Anh Rester by email.

FY 2015 - TRANSIT BENEFIT SUBSIDY-COST BREAKDOWN (Add your name/recipient)

EMPLOYMENT STATUS-DATE (Full Time (FT/Part Time)(PT/Hours) or(PT/20 hrs) + Overtime)	NAME	HOME ADDRESS					MODE OF TRANSPORTATION					CERTIFIED SUPERVISOR-AUTHORITY SIGNATURES		REMARKS									
		Street	Duplex	UNITS	PHONE	Current	Change	City	State	Zip	Phone	Taxi Work Permit	Motor Bus		Transit	Commuter	Commuter	Commuter	Multi-Modal	Reduced Fare	Supervisor Name	Supervisor Title	Start Date
1/1/2014	ADAM	Last name	First name	XXXX (address)		Alexandria	VA	### (301)504-XXXX	20									####	####	Supervisor name, CPEC-Delta Branch Chief Room 502-C, (301) 504-XXXX	Coordinator VCPSC	00/00/2015	Work Schedule: Mon-Fri (?? a.m.-?? p.m.) Weekends: ??-?? For A.M. trip by Metro-Cost \$5.00 (Via Comm-Benefits) \$2 For P.M. trip by Metro-Cost

Certification - Name sign and agreed to the Transportation Subsidy Benefit Program and the amount paid for public transportation not to exceed \$130.00 per month for FY 2015--

Add your Name, Signature & Date

I am not taking a number of Federal Commuter regular carpool.
I am not **employed** with **holder** of any other form of workplace motor vehicle parking permit, and not receiving transportation benefits from other Federal organization.
I am eligible for a transportation subsidy benefit for use on a participating public transportation system, an activity or the subsidy for my work-related commutes, and **will not transfer all the benefits to anyone else in the same commuting mode.**
I have accurately listed the commuting cost to and from my home to work using public transportation.
I acknowledge that it is my responsibility to return any unused transportation subsidy to the company (i.e., unutilized amount due to leave taken or expiration).
I understand that this certification and related false, fictitious, or fraudulent certification may render me subject to criminal prosecution under Title 18, United States Code, Section 101, and other adverse action, including removal from the Federal service.

If you needed further assistant, please do not hesitate to call **Kim-Anh Rester** at **(301) 504-7651** to request for the spreadsheet document in order to fill it out and complete the remaining steps process.

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Annual Recertification

Annually, all Transit Subsidy Benefit Program (TSBP) participants' must submit a completed and approved application during this period to remain in the program and continue to receive the transit benefit.

INFORMATION: The Annual Transit Benefit Recertification period will be announced by email through the CPSC/Transit Benefit Coordinator annually in the October-November months for all CPSC TSBP participants'.

ACTION: Complete the following—

1) Take TMS training

- i) Go to <https://tms.ibc.doi.gov/learning/user/login.do>.
 - (1) In the catalog search box, type "Transit Benefit Integrity Awareness Training."
 - (2) Provide a copy of the certificate to your Modal Transit Benefit Coordinator/POC.

2) Submit Application

- i) Go to:
<https://transitapp.ost.dot.gov/index.cfm?CFID=557206&CFTOKEN=79441020&method=passport.showLogin>
 - (1) Select "Certify/Enroll"
 - (2) Select "Continue"
 - (3) Complete application.
- ii) **Application Process**
 - (1) At Log-In prompt at: [TranServe Transit Application Login Screen](#)
 - (a) Username is your work e-mail address (John.Doe@cpsc.gov)
 - (b) Forgot your Password? Select "**Forgot Password?**" link to have a default password sent to your work e-mail address.

- 3) From main menu select "**Transit Benefit Application**"
- 4) New menu appears select "**Certify/Enroll**" then select "**Continue**"
- 5) Select "**I Agree**" to the certification statement to continue with the Transit Benefit application process.
- 6) From the "Reason for Certification" drop down menu select "**Annual Certification/Recertification**".
Note: If you do not select the "Annual Certification/Recertification" option your application will not be considered for the annual recertification period.
- 7) After selecting your reason for certification you must "select your transportation
- 8) Transportation methods"
Note: More than one box can be selected to accommodate various methods of transportation used.
- 9) Complete the following remaining portions of the application
 - a) Civilian Status
 - b) Methods of Transportation **Both to and from work**
 - c) Daily Expense

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- d) Days Per Month
Note: Account for scheduled Telework/AWS days when calculating "days per month"
- e) Identifier (**Last four of Social Security Number**)
- f) Work Phone
- g) Common Identifier: First initial of first name with entire last name (JDOE)
- h) Agency/Mode
- i) Region
- j) Admin
- k) Work Information
- l) Residence Information

10) Select "**Continue...**"

At this prompt-You have completed your annual recertification application. E-mail notifications will be sent after each level of approval.