TRANSIT BENEFIT PROGRAM Applicant Guide

Complete Transit Benefit Integrity Awareness Training

Start at the DOTnet

1. Choose Parking Transit

HQ
- Evacuation Map
- Cafeteria
- Facilities
- Parking / Transit

2. Click: DOT Transit Benefit Integrity Awareness Requirement (TMS)
3. **Log-In**
   a. Search catalog for : Transit Benefits Integrity Awareness Training
   b. Complete the training
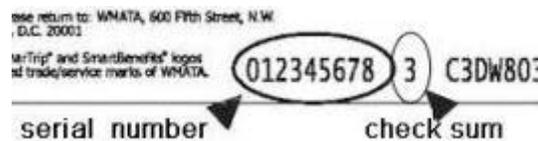   c. Email your completion certificate to your designated official

SmartBenefits® Users

1. Purchase a SmarTrip® Card:
   a. Locations: http://www.wmata.com/fares/purchase/where.cfm
   b. On line: http://www.wmata.com/fares/purchase/
2. Register your SmarTrip® Card
   a. Registration may take up to 48 hours to be reflected in the WMATA system.

TIP: Match the serial number on the back of the card with the pattern circled on the images below
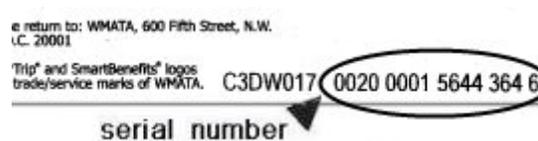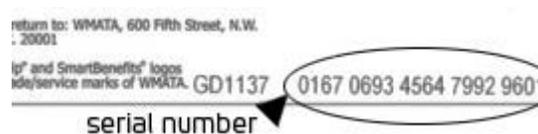
Card Type #1:

ase return to: WMATA, 600 Fifth Street, N.W.
D.C. 20001
arTrip' and SmartBenefits' logos
d trade/service marks of WMATA. 012345678 C3DW803
serial number

Card Type #2:

se return to: WMATA, 600 Fifth Street, N.W.
D.C. 20001
arTrip' and SmartBenefits' logos
d trade/service marks of WMATA. 012345678 3 C3DW803
serial number   check sum

Card Type #3:

e return to: WMATA, 600 Fifth Street, N.W.
C. 20001
Trip' 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
ip' and SmartBenefits' logos
de/service marks of WMATA. GD1137 0167 0693 4564 7992 9601
serial number

<mark>Submit Application</mark>

Start at the DOTnet
1. Choose Parking Transit
2. Click: DOT Transit Benefit Enrollment/Change Applications
3. Log-in with your User Name and Password
    a. Your official DOT email address is your User Name
    b. FIRST TIME ONLY – Click "Register" to create an account"
    c. A temporary password will be emailed to you
4. Click: Transit Benefit Application
5. Click: "Certify/Enroll"
6. Click "Continue"
7. Read the terms and conditions of the Transit Benefit Program
8. Click "I Agree" to proceed to the application
9. Complete the Transit Benefit Application
10. Click "Submit Application"

    Notes:

We are available to assist you

Please email questions to:

Parking.TransitOffice@dot.gov

Call us: 202-366-1398

Or visit PTRAN in W12-190

U.S. Department of Transportation

TRANSERVE
Business in motion