

## Participant’s Guide: Actions for DOI-USBR Service Transit Subsidy Recipients in the Automated System


After logging in to <https://transitapp.ost.dot.gov/index.cfm>, please see the section below corresponding to your required action. Note that a separate Quick Guide is available for help in registration with this system.

### *New Enrollments*

*(Note that you may click the help icon  at any time it is available for assistance.)*

1. After logging in, select “Transit Benefit Application”.
2. Click “Certify/Enroll” and Continue.
3. Agree to the transit subsidy program’s terms and conditions.
4. At “Reason for Certification”, select New Transit Benefit Participant.
5. You will be prompted to certify that you have completed your Transit Benefit Integrity Awareness training. Note that this is completed in DOI-Learn and the PDF completion certificate must be forwarded to your local transit coordinator. See [https://www.doi.gov/ofas/support\\_services/transportation\\_subsidy\\_recert](https://www.doi.gov/ofas/support_services/transportation_subsidy_recert) for additional help.
6. Select the method(s) of your commute.
7. Use “Length of Tour” to select whether you are Permanent, Temporary, or on Detail; Work Status is whether you are full-time, part-time, or an intern.
8. Use the commuting expense area to determine your monthly expenses, using your most common work schedule. This will determine your subsidy amount.
9. Enter the last four digits of your SSN.
10. Under “Common Identifier” enter the word **TRANSIT - USED TO ACTIVATE DEBIT CARD**. This will be used to activate your debit card, if one is required for your subsidy.
11. Ensure the correct bureau is selected under Agency/Mode and under Bureau.
12. Under Region, select the Major City, not your geographic area in which you commute. TIP: Washington, DC applies to Sterling as well and is simply under “DC”.
13. Use the “Select” choice to find your Cost Center. Please use the Select feature to view a list of Cost Center, if you do not see your code please contact your Local/Regional Coordinator to have the code added to the system. If you do not know which account number to use, contact your Supervisor or Administrative Officer.
14. Use the “Select” choice in WBS. Please select your WBS using the drop down menu. If you need assistance in selecting the appropriate code, please contact your supervisor or Administrative Officer (AO)
15. Use the “Select” choice in FUND. Please use the Select feature to view a list of FUND codes, if you do not see your code please contact your Local/Regional Coordinator to have the code added to the system. If you do not know which code

to use, contact your Supervisor or Administrative Officer. Enter both your work and home address information, this information is your physical location addresses. Where you commute to and from each day. P.O. boxes are not acceptable locations.

16. Use the “Select” choice to find your immediate supervisor. If your supervisor is not listed, you must ask them to complete registration in the system before you can submit your application.
17. Use the “Select” choice under Point of Contact to choose the transit coordinator corresponding to your region.
18. Use the “Select” choice under Local Coordinator to choose your local transit coordinator (the same person you selected in the previous step).
19. Those not using a Smart Trip Card, please enter N/A. **DO NOT ENTER YOUR DEBIT CARD NUMBER.**
20. In the Washington DC region where you commute using a registered (with WMATA) Smart Trip Card, carefully enter your Smart Trip card number, which must also be registered with WMATA in your legal name. Use the help icon  next to this box for examples on how to enter the number as it is critical that it be entered correctly to match the WMATA system.
21. You may use “Comment for Agency Approvers” for any additional information that you wish to provide that will be helpful to the approvers.
22. Click “Continue”. Your application will automatically route to your supervisor and the transit coordinators for approval, and then to DOT for processing.

### ***Changes to a Current Enrollment***

*(Note that you may click the help icon  at any time it is available for assistance.)*

The steps to make any changes to your current transit benefit are the same as those for new enrollments, except for Steps 2 and 4.

- **For changes that affect your subsidy amount**, follow the same instructions as new enrollments, except for Step 4. You will still select “Certify/Enroll” in Step 2, but change Step 4 to “Rate Change”. If you are changing both the commuting method and the amount, Step 4 is “Vendor and Rate Change”. It is also not necessary to re-send your transit training PDF as long as you have already completed it this fiscal year.

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

\*Reason for Certification:  
 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

Employment Type: CIVILIAN  
 Work Status: Full Time

➤ **For home address or Smart Trip changes** (not affecting your subsidy amount), you will log in and choose “Transit Subsidy Application”, and then “Address/Smart Trip Change”. You’ll see only a short form asking for your work and home addresses, as well as your Smart Trip information. Please complete all boxes, even if they are not the item that changed. Write “N/A” for the Smart Trip Card number if you do not use it for your commute. If you do use Smart Trip, please enter the card number carefully using the numeric portion only without spaces as shown in the box below:

Type #1: 012345678 C3DW803 = **012345678**  
 Type #2: C3DW017 0020 0001 5644 364 6 = **015644364**  
 Type #3: GD1137 0167 0693 4564 7992 9601 = **01670693456479929601**

\*Point of Contact: CAMBRIDGE Select... Manager Phone: 202-366-6875  
 Click the Select button to select Point of Contact

\*SmartTrip Card Number: NA

Comment for Agency Approvers:  
 You have 1995 characters remaining

Continue... Cancel

**Annual Re-Certification**

(Note that you may click the help icon  at any time it is available for assistance.)

All enrolled participants are required to complete the re-certification process every October/November, regardless of when they applied. This is a federal government-wide

requirement.

The steps to re-certification are the same as those for new enrollments, except for Step 4. In Step 4 under “Reason for Certification”, please select “Annual Certification/Recertification”.

a. Select your transportation method(s)

b. Enter the following information in the "To Work" and "From Work" row(s) of each transportation method:

- Name of Company for your method of transportation (Metro, BART, Subway)
- Daily or Monthly Expense
- 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

\*Reason for Certification:

- 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

Employment Type: CIVILIAN

Work Status: Full Time

## Withdrawals

(Note that you may click the help icon  at any time it is available for assistance.)

All participants must withdraw through the online transit system on cancellation of the subsidy or departure from National Park Service.

1. After logging in, select “Transit Benefit Application”.
2. Click “Withdraw from the Program” and Continue.
3. Enter the date you wish to be withdrawn from the program, whether immediate or at a future date.
4. Use the “Select” menus to choose both your supervisor and the local transit coordinator to be notified. You may also enter a comment for clarification purposes if necessary.
5. The cancellation will route for notification purposes to the transit coordinator(s) and DOT.
6. You must enroll as a new applicant if you wish to re-join the program at a later date.