



U.S. Department of
Transportation
Office of the Secretary
of Transportation



TRANSErVE TRANSIT BENEFIT PROGRAM BULLETIN

Bulletin No: TSB 2013-02

Date: October 9, 2012

SUBJECT: Announcing changes to TRANSErVE's Online Application System

WHAT IS HAPPENING AND WHY?

To strengthen Internal Controls and better protect Personally Identifiable Information TRANSErVE developed three new features to:

- 1) Provide Applicant information to appropriate Approving Official.
- 2) Add functionality permitting Approving Officials to designate a Proxy.
- 3) Provide full visibility for the Program Office.

WHEN IS IT HAPPENING?

The application enhancements will be implemented on Wednesday, October 10, 2012.

WHO WILL BE AFFECTED?

DOT and all Federal Agencies using TRANSErVE's Electronic Application System. Program Administrators and Approving Officials will notice the changes.

WHAT ACTIONS DO YOU NEED TO TAKE?

None. TRANSErVE will provide updated User Guides.

CONTACT: If you have questions about the subject of this bulletin or want to know how your agency can eliminate paper applications by using the TRANSErVE Online Transit Benefit Program Application System, please contact your Transit Benefit Manager. If you do not have an assigned Transit Benefit Manager you may contact us at TRANSErVE@dot.gov.