

Quick Guide: Actions for BOEM/BSEE 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.

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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 can be forwarded to your local transit coordinator. See the [eAdmin page](#) 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. 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 broad 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. This is your home account code and can be provided by your program budget coordinator or found in your timesheet.
14. Use the “Select” choice in Physical Location to choose the geographic area closest to you, corresponding to BOEM/BSEE office locations.
15. Enter both your work and home address information.
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 (usually the same person you selected in the previous step).
19. In the Washington DC region where you commute using SmarTrip, carefully enter your SmarTrip card number, which must also be registered to WMATA in your 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. Those not using SmarTrip, please enter N/A.
20. You may use “Comment for Agency Approvers” for any additional information that you wish to provide.
21. 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 package 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.
- **For home address or SmarTrip changes** (not affecting your subsidy amount), you will log in and choose “Transit Subsidy Application”, and then “Address/SmarTrip Change”. You’ll see only a short form asking for your work and home addresses, as well as your SmarTrip information. Please complete all boxes, even if they are not the item that changed. Write “N/A” for the SmarTrip Card number if you do not use it for your commute. If you do use SmarTrip, 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: 12345678 3 C3DW803 = 123456783
Type #3: C3DW017 0020 0001 5644 364 6 = 0020000156443646
Type #4: GD1137 0167 0693 4564 7992 9601 = 01670693456479929601

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”.

Withdrawals

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

All participants must withdraw through the transit system on cancellation of the subsidy or departure from BOEM/BSEE.

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.