

# U.S. Equal Employment Opportunity Commission



# TRANSIT BENEFIT PROGRAM Approving Official Guide

Last Updated July 21, 2015  
Please do not Print this Guide

Presented By:



Start at the [TRANServe.dot.gov](http://TRANServe.dot.gov)

- Choose **Participants** :



- Click: EEOC Transit Benefit Application System
  - ◆ Must use official EEOC government email address as your User Name
    - Any other Username will not permit access to the system
  - ◆ **FIRST TIME ONLY** – Click “Register” to create an account”
    - A temporary password will be emailed to you

A screenshot of a web page titled "LOG IN". It features two input fields: "\*User Name:" and "\*Password:". To the right of the password field is a blue link that says "Forgot Password?". Below the input fields is a grey "Log In" button. At the bottom of the page, there is a blue link that says "NOT REGISTERED YET?" and a grey "Register" button. The "Register" button is highlighted with a red rectangular border.

### Application Types:

- 1) CERTIFY/ENROLL
  - a. Recertification of existing participants
  - b. Enrollment of New participants
  - c. Change in Transit Cost
- 2) WITHDRAWAL
  - a. Withdraw from the program

Visit the TRANServe website at: <http://transerve.dot.gov>

1. Select "Approval Section"



2. Select the correct queue:

Supervisors – Choose Pending First Approving Official

3. Click the name to review:

EEOC	FS11	07/20/2015	Annual Certification/Recertification	Click Name	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved Reason: <input type="text"/>
EEOC	FS11	07/20/2015	Annual Certification/Recertification	Click Name	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved Reason: <input type="text"/>
EEOC	FS11	07/20/2015	Annual Certification/Recertification	Click Name	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved Reason: <input type="text"/>
EEOC	FS11	07/20/2015	New Transit Benefit Participant	Click Name	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved Reason: <input type="text"/>
EEOC	FS11	07/20/2015	Annual Certification/Recertification	Click Name	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved Reason: <input type="text"/>
EEOC	FS11	07/20/2015	Annual Certification/Recertification	Click Name	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved Reason: <input type="text"/>
EEOC	FS11	07/20/2015	Annual Certification/Recertification	Click Name	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved Reason: <input type="text"/>
EEOC	FS11	07/20/2015	Annual Certification/Recertification	Click Name	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved Reason: <input type="text"/>

Hint: Use Ctrl +F to locate a specific name in a long list

Visit the TRANServe website at: <http://transerve.dot.gov>

The application and expense worksheet are displayed for Review:

Reason for Disapproval:

[\[History\]](#)

CERTIFICATION PENDING (1ST LINEAPPROVER)

TRANSIT BENEFITS WORKSHEET				
<p><b>Reason for Certification:</b> New Transit Benefit Participant</p> <p><b>Note:</b> The user acknowledges that they have completed the required Annual Transit Benefit Application training.</p> <p><b>Employment Type:</b> VOLUNTEER    <b>Work Status:</b> Full Time</p>				
Method of Transportation		Daily Expense	Days per Month	Total Monthly Expense
<b>Bus to Work</b>	Name of Company SEPTA	\$ 2.43	8	\$ 19.44
<b>Bus from Work</b>	Name of Company SEPTA	\$ 2.76	8	\$ 22.08
<b>Other Bus to Work</b>	Name of Company	\$		\$
<b>Other Bus from Work</b>	Name of Company	\$		\$
<b>Rail to Work</b>	Name of Company PATCO	\$ 2.6	8	\$ 20.8
<b>Rail from Work</b>	Name of Company PATCO	\$ 2.6	8	\$ 20.8
Other Method to Work:	Name of Company	\$		\$
Other Method from Work:	Name of Company	\$		\$
<b>Van Pool</b>	Name of Company	\$		\$
<b>Parking</b>	Name of Company	\$		\$
Subtotal:				\$ 83.11
Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.				<b>Total Monthly Costs \$ 83.11</b>

TRANSIT BENEFIT PROGRAM APPLICATION

\*Identifier:  ?

Name: JOHNSON (Last) CHERI (First) A. (Middle Name)

Email Address: cheri.johnson@dot.gov

\*Work Phone:  ?

\*Common Identifier:  ?

DEPARTMENT OF TRANSPORTATION

\*Select Your Agency/Mode:  ?

\*Region:  ?

\*Admin:  ?

Accounting Code:  Select ?

Location/Building:  Select ?

I certify that my usual monthly Transit commuting costs are:  ?

WORK INFORMATION

\*Work Address:

\*Work City:

\*Work State:

\*Work Zip:

RESIDENCE INFORMATION

\*Address:

Address 2:

\*City:

\*State:

\*Zip:

\*Approving Official:  Select... ?

\*Point of Contact:  Select... ?

\*Manager/Fund Certifier:  Select... ?

Manager Phone:

\*SmartTrip Card Number:  ?

Comment for Agency Approvers: ?

PRIVACY ACT STATEMENT:

This notice is provided pursuant to the Privacy Act of 1974, 5 U.S.C. Â§ 552a: This information is solicited under authority of 5 U.S.C. Â§ 7905. Furnishing the information on this form is voluntary, but failure to provide all or part of the information may result in disapproval of your request for a public transit fare benefit. The principal purposes of the information are to facilitate timely processing of your request, to ensure your eligibility for transit benefits, and to prevent misuse of the funds involved. The information may be used for production of listings and reports and for periodic review or revalidation of transit benefits. Partial SSN (last 4 digits) is used to compare applications within the system to detect duplicate applications. Other routine uses are published in the Federal Register at 65 F.R.19476 (April 11, 2000).

The Application must:

- i. Specify name of Transportation Provider
- ii. Indicate Daily, Subtotal and Total Monthly Expense

b. The Approver must:

1. Verify the employee works for you
2. Follow all Application Review Procedures
3. Check SmarTrip® user entered as “NA”
  - a. Not- N/A
  - b. Not- n/a
  - c. Not- na

c. Click “[History]” to review past actions on *this* application.

i. To Approve or Disapprove the Application

1. Scroll to the top
  - a. Click “Approve” or “Disapprove”



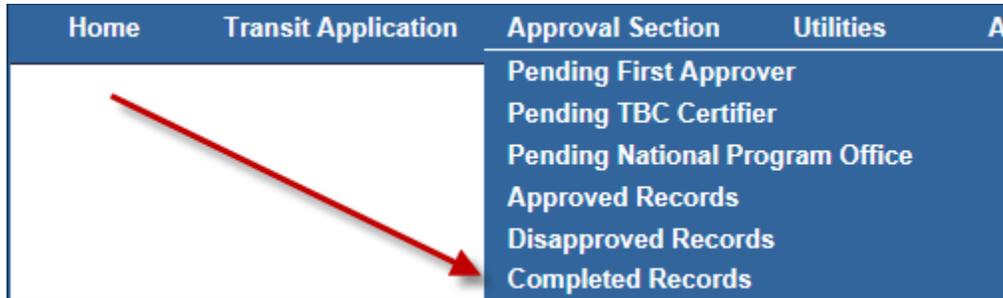
The screenshot shows a rectangular interface box. At the top, there are three buttons: 'Approve', 'Disapprove', and 'Cancel'. Below these buttons is a text label 'Reason for Disapproval:' followed by a long, empty text input field. In the bottom right corner of the box, there is a blue link labeled '[History]'.

ii. If disapproved, enter clear Instructions to Participant in “Reason for Disapproval”

This completes the Normal Approval Process.

## Review Past Applications

4. To View Past Applications:
  - a. Select “Completed Records”



- b. Enter Participant's Name
  - c. Click “Search”
    - i. Click Participant's Name to choose a record
      1. Review past application (if applicable)
      2. Click “Back” to look at another past application
      3. Use this Navigation Bar to take another action



## Using the Proxy Feature

### To Add a Proxy

1. From the Home screen, click “My Account”
2. Click on your role
  - a. “1<sup>st</sup> Line Approver”

The screenshot shows the 'SUPERVISOR PROXY' interface. It features two columns: '(not selected)' on the left and '(selected)' on the right. The '(not selected)' column contains a list of five blue horizontal bars. Below this list is an 'Add >>' button, which is highlighted with a red rectangle. The '(selected)' column is currently empty. Below the columns are two buttons: '<< Remove' and 'Update'. A light blue banner below the columns reads 'Users who have you as proxy: N/A'. At the bottom, there is a hint: 'A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended.' Below the hint are three buttons: 'Update', 'Cancel', and 'Reset'.

3. Select your designated Proxy from (not selected) list on the left
4. Click “Add” to move name to (selected) box.
5. Click “Update”

### Reverse Proxy Action:

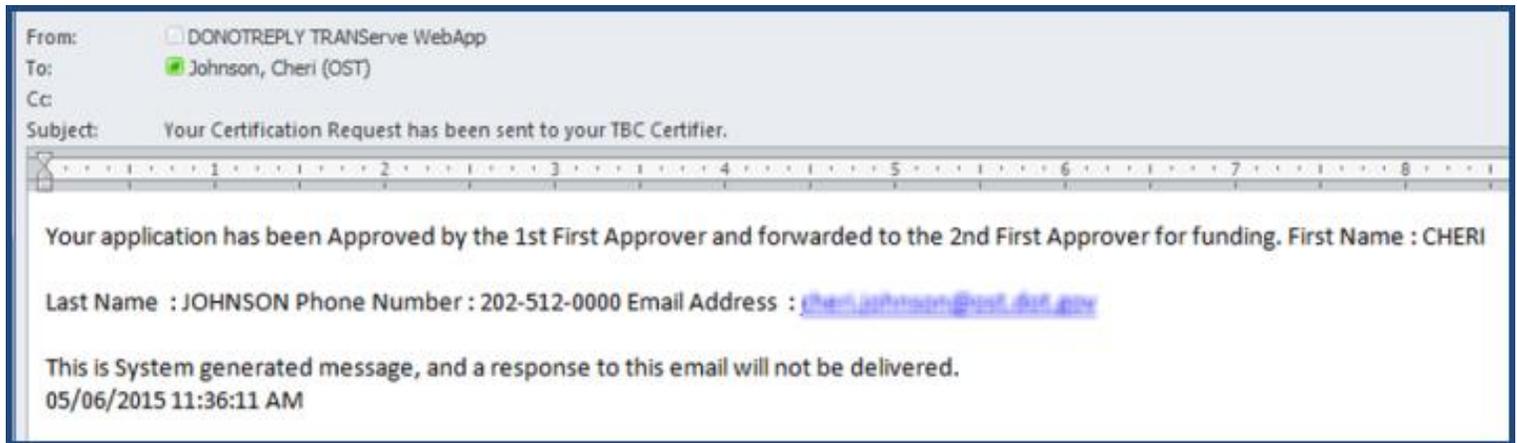
1. Click “Remove” to return name to the (not selected) box.

The screenshot shows the 'SUPERVISOR PROXY' interface. It features two columns: '(not selected)' on the left and '(selected)' on the right. The '(not selected)' column contains a list of five blue horizontal bars. Below this list is an 'Add >>' button. The '(selected)' column contains one blue horizontal bar. Below this bar is a '<< Remove' button, which is highlighted with a red rectangle. Below the columns are two buttons: 'Update' and 'Cancel'.

2. Click “Update”

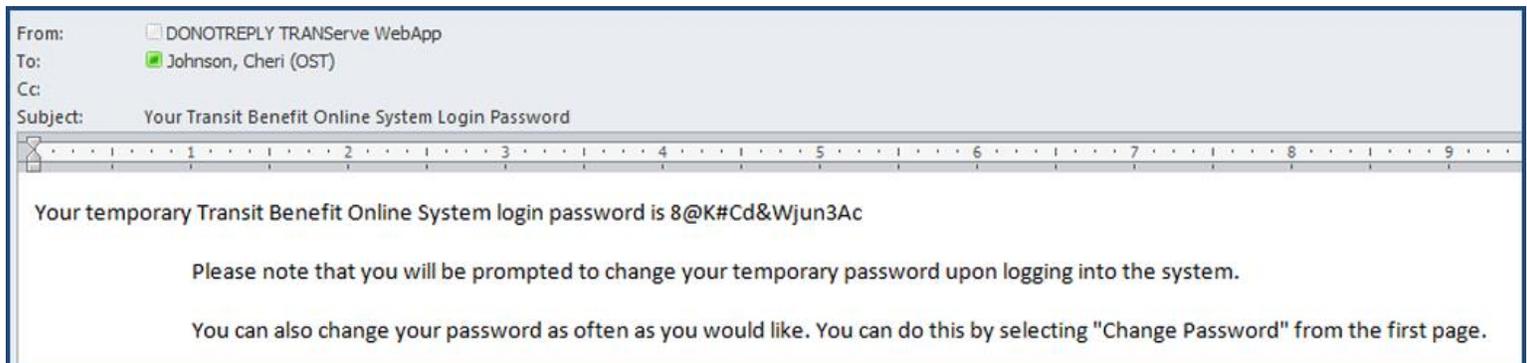
## Applicants are kept informed using email notifications

Sample:



## Password Resets are Self-Serve using email

Sample:



Application Approvers are prompted using email notifications

Sample:

From: PTB Public Website Administrator [<mailto:DONOTREPLY.TRANServeWebApp@dot.gov>]  
Sent: Tuesday, May 05, 2015 12:52 PM  
To: LaPersomerie, Sharon  
Subject: One Transit Benefit Program Certification Awaiting Approval

One Transit Benefit Program Certification Application is awaiting your approval. First Name : CHERI

Last Name : JOHNSON

Phone Number : 202-366-0064

Email Address : [Cheri.Johnson@dot.gov](mailto:Cheri.Johnson@dot.gov)

Mode : EPA - R3 Smart Benefits Program: N

Please enter the Online Application System (<https://transitapp.ost.dot.gov/index.cfm>) to view the request.

This is a System generated message and a response to this email will not be delivered.  
05/05/2015 12:51:23 PM

**Please e-mail any questions or concerns  
to:  
TRANSIT BENEFITS REQUEST e-FORMS**