

## **Quick Guide: How to Approve BOEM/BSEE Transit Benefit Program Applications (For Supervisors)**

1. Navigate to <https://transitapp.ost.dot.gov/index.cfm>
2. Under the log-in area, enter your username (email address) and password. If you are not already registered, use the Quick guide for “How to Register” to complete this section. You may also need the “Forgot Password” link on this page to reset your account.
3. After logging, in choose “Approval Section”.
4. A queue of all applications awaiting your action should show. If nothing shows on this screen, you may hover over the “Approval Section” menu choice in the toolbar and click on “Pending Employee Supervisor”.
5. All items in your queue require action. Click on the employee’s name to open the application.
6. Please review the information in this section to the best of your knowledge. Factor in considerations such as whether the person is employed in your group and whether they have accurately reflected their commuting schedule from home to office.
7. Select either Approve or Disapprove at the bottom. If you disapprove, please provide a reason to be routed back to the applicant and the transit coordinator. “Approve” will forward the application to the transit coordinator for approval.
8. Repeat steps 5 through 7 until no items remain in your approval queue.
9. Log out.

***Thank you for your assistance in this process.*** Both DOT and the IRS have determined that first-line supervisors bear responsibility for verification of their employees’ fringe benefit subsidies such as this one. Please contact BOEM/BSEE transit subsidy coordinator Mark Zedella ([mark.zedella@bsee.gov](mailto:mark.zedella@bsee.gov)) with any questions or concerns.