



Securities and Exchange Commission

TRANSIT BENEFIT PROGRAM Approving Official Guide

Presented By:



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

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

- Choose [Participants](#) :



- Click: [SEC Transit Benefit Enrollment/Change Applications](#)
- Log-in with your User Name and Password
 - ◆ Your government email address is your User Name
 - ◆ **FIRST TIME ONLY** – Click “Register” to create an account”
 - A temporary password will be emailed to you

A screenshot of the TRANServe website's login page. The page has a light blue header with the text 'LOG IN'. Below the header, there are 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 button labeled 'Log In'. At the bottom of the page, there is a blue link that says 'NOT REGISTERED YET?' and a grey button labeled 'Register' which is highlighted with a red border.

Application Types:

- 1) RECERTIFY/ENROLL
 - a. Recertification = existing participants
 - b. New enrollees
- 2) CHANGE
 - a. Information Change
 - i. address, rate, method of transportation
- 3) WITHDRAWAL
 - a. Withdraw from the program

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1. Select "Approval Section"



2. Select the correct queue:

- a. [1st Approver](#) –
- b. [2nd Approver](#) –

3. Click the name to review

Mode	Admin	Request Date	Type	Name	Approved	Disapproved Reason:
DOT-FMCSA	FMCSA	02/25/2013	RECERTIFY	Click Name Here	<input type="checkbox"/>	<input type="checkbox"/>
DOT-FRA	FRA	02/27/2013	RECERTIFY	Click Name Here	<input type="checkbox"/>	<input type="checkbox"/>
DOT-MARAD	MARAD	11/30/2012	WITHDRAW	Click Name Here	<input type="checkbox"/>	<input type="checkbox"/>
DOT-MARAD	MARAD	12/05/2012	WITHDRAW	Click Name Here	<input type="checkbox"/>	<input type="checkbox"/>
DOT-MARAD	MARAD	02/01/2013	WITHDRAW	Click Name Here	<input type="checkbox"/>	<input type="checkbox"/>
DOT-NHTSA	NHTSA	01/16/2013	WITHDRAW	Click Name Here	<input type="checkbox"/>	<input type="checkbox"/>

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- a. The application and expense worksheet are displayed

Approve Disapprove Cancel

Reason for Disapproval:

[\[History\]](#)

TRANSIT BENEFITS WORKSHEET				
Reason for Certification: New Transit Benefit Participant				
Civilian/Military: Civilian Work Status: Full Time				
Method of Transportation		Daily Expense	Days per Month	Total Monthly Expense
Bus to Work	Name of Company	\$		\$
Bus from Work	Name of Company	\$		\$
Other Bus to Work	Name of Company	\$		\$
Other Bus from Work	Name of Company	\$		\$
Rail to Work	Name of Company METRO	\$ 2.25	18.00	\$ 40.50
Rail from Work	Name of Company METRO	\$ 2.25	18.00	\$ 40.50
Other Method to Work:	Name of Company	\$		\$
Other Method from Work:	Name of Company	\$		\$
Van Pool	Name of Company	\$		\$
Subtotal:				\$ 81.00

Employees are responsible for adjusting their monthly transit benefits each month in accordance with their actual work commute each month.

Total Monthly Costs	\$ 81.00
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TRANSIT BENEFITS APPLICATION	
STATUS: [RECERTIFY]	
Smart Benefits Program: YES	
Identifier: ****	
Name:	<div style="display: flex; justify-content: space-between;"> FOUNNER (Last) EDWARD (First) MENNN (Middle Name) </div>
Email Address:	██████████@██████████.com
Work Phone:	██████████-██████████
Common Identifier:	██████████
Work Zip Code:	20814
Mode:	██████████
Region:	DC-PHILADELPHIA
Admin:	██████████
I certify that my usual monthly commuting cost are: \$81.00	
WORK INFORMATION	
Work Address:	██████████
Work City:	Bethesda
Work State:	MD
Work Zip:	20814
RESIDENCE INFORMATION	
Address:	2 ██████████
City:	Washington
State:	DC
Zip:	20008
Approving Official:	██████████
Point of Contact:	██████████
Manager/Fund Certifier:	██████████
SmartTrip Card Number:	██████████
Phone:	██████████
Comment for Agency Approvers:	

- a. The Application must:
 - i. Specify name of Transportation Provider
 - ii. Indicate Daily, Weekly, Subtotal, Total Monthly Expense
- b. The Approver must:
 - i. Verify the employee works for your Agency
 - 1. Check with your HR department, if needed
 - 2. Check the global directory
 - ii. Check SmarTrip® user entered number correctly
 - 1. Regional Field Offices enter “NA”
 - iii. Approve or Disapprove the Application
 - 1. Scroll to the top
 - a. Click “Approve” or “Disapprove”

The screenshot shows a rectangular box containing three buttons at the top: 'Approve', 'Disapprove', and 'Cancel'. Below the buttons is a text input field with the label 'Reason for Disapproval:'. In the bottom right corner of the box, there is a blue link labeled '[History]'.

- iv. If disapproved, enter Instructions to Participant in “Reason for Disapproval”

Note: Click “[History]” to review past actions

- 5. View Past Applications
 - a. Select “Completed Records”



- b. Enter Participant’s Name
- c. Click “Search”
 - i. Click Participant Name to choose 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

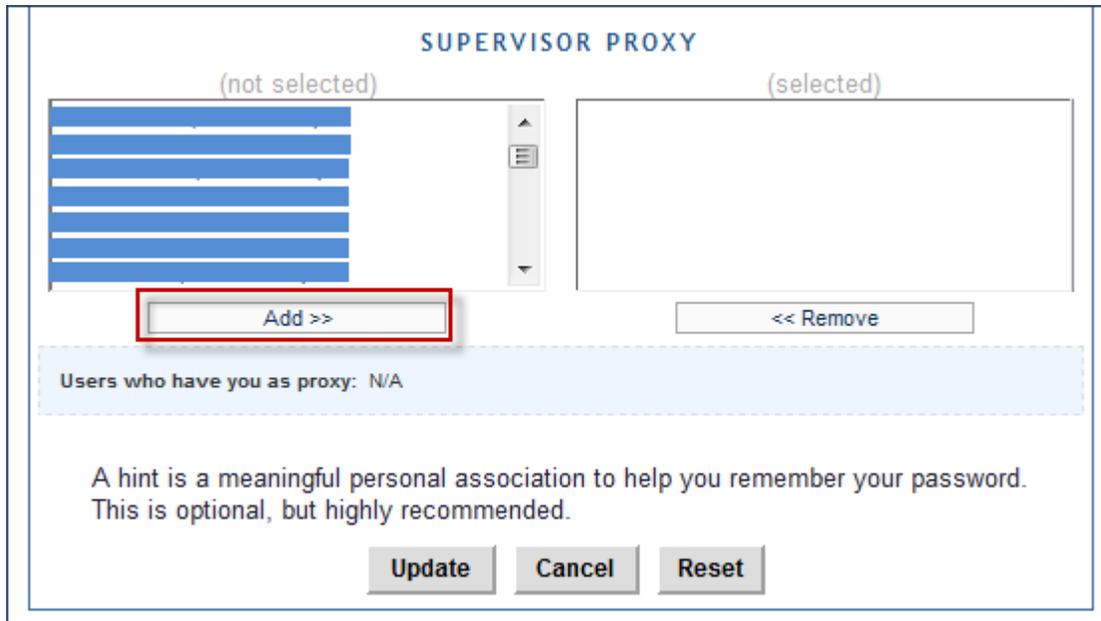


Appendix A

Using the Proxy Feature

Add a Proxy

1. From the Home screen, click “My Account”
2. Click on your role
 - a. “Supervisor Proxy” or “Manager Proxy”

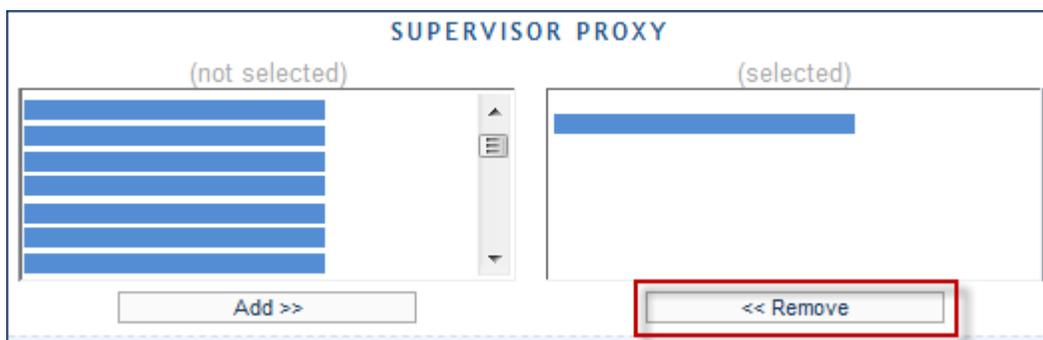


The screenshot shows the "SUPERVISOR PROXY" interface. It features two columns: "(not selected)" on the left and "(selected)" on the right. The "(not selected)" column contains five blue horizontal bars. Below this column is a button labeled "Add >>" which is highlighted with a red rectangle. The "(selected)" column is currently empty. Below the columns is a button labeled "<< Remove". Below the buttons is a light blue box containing the text "Users who have you as proxy: N/A". At the bottom of the interface 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 to Remove:

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



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 five blue horizontal bars. Below this column is a button labeled "Add >>". The "(selected)" column contains one blue horizontal bar. Below this column is a button labeled "<< Remove" which is highlighted with a red rectangle. Below the columns is a light blue box containing the text "Users who have you as proxy: N/A". At the bottom of the interface are three buttons: "Update", "Cancel", and "Reset".

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Appendix B

Sample: Six Month Report (M-70 January through June FY10) – names removed (xxx,xxx)

AGENCY	NAME	MONTHLY COST	JAN10	FEB10	MAR10	APR10	MAY10	JUN10	TOTAL
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$230.00	\$1,380.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$128.00	\$100.25	\$85.80	\$66.45	\$94.50	\$101.45	\$104.25	\$552.70
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$46.00		\$184.00				\$70.00	\$254.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$138.00					\$143.00		\$143.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$230.00			\$460.00				\$460.00
DOT-OST-WCF M-70 - 0402001000	XXXXX, XXXX	\$94.00	\$75.00	\$67.10	\$71.85	\$94.00	\$84.95	\$94.00	\$486.90
DOT-OST-WCF M-73 - 1103002000	XXXXX, XXXX	\$104.00	\$60.75	\$47.45	\$80.00	\$70.70	\$41.50	\$84.20	\$384.60
DOT-OST-WCF M-73 - 1103005000	XXXXX, XXXX	\$151.00	\$97.00		\$100.00	\$75.00	\$89.00	\$130.00	\$491.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$120.00	\$75.00		\$100.00				\$175.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$104.00	\$104.00			\$104.00		\$104.00	\$312.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$136.00			\$136.00				\$136.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$126.00	\$756.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$161.00	\$129.00	\$70.00	\$134.00	\$139.00	\$65.00	\$81.00	\$618.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$108.00	\$104.00	\$104.00	\$104.00	\$108.00	\$108.00	\$108.00	\$636.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$158.00	\$136.00	\$91.00	\$131.00	\$125.00	\$126.00	\$131.00	\$740.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$142.00	\$68.00	\$68.00	\$118.00	\$140.00	\$140.00	\$140.00	\$674.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$136.00	\$816.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$176.00	\$1,056.00
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$83.00	\$83.00	\$83.00	\$62.00	\$83.00	\$52.80	\$83.00	\$446.80
DOT-OST-WCF M-73 - 1103006000	XXXXX, XXXX	\$142.00	\$122.00	\$122.00	\$95.00	\$122.00	\$122.00	\$122.00	\$705.00

Your National Transit Benefit Office is here to assist Approvers

Please e-mail questions to:

TransitBenefit@SEC.GOV

Or

Visit <http://transerve.dot.gov/>

TRANServe.dot.gov is an excellent resource providing access to TRANServe's Electronic Transit Benefit Application, Program Materials, Best Practices, Policy, Regulations, Training, Guidance and Transit Links to assist in monitoring and administration of your transit benefit program.

