



TRANSIT SUBSIDY BENEFIT PROGRAM

Applicant Guide

Apply for the Transit Subsidy Benefit Program in four easy steps:

- 1) Complete Transit Benefit Integrity Awareness Training
- 2) Purchase and Register a SmarTrip® card (If commuting in the DC area)
- 3) Use your Consumer Product Safety Commission federal email address to create a Username at the TRANServe website
- 4) Submit the Transit Benefit worksheet and application

1.) Complete Transit Benefit Integrity Awareness Training

- ◆ Log on to <http://transerve.dot.gov/>
- ◆ Click on “Participants”
- ◆ Click on “**CPSC**”

- ◆ **Click on: “CPSC Transit Benefit Integrity Awareness Training”**
- ◆ Complete the training
- ◆ Email your completion certificate to:

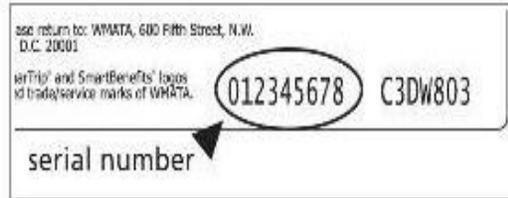
TransitBenefitProgram@cpsc.gov

2.) Purchase and Register a SmarTrip® card

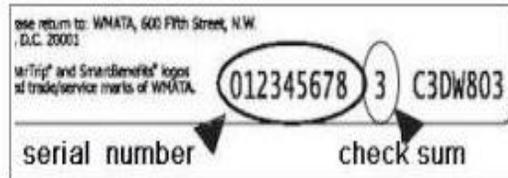
SmarTrip® card usage is mandatory for all participants in the National Capital Region who ride Metro Rail, Metro Bus, The Bus, ART - Arlington Transit, DASH, DC Circulator, CUE Fairfax, Quicks Bus, Loudon Commuter Bus, PRTC Omni, Montgomery County Ride On, REX

- A.) **Purchase a SmarTrip® Card** – This is a reloadable electronic fare card. Using a reloadable card supports the government’s initiatives to support and improve the environment.
1. You can do this at a Metro Sales Store, Station Kiosk (these are located in Stations where parking is available, a Commuter Store and many retail establishments.
 - i. Look here for more information on locations: <http://www.wmata.com/fares/purchase/where.cfm>
 2. You can also purchase a SmarTrip® Card on line: <http://www.wmata.com/fares/purchase/>
 - i. An online order will require you to provide a shipping address which must match the billing address on line with your credit card provider.
- B.) **Create a Personal Account to Register your SmarTrip® Card** – You must register your SmarTrip® card with WMATA in order to receive your transit benefit electronically. Registration may take up to 48 hours to be reflected in the WMATA system. An additional benefit of registering your card is to protect the funds on the card. If lost or stolen you may cancel the card. After you replace your SmarTrip® card, you can transfer the funds to the new card.
1. Register your SmarTrip® card here: <https://smartrip.wmata.com/Registration/Register.aspx> You must indicate the type of card by matching the serial number on the back with the pattern that is circled below:

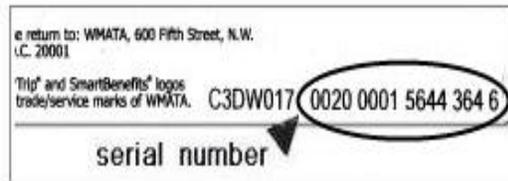
Card Type #1: Ⓞ



Card Type #2: Ⓞ



Card Type #3: Ⓞ



Card Type #4: Ⓞ



TIP 1: If your SmarTrip® (or CharmCard) serial number is fewer than nine (9) digits, you need to add zeros to the front to make it nine (9) digits.

Still have Questions? To Contact WMATA Call: 202-637-7000, Email: smartrip@wmata.com

Web Inquiry: http://www.wmata.com/about_metro/contact_us/ridercomment.cfm

Do you ride more than one transit system in your regular home to work to home commute? Allot some of your benefit to your SmarTrip® card and the rest to another transit system using Commuter Direct.

3.) Use your CPSC email address to create a Username on the

[TRANServe Transit Benefit Application Website](#)

The screenshot shows a web form with a light blue header containing the text "LOG IN". Below the header, there are two input fields: "*User Name:" followed by a text box, and "*Password:" followed by a text box. To the right of the password field is a blue hyperlink labeled "Forgot Password?". Below these fields is a grey button labeled "Log In". At the bottom of the form, the text "NOT REGISTERED YET?" is displayed, followed by a grey button labeled "Register". A red arrow points to the "Register" button.

- ◆ Log on to: <https://transitapp.ost.dot.gov>
- ◆ If this is your first time in this system - click the “Register” button

REMEMBER – YOU ONLY NEED TO REGISTER THE FIRST TIME YOU USE THE SYSTEM

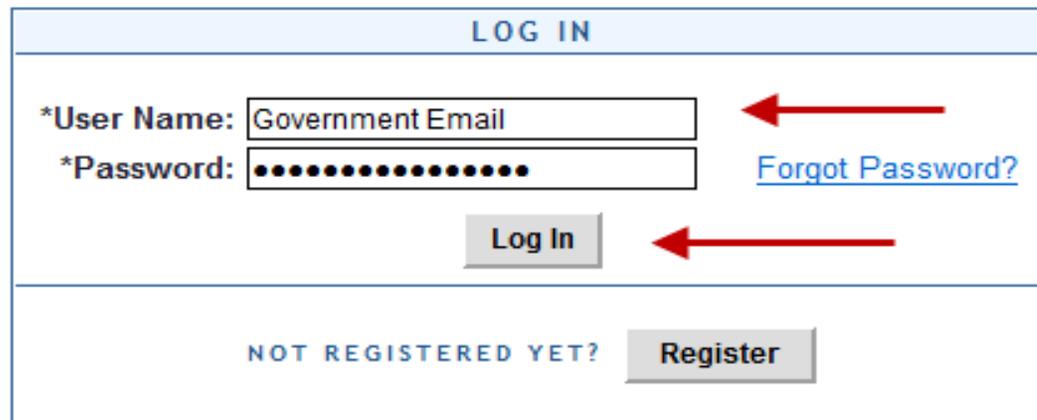
The screenshot shows a registration form titled "ACCOUNT INFORMATION". It contains the following fields and controls:

- *User Name: (Red arrow pointing to the right)
- *First Name:
- Middle Name:
- *Last Name:
- *Agency/Mode: (Red arrow pointing to the right)
- Phone Number:

At the bottom of the form are three buttons: (Red arrow pointing to the left), , and .

- ◆ Complete the registration form
- ◆ Use your government email address as your User Name
- ◆ Select “CPSC” from the Agency/Mode drop-down box
- ◆ Click “Register”

NOTE: A temporary password will be emailed to you. When you receive your temporary password, please follow these Instructions:



The image shows a login form titled "LOG IN". It contains two input fields: "*User Name:" with the text "Government Email" and "*Password:" with a masked password of 12 dots. To the right of the password field is a blue link labeled "Forgot Password?". Below the password field is a grey "Log In" button. At the bottom of the form, there is a blue link "NOT REGISTERED YET?" followed by a grey "Register" button. Two red arrows point to the "Log In" button and the "Forgot Password?" link.

- Type in your User Name and Password
- Click “**Log In**”



Welcome To Parking and Transit Benefit Public Website Version v 1.0



[Transit Benefit Application](#)



[Approval Section](#)



[My Account](#)



[Change Password](#)



[Log out](#)

◆ Select “Change Password”

CHANGE PASSWORD

*Current Password: Show Hint

*Create New Password:

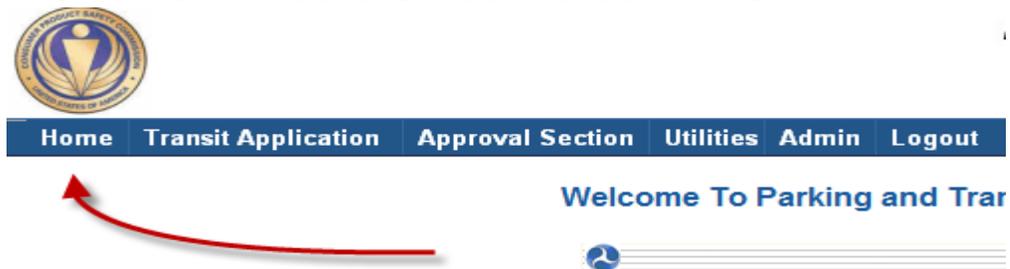
*Reenter New Password:

*Create a Hint:

A hint is a meaningful personal association to help you remember your password. This is optional, but highly recommended.

Submit

- ◆ Complete the Change Password form
- ◆ Click “Submit”
- ◆ “Password Changed!” will be displayed
- ◆ Click “Home” on the blue task bar to continue



To apply, withdraw, request information or change existing information select:



Facilities Service Center - TRANServe

Transit Benefits Program

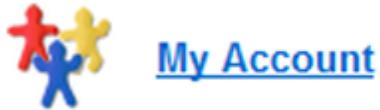
Home Transit Application Approval Section Utilities Admin Logout

Welcome To Parking and Transit Benefit Public Website Version v 1.0



-   [Transit Benefit Application](#)
-  [Approval Section](#)
-  [My Account](#)
-  [Change Password](#)
-  [Log out](#)

To Update account information (Name, Username, Phone number, Email address etc.)



Select:

To Complete the Transit Benefit Application Choose “Certify/Enroll”

SELECT AN ACTION TO CONTINUE

Employer: Consumer Product Safety Commission

Please make a selection

Request Information [?](#)

Certify/Enroll [?](#)

[Continue](#)

◆ Click “Continue”

◆ **Read the terms and conditions of the Transit Benefit Program**

WARNING !

This certification concerns a matter within the jurisdiction of an agency of the United States. Making a false, fictitious, or fraudulent certification may constitute criminal violations punishable under Title 18, United States Code, Section 1001, by imprisonment up to five years and fines up to \$10,000 for each offense, and/or agency disciplinary actions up to and including dismissal.

- I certify that I am employed by the U.S. Federal Government.
- I certify that I am not named on a federally subsidized parking permit with any other federal agency.
- I certify that I am eligible for a public transportation fare benefit, will use it for my daily commute to and from work by public transit or vanpool, and will not give, sell, or transfer it to anyone else.
- I certify that in any given month, I will not use the Government-provided transit benefit in excess of the statutory limit. If my commuting costs per month on public transit exceed the month statutory limit, then I will supplement those additional costs with my own funds rather than use a Government-provided transit benefit designated for use in a future month.
- I certify that I will not claim the transit benefit in excess of my actual monthly commuting expense. If at anytime during a given month I am out of work due to sickness, vacation or any other reason, on official travel, or use a private vehicle for commuting, I will claim less and adjust the amount of my transit benefit the following month if appropriate.
- I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.

◆ **Click “I Agree” to proceed to the application**

YOU MUST AGREE TO THE TERMS AND CONDITIONS OF THE TRANSIT BENEFIT PROGRAM TO PROCEED WITH THE APPLICATION.

Follow these Steps to Submit the Transit Benefit worksheet and application:

- 1) Read the Plain Language Reminder at the top of the Transit Benefit Application Worksheet.

TRANSIT BENEFIT APPLICATION WORKSHEET
All Transit Benefit Program Applicants are required to certify the "Total Monthly Expense" of their <u>Home to Work Mass Transit Commute</u> .
Parking fees are not eligible for the transit benefit and must not be included in "Total Monthly Expense".
Instructions: To calculate your "Total Monthly Expense"
<ol style="list-style-type: none">Select your transportation method(s)Enter the following information in the "To Work" and "From Work" row(s) of each transportation method:<ol style="list-style-type: none">Name of Company for your method of transportation (Metro, BART, Subway)Daily or Monthly ExpenseNumber of days you routinely work in a monthIf you purchase a Monthly pass, divide the price of the pass by 2, and enter the information in the Monthly Expense column.The Total Monthly Expense value automatically populates

- 2) Specify Reason for Certification (i.e., Annual Certification, New Transit Benefit Participant etc.)
- 3) Select your transportation method(s) and enter: (a) Name of Company for your method of transportation, (b) daily or monthly expense, (c) number of days you routinely work in a month. Complete these steps for every transportation method (i.e., bus and rail). The Total Monthly Expense value automatically calculates.
- 4) Select “Civilian/Military” from drop-down menu
- 5) Select your work status from drop-down menu
- 6) Select your transportation method(s) and enter: (a) Name of Company for your method of transportation, (b) daily or monthly expense, (c) number of days you routinely work in a month. Complete these steps for every transportation method (i.e., bus and rail). The Total Monthly Expense value automatically calculates.

*Reason for Certification: Annual Certification/Recertification ▼

*Select your transportation methods:

Bus Rail Other Method Vanpool

*Civilian/Military: Civilian ▼ Work Status: Full Time ▼

If you work 8-hour days, enter 20 in the Days per Month column
 If you work 9-hour days, enter 18 in the Days per Month column
 If you work 10-hour days, enter 16 in the Days per Month column
 If you telecommute or work part time, enter the number of days you actually commute to/from work.

Method of Transportation		Daily Expense	Days per Month	Monthly Expense
Bus to Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Bus from Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Other Bus to Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Other Bus from Work	Name of Company <input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>
Every Transit Benefit Program Participant is responsible to adjust the amount of their transit benefit each month to reflect the actual cost of their home to work commute.		Total Monthly Expense: <input type="text" value="0.00"/>		

Transit Benefit Program Application

- a. Enter your Employee ID number in the “Identifier” box
- b. Enter the first initial of your first name and entire last name in the “Common Identifier” field.
- c. Enter your Agency/Mode and Admin
- d. Select your Region
- e. Select your Admin
- f. Enter work information
- g. Enter residence information
- h. Select Approving Official
- i. Select Manager/Fund Certifier
- j. Select Point of Contact
- k. Enter SmarTrip® card number. All Treasury employees within the NCR must have a SmarTrip® card
- l. Enter any comments or additional information for your POC in the “Comment Box”.
- m. Click “Submit Application”

TRANServe Electronic Transit Benefit System Access Frequently Asked Questions

Q. How do I enter the Electronic Application System the first time?

- 1) You must use your CPSC email address as your Username .
- 2) Go to: <http://transerve.dot.gov/>
- 3) Open the “Participants” Page



- 4) Click “CPSC”
- 5) Click “CPSC” - Transit Benefit Program Enrollment/Change Application”

- 6) Enter your **Consumer Product Safety Commission** official email address
- 7) Click “Register”

a. i.e. First.Last@CPSC.gov

The image shows a web form with a light blue header containing the text "LOG IN". Below the header, there are two input fields: "*User Name:" followed by a text box containing the placeholder "Enter Govt Email address", and "*Password:" followed by a text box. To the right of the password field is a blue hyperlink labeled "Forgot Password?". Below these fields is a grey button labeled "Log In". At the bottom of the form, there is the text "NOT REGISTERED YET?" followed by a grey button labeled "Register". Two red arrows are overlaid on the image: one points from the right to the "Enter Govt Email address" text box, and the other points from the right to the "Register" button.

- 8) Enter your Name, as it appears on your Gov't ID
- 9) Select “CPSC” from the Agency/Mode drop down box
- 10) Enter your office phone number
- 11) Enter a Hint to help you remember your password

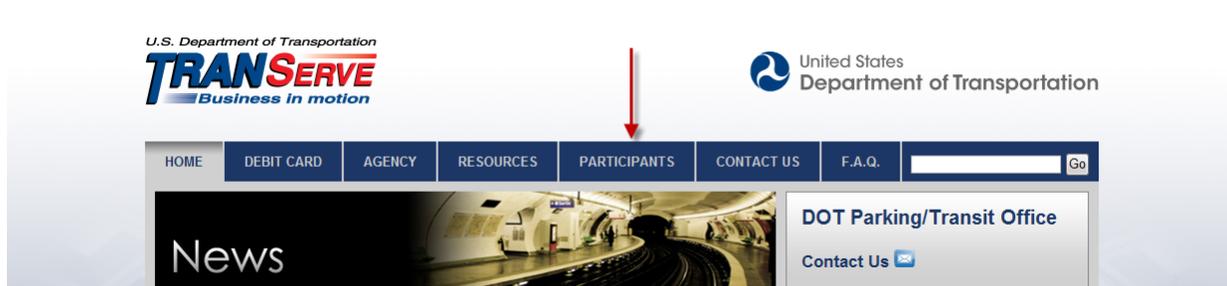
Remember – You ONLY REGISTER ONCE – The first time you use the system.

A temporary password will come via your CPSC email.

- 12) Repeat steps 1-4
- 13) Click “Log In”

1) Did you forget your password?

- 1) Go to: <http://transerve.dot.gov/>
- 2) Open the “Participants” Page

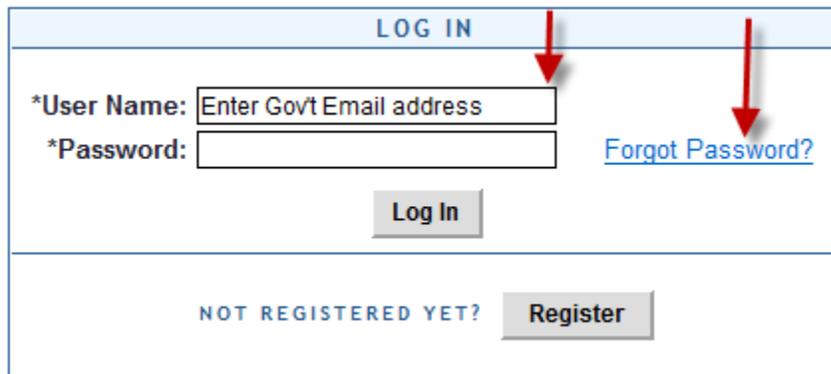


3) Click “CPSC” then

4) Click “[CPSC – Transit Benefit Program Enrollment/Change Application](#)”

5) Enter your Consumer Product Safety Commission email address

6) Click “Forgot Password



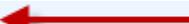
The screenshot shows a login form titled "LOG IN". It contains two input fields: "*User Name:" with the placeholder text "Enter Gov't Email address" and "*Password:". Below the password field is a "Log In" button. To the right of the password field is a blue hyperlink labeled "Forgot Password?". A red arrow points to the "Forgot Password?" link, and another red arrow points to the "Enter Gov't Email address" text in the user name field. Below the login form is a section with the text "NOT REGISTERED YET?" and a "Register" button.

7) Enter your Consumer Product Safety Commission email address and choose...

“Try Again” or “Send it by Email”

TRY AGAIN? 

User Name:

SEND IT BY EMAIL 

User Name:

THE PASSWORD WILL BE SENT TO YOUR E-MAIL ACCOUNT.

 [Return to Login Page](#)

8) Click “Return” to get back to the Login Page

REMEMBER

The CPSC Transit Benefit Program Team is always here to assist you

Please email questions to
TransitBenefitProgram@cpsc.gov