

# TRANSIT BENEFIT PROGRAM APPLICANT GUIDE



*Have a Question about Transportation?  
Contact the Transportation Services Division!*  
[OMMSTransportationservices@ed.gov](mailto:OMMSTransportationservices@ed.gov)  
202-401-2905 or 202-401-3861

## **Apply for the transit benefit program in three easy steps!**

- 1) Complete Transit Benefit Integrity Awareness Training via the Talent Management System (TMS).
- 2) Register at the TRANServe website.
- 3) Submit the Transit Benefit worksheet and application.

The screenshot shows the TRANSERVE website with the 'Participants' page selected. The navigation menu includes HOME, ABOUT US, AGENCY, RESOURCES, PARTICIPANTS, CONTACT US, and F.A.Q. A red arrow points to the 'PARTICIPANTS' tab. The main content area features a 'Participants' header with a background image of hands raised. Below the header, there is a paragraph of text, a reminder about the transit benefit, a list of basic rules for protecting the benefit, and a report waste, fraud, and abuse section. A list of participants is shown with expandable icons (+) for Army Regions, DHS-BICE, DHS-BCIS, DISA-REG (Fort Meade), DOT, DOD-NCR, Education, Homeland Security, The House of Representatives, IRS, and USNAVY-REG / USNAVY-NAF. On the right side, there is a 'Contact Us' section with a 'CLOSED' status for the DOT HQ Parking/Transit Office, a 'Bulletins' section with several links, a 'links' section with icons for metro, weather, and traffic, an 'I am...' section with icons for 'an agency' and 'a participant', and a 'How was your Visit?' section with a feedback link. The footer contains various policy links and contact information.

Log on to <http://transerve.dot.gov>

- Click on “Participants”
- Click on “EDUCATION”
- Click on “Transit Benefit Integrity Awareness Requirement (TMS)”

CLICKING ON “TRANSIT BENEFIT INTEGRITY AWARENESS REQUIREMENT” WILL TAKE YOU TO THE TMS WEBSITE.

# (1) Complete Transit Benefit Integrity Awareness Training

TMS is DOT's learning management system. Using this training system, employees can take online courses, register for training, and view their training history. The below information provides links to Us for using the system and details about access. If you need technical assistance, please call the NBC Customer Support Center Monday - Friday 6:00 a.m. - 4:00 p.m. MST at 1-888-FOR-1NBC (1-888-36 (select option 3, option 4)

[Click Here to Login to TMS Employee/Supervisor](#)      [Click Here to Login to TMS Administrator](#)

**TMS User Quick Reference**  
The TMS User Quick Reference is a one-sheet document that provides TMS Users the essential steps to accessing, logging in and out of, and completing only the critical tasks required to use the TMS.  
[Link to User Quick Access Guide](#)

**TMS Job Aids**  
The TMS contains many useful Job Aids for Users. You can find Job Aids in the TMS Public Catalog. Once you are logged into TMS, use the following steps to find Job Aids for a specific task:  
Use the following steps to find unique Job Aids:  
1. Select **Catalog** from the menu bar, select **Advanced Catalog Search**

- In the Description field use the Search Selector "Contains" and enter role type for desired job aid (User, Supervisor, Admin)
- Under **Search Options**, select **Online** and deselect all other options.
- Select Search
- Choose from the provided Job Aids by title

**TMS Supported browsers and JAVA**  
Following are TMS-approved settings:  
1. Supported browsers:

- Internet Explorer (versions between 6.0 and 7.0.)
- Mozilla Firefox (versions between 2.0 and 2.0.x.x.)
- Safari on Mac (versions between 3.0 and 3.1.)

2. Java – Supported versions are 1.5 and above.

**TMS User ID and Passwords**  
**User IDs and passwords are case sensitive**, so ensure you enter them exactly as they appear in the e-mails.  
Access TMS at: <https://tms.nbc.gov>. This application is "public facing," which means it may be accessed from any computer that has Internet access (e.g., home, office, library, etc.), provided minimum system requirements are met.  
1. Fill in **User ID (ALL UPPERCASE)** and **Password**  
2. Select the **Sign In** button

\*\*\*\*\*WARNING\*\*\*\*\*

This is an official US Government System for authorized use only. This system may be monitored to protect against unauthorized use. Attempts to circumvent security, use the system for unauthorized p interfere with the system, its data, or operation is prohibited. Unauthorized acts may result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastruc

◆ Click on “Click Here to Login to TMS Employee/Supervisor”

**Welcome**

Department of the Interior's National Business Center and their industry-leading partner, Plateau, bring you the foremost enterprise software that manages learning and organizational readiness.

This is a United States Government computer system, maintained by the Department of the Interior, to provide Official Unclassified U.S. Government Information only. Use of this system by any authorized or unauthorized user constitutes consent to monitoring, retrieval, and disclosure by authorized personnel. USERS HAVE NO REASONABLE EXPECTATION OF PRIVACY IN THE USE OF THIS SYSTEM. Unauthorized use may subject violators to criminal, civil, and/or disciplinary action.

**Login Information:**

- Your User ID must be entered in **ALL CAPS**
- If you **forgot** your password, click the [Forgot Password?](#) link under the "Welcome" box. You will need your User ID and secret question answer to have the system send you a new password to the email account contained in your TMS record.
- If you **lock** your account, you will be prompted to unlock it by entering your User ID and secret question answer. The system will send you a new password to the email account contained in your TMS record.
- If you forgot or do not have a secret question created in TMS, call the NBC Customer Service Center: **Monday - Friday 6:00 a.m. - 4:00 p.m. MST at 1-888-FOR-INBC (1-888-367-1622) (option 3, option 4)**

**Note:** The email with your new password should arrive in your inbox within 5 minutes.

**Welcome!** Please Sign In

User ID:

Password:

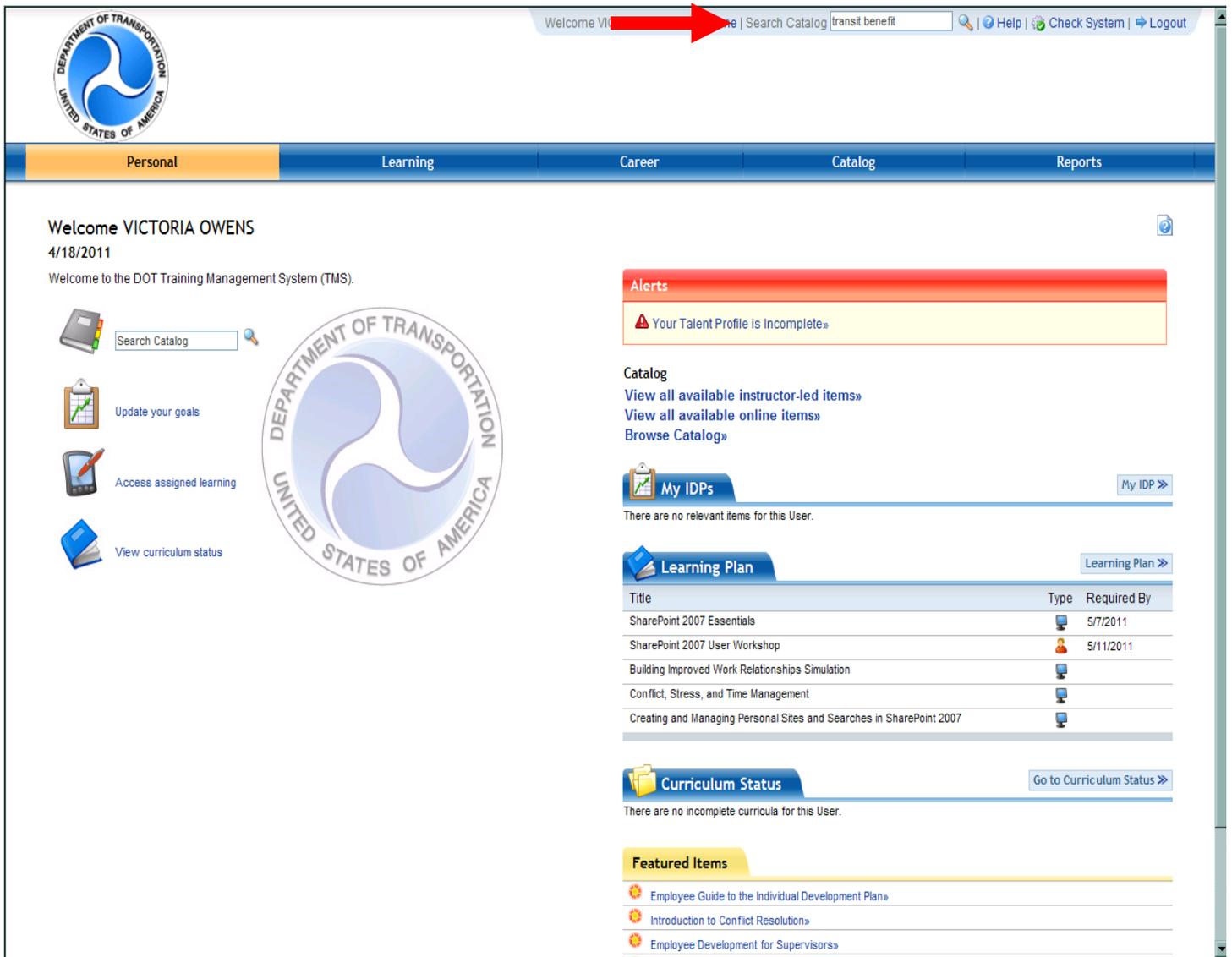
[Forgot Password?](#)   [Forgot ID?](#)

[TMS Take-Away Job Aids, Support, and FAQs](#)

If your agency directed you to use TMS, you have been provided a valid User ID and a Password.



**Log in with your TMS User ID and Password**



Welcome VICTORIA OWENS  
4/18/2011

Welcome to the DOT Training Management System (TMS).

Search Catalog

Update your goals

Access assigned learning

View curriculum status

DEPARTMENT OF TRANSPORTATION  
UNITED STATES OF AMERICA

Alerts

Your Talent Profile is Incomplete»

Catalog

View all available instructor-led items»  
View all available online items»  
Browse Catalog»

My IDPs

There are no relevant items for this User.

Learning Plan

Title	Type	Required By
SharePoint 2007 Essentials	Computer	5/7/2011
SharePoint 2007 User Workshop	Person	5/11/2011
Building Improved Work Relationships Simulation	Computer	
Conflict, Stress, and Time Management	Computer	
Creating and Managing Personal Sites and Searches in SharePoint 2007	Computer	

Curriculum Status

There are no incomplete curricula for this User.

Featured Items

- Employee Guide to the Individual Development Plans»
- Introduction to Conflict Resolution»
- Employee Development for Supervisors»

Type “Transit Benefit Integrity Awareness Training” in the Search Catalog box

- Click on “Search”



### Search Results

Enter Keywords to search Item, Curriculum title and Description fields.

Keywords:   Exact Phrase

Curricula  Instructor-Led  Online  Blended  Other (Select one or more)

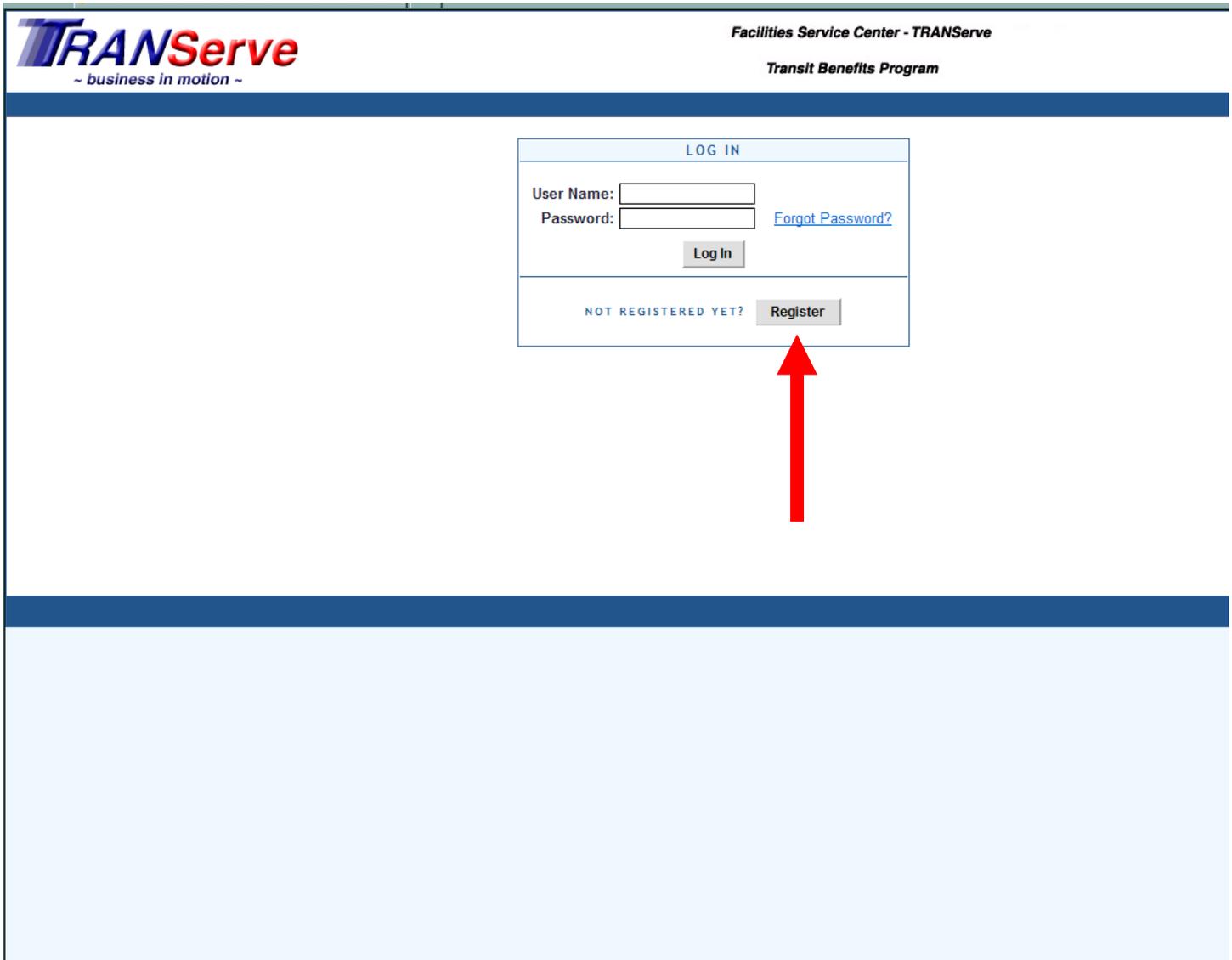
#### Catalog Search Results

Title ▲	Type	Price	Status	Action
Completing Inbound Sales Calls		0.00 (USD)	--	<input type="button" value="Add to Learning Plan"/> <input type="button" value="Go to Content"/>
Leading Teams: Launching a Successful Team		0.00 (USD)	--	<input type="button" value="Add to Learning Plan"/> <input type="button" value="Go to Content"/>
Transit Benefit Integrity Awareness Training Accessible Version		0.00 (USD)	--	<input type="button" value="Add to Learning Plan"/> <input type="button" value="Go to Content"/>
Transit Benefits Integrity Awareness Training		0.00 (USD)	--	<input type="button" value="Add to Learning Plan"/> <input type="button" value="Go to Content"/>



- ◆ Click on “Transit Benefit Integrity Awareness Training”
- ◆ Complete the Transit Benefit Integrity Awareness Training
- ◆ Print the completion certificate and provide a copy to your Executive Officer.

## (2) Register at the TRANServe website



The screenshot shows the TRANServe website interface. At the top left is the TRANServe logo with the tagline "~ business in motion ~". At the top right, it says "Facilities Service Center - TRANServe" and "Transit Benefits Program". The main content area features a "LOG IN" form with fields for "User Name:" and "Password:", a "Forgot Password?" link, and a "Log In" button. Below the login form, there is a "NOT REGISTERED YET?" link and a "Register" button. A red arrow points to the "Register" button.

- Log on to: <https://transitapp.ost.dot.gov>
- Click the "**Register**" button

**REMEMBER- You ONLY NEED TO REGISTER ONCE.**

ACCOUNT INFORMATION	
*User Name:	<input type="text" value="victoria.owens@dot.gov"/>
*First Name:	<input type="text" value="Victoria"/>
Middle Name:	<input type="text"/>
*Last Name:	<input type="text" value="Owens"/>
*Agency/Mode:	<input type="text" value="DOT-OST-WCF M-70"/>
Phone Number:	<input type="text" value="202-366-0001"/>
<input type="button" value="Register"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>	

## Complete the registration form

- Use your government email address as your User Name
- Click “**Register**”

**NOTE:** A temporary password will be emailed to you. Once you have received your temporary password, please follow instructions beginning on Page 10.

The image shows a login form titled "LOG IN". It contains two input fields: "User Name" with the text "vikkey.owens" and "Password" with seven dots. To the right of the password field is a blue link "Forgot Password?". Below the password field is a "Log In" button. At the bottom of the form, there is a link "NOT REGISTERED YET" and a "Register" button. A red arrow points from the left towards the "Log In" button, and another red arrow points from the bottom right towards the "Register" button.

LOG IN	
User Name:	<input type="text" value="vikkey.owens"/>
Password:	<input type="password" value="•••••••"/> <a href="#">Forgot Password?</a>
<input type="button" value="Log In"/>	
<a href="#">NOT REGISTERED YET</a> <input type="button" value="Register"/>	

- ◆ Enter 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:

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.



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

**PASSWORD CHANGED!**

**CHANGE PASSWORD**

Current Password:

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.

Welcome To Parking and Transit Benefit Public Website Version v 1.0



[Transit Benefit Application](#)



[Approval Section](#)



[My Account](#)



[Change Password](#)



[Log out](#)

Thursday, April 24, 2008

## ◆ Select “Transit Benefit Application”

### Transit Benefit Application

Enter a new transit application, withdraw, request information or change an existing account.

### My Account:

Update account information (i.e., Name, User Name, Phone Number, Email Address and Agency).

Welcome to the Parking and Transit Benefit Public Website Version v 1.0

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SELECT AN ACTION TO CONTINUE

Employer: Department of Transportation

Please make a selection

Request Information 

Certify/Enroll 



Continue



- ◆ Click on your selection
- ◆ Click “Continue”

**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.

Thursday, April 24, 2008



- ◆ **Read the terms and conditions of the Transit Benefit Program**
- ◆ **Click “I Agree” to proceed with the application process**

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

### (3) Submit the Transit Benefit worksheet and application

**TRANSIT BENEFIT APPLICATION WORKSHEET**

All Transit Benefit Program Applicants are required to certify the "Total Monthly Expense" of their Home to Work Mass Transit Commute.

**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"

- Select your transportation method(s)
- Enter the following information in the "To Work" and "From Work" row(s) of each transportation method:
  - Name of Company for your method of transportation (Metro, BART, Subway)
  - Daily or Monthly Expense
  - Number of days you routinely work in a month
- If 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

\*Reason for Certification:

\*Select your transportation methods:

Bus  Rail  Other Method  Vanpool

\*Civilian/Military:  Work Status:

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
Rail to Work Name of Company: <input type="text" value="Metro"/>	\$ 3.50	20	\$ 70.00
Rail from Work Name of Company: <input type="text" value="Metro"/>	\$ 2.50	20	\$ 50.00
Total Monthly Expense:			120.00

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.

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**TRANSIT BENEFIT PROGRAM APPLICATION**

\*Identifier:

\*Name:  (First)  (Last)  
 (Middle Name)

\*Email Address:  \*Work Phone:

\*Common Identifier:

**DEPARTMENT OF TRANSPORTATION**

\*Agency/Mode:  \*Region:

\*Admin:

\*I certify that my usual monthly commuting costs are:

**WORK INFORMATION**

\*Work Address:

\*Work City:  \*Work State:  \*Work Zip:

**RESIDENCE INFORMATION**

\*Address:

\*City:  \*State:  \*Zip:

\*Approving Official:  Select... \*Point of Contact:  Select...

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

\*SmartTrip Card Number:

Comment for Agency Approvers:

- Specify Reason for Certification (i.e., Annual Certification, New Transit Benefit Participant)
- 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.
- Select "Civilian/Military" from drop-down menu
- Select your work status from drop-down menu
- Enter the last 4 digits of your Social Security number in the "Identifier" box
- Enter the first initial of your first name and entire last name in the "Common Identifier" field. Ensure the entry is all in caps
- Select your Agency/Mode and Admin
- Select your Region
- Select your Admin
- Enter work information
- Enter residence information
- Select Approving Official
- Select Manager/Fund Certifier
- Select Point of Contact
- Enter SmartTrip® card number
- Enter any comments or additional information for your POC in the "Comment Box".
- Click "Submit Application"

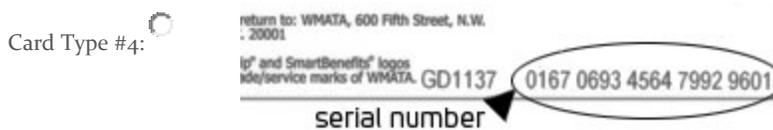
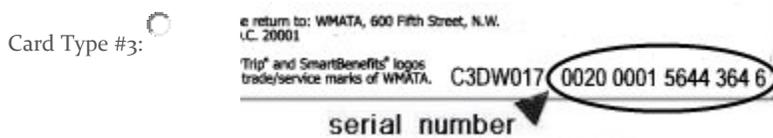
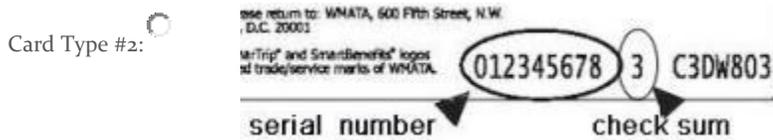
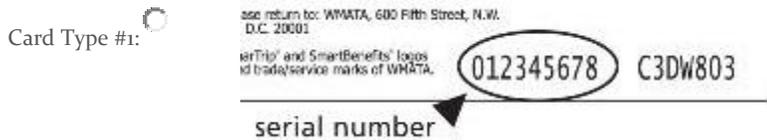


## SMARTCARD - REGISTRATION

**LOG INTO:** - <https://smartrip.wmata.com/Registration/Register.aspx>

### Card Type

Please indicate the type of your card by matching the serial number on the back of your card with the pattern that is circled on the images below.





## Here's how the TRANServe Debit Card works

1. Receive TRANServe Debit Card.
2. Activate your card by calling Chase Customer Service at 1-866-891-6951. You will need the following information:
  - Work phone number use (202-401-2905)
  - Work ZIP code use (20202)
  - Your agency-assigned Common Identifier use (EDUCATION)

Your transit benefit funds will be electronically deposited to your TRANServe Debit Card on the 10th day of each month.

3. Select the "Credit" option when purchasing transit fare media.

Any transit benefit funds you do not use by the end of the 9th day of the following month will be returned to Education.

**It's easy, safe and convenient!**