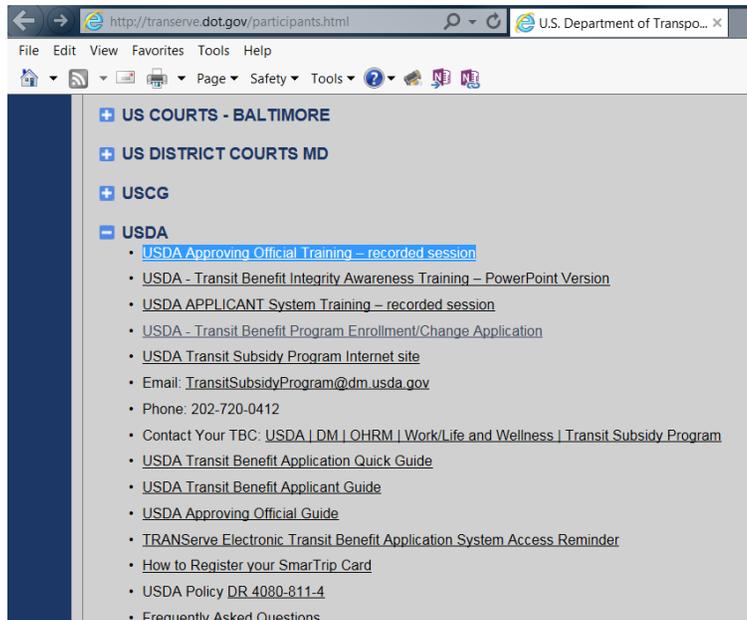


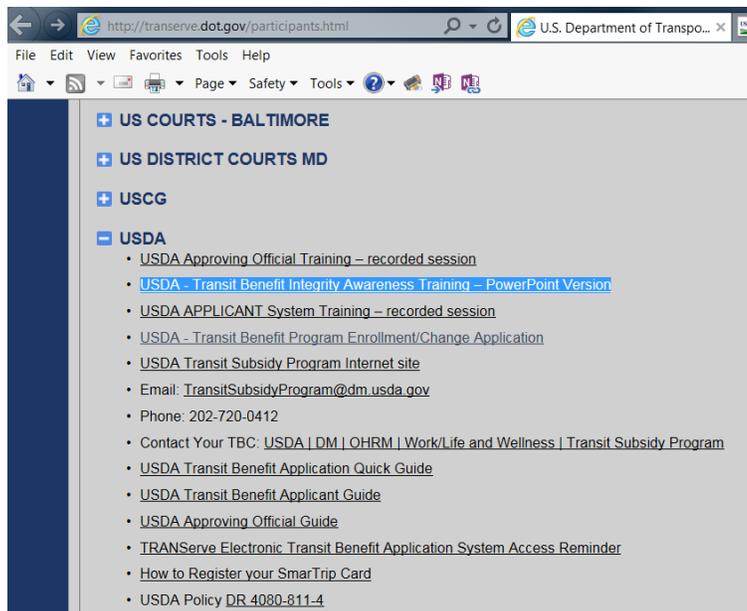
HOW-TO: Recertify in the Transit eApp

Website: <https://transitapp.ost.dot.gov/>

STEP 1. Ensure your supervisor was trained on the [TRANServe APPROVER training](#) and has been elevated to the Supervisor role in the eApp system by your Primary TBC (see pages 1 and 2 of the current T.B.C. Contact Roster on the [USDA TSB page](#) to see who your Primary TBC personnel).

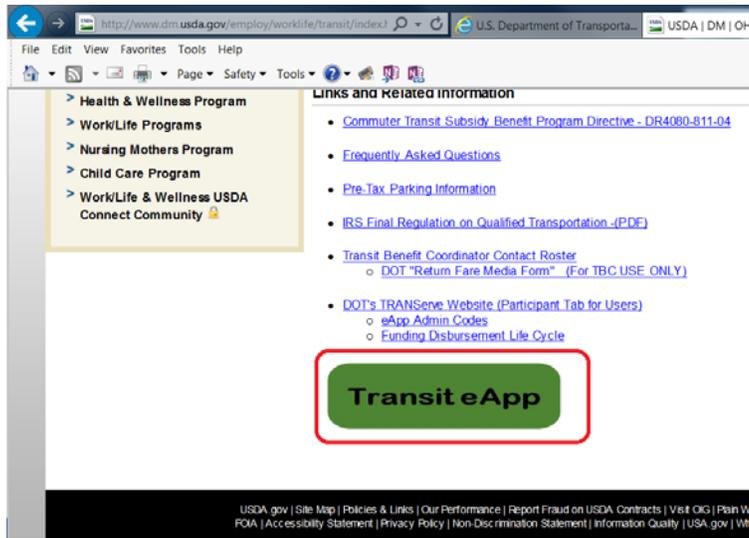


STEP 2. As the applicant for re-certification of benefits, review the [TRANServe Integrity Awareness training](#) (required annually).

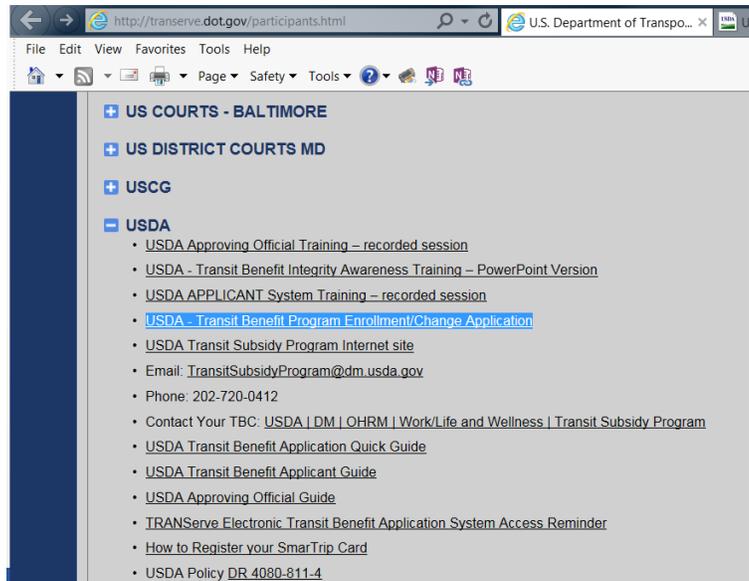


STEP 3. If you would like a refresher, review the [APPLICANT training](#) again.

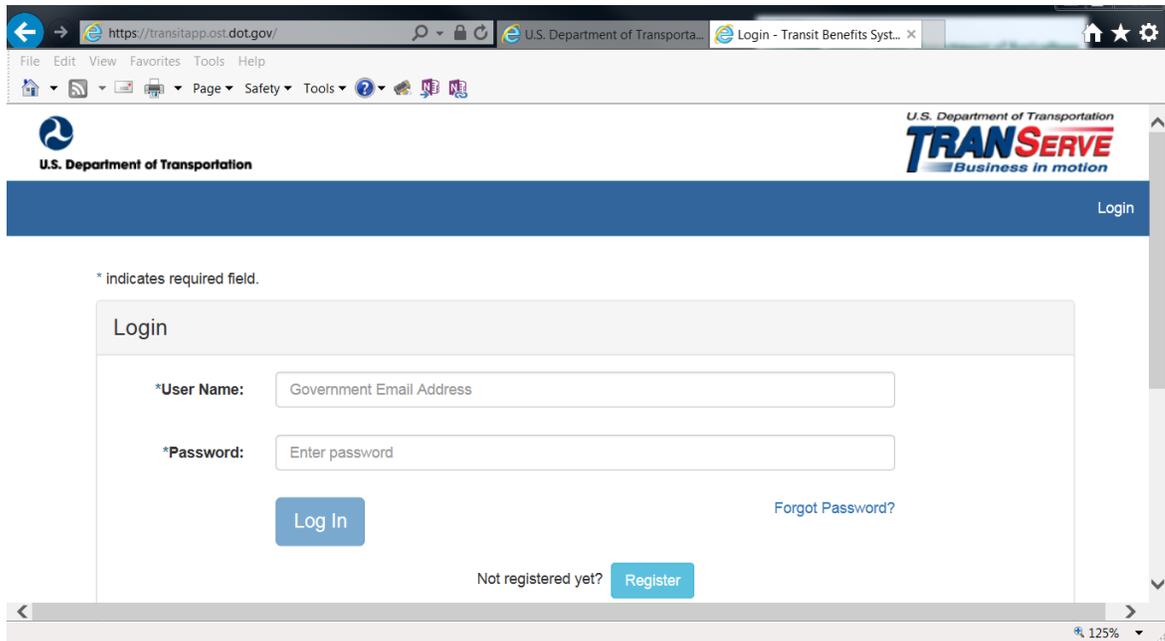
STEP 4. Then you can go to the eApp system using the TRANServe link listed as “[USDA – Transit Benefit Program Enrollment/Change Application](#)” or the button at the bottom of the [USDA TSB page](#).



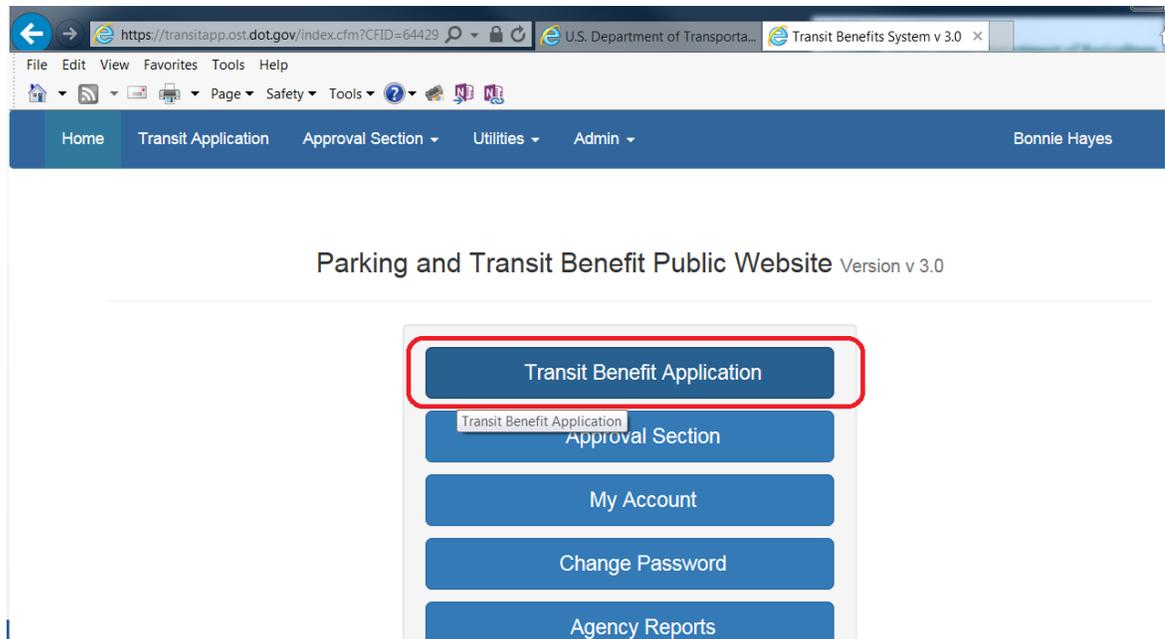
OR



STEP 5. Log in using your government email registration address and password (use the “Forgot Password?” link if you need a new temporary password emailed to you which you will type into the login page instead of copy/paste).



STEP 6. Select Transit Benefit Application from the home tab of the eApp.



STEP 7. Select “Certify/Enroll” option and then the “Continue” button.

The screenshot shows a web application interface. At the top, there is a navigation bar with links for Home, Transit Application, Approval Section, Utilities, and Admin. The user's name, Bonnie Hayes, is displayed in the top right. Below the navigation bar, a light blue banner indicates the user's current application status: "Your Current Application Status: Certification Completed (09/30/2015)". The main content area is titled "Select an Action to Continue". A dropdown menu is open, showing the employer name "Employer: US Department of Agriculture". The menu contains four options: "Request Information", "Withdraw from the Program", "Address/Smartrip Change", and "Certify/Enroll". The "Certify/Enroll" option is selected, indicated by a radio button and a red rectangular highlight.

STEP 8. Review the statement on the next page and select the “I Agree” button to continue.

STEP 9. From the list of Reasons for Certification, select “Annual Certification/Recertification” and complete the rest of the application as stated in the APPLICANT training.

The screenshot displays a section titled "Parking fees are not eligible for the transit benefit and must not be included in "Total Monthly Expense". Below this, there are instructions: "Instructions: To calculate your "Total Monthly Expense"". A list of instructions follows: a. Select your transportation method(s); b. Enter the following information in the "To Work" and "From Work" row(s) of each transportation method: i. Name of Company for your method of transportation (Metro, BART, Subway); ii. Daily or Monthly Expense; iii. Number of days you routinely work in a month; c. If you purchase a Monthly pass, divide the price of the pass by 2, and enter the information in the Monthly Expense column; d. The Total Monthly Expense value automatically populates. Below the instructions, there are labels for "Reason for Certification:", "Employment Type:", and "Work Status:". A dropdown menu is open for "Reason for Certification:", showing options: "Address or Smartrip® Card Number Change", "Agency Change", "Annual Certification/Recertification", "New Train", "Rate Change", "Required Reason for Certification", and "Vendor and Rate Change". The "Annual Certification/Recertification" option is selected and highlighted with a red box. Below the dropdown, there is a section titled "Transit Benefit Transportation Methods". At the bottom, a note states: "Always follow your Agency work schedule policy for specific guidance on the Days per Month entry."

STEP 10. Ensure you use the actual supervisor as your supervisor (and your TBC is the actual TBC) and reach out to your TBC for assistance if needed. See STEP 1 for a link to that contact roster, which primary TBCs are on pages 1 and 2 and field TBCs are listed by agency in subsequent pages.

STEP 11. Ensure your [Agency Admin Code](#) is correct, too, before submitting your application.