



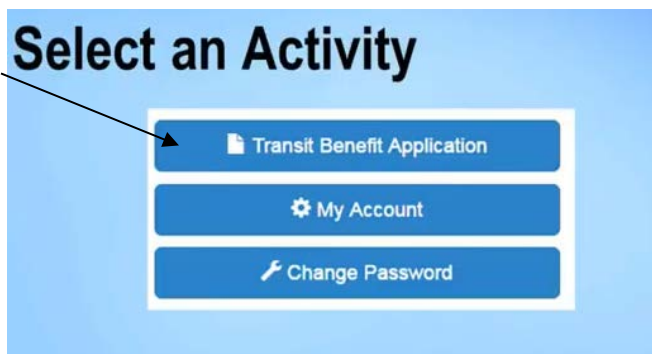
## TRANSPORTATION INCENTIVE BENEFITS

### APPLICATION STEP BY STEP PROCESS

- After your supervisor has completed registration for the program you will now complete your application.
- Visit: <https://www.youtube.com/watch?v=RWsBZSh8w2s&feature=youtu.be> for a step by step instructional video on how to fill out your application, or follow the instructions below.

### LOG INTO PROGRAM:

<https://transitapp.ost.dot.gov/index.cfm>



**SELECT** - Certify/Enroll to begin application

**READ**- Warning label, you must agree that you understand your role and agree to use it properly

**CHECK:** On the application screen check to see if you can complete the application before you start it. Scroll all the way down to the bottom and find the first approver field, use the select boxes to see if your approvers are listed in this section. If your supervisor is not listed **DO NOT** start your application. Contact your supervisor to complete their registration process.

If your supervisor is **NOT** listed in this section you can **NOT** continue with the application process

**\*Reasons why your supervisor is not listed:**

**1. You didn't Select Your Agency: USAF-REG-ACTIVE**

**2. Supervisor didn't register or email TIPS POC requesting access.**

[HTTPS://WWW.TRANSPORTATION.GOV/](https://www.transportation.gov/)

## **APPLICATION:**

\*Reason for Certification: New Transit Benefit Participant

☐ \*I have completed the required Transit Benefit Integrity training for my Agency ?

Civilian/Military: ? CIVILIAN

Work Status: Full Time

**REASON:** New Transit Benefit Participant

**SELECT:** Civilian/NAF/Military

**WORK STATUS:** Must be FULL TIME (Military-Reserve, must be on orders for >30 days)

## **COMPLETE AN EXPENSE WORKSHEET:**

Transit Benefit Transportation Methods

Always follow your Agency work schedule policy for specific guidance on the Days per Month entry.

Defined work schedule examples:

- If you work a Basic schedule of 8-hours per day, the average amount of 20 Days can be entered into the Days per Month column
- If you work a Flex Schedule of 9-hours per day, the average amount of 18 Days can be entered into the Days per Month column
- If you work a Compressed schedule of 10-hour days, the average amount of 16 Days can be entered into the Days per Month column
- If you telecommute or work part time, enter the number of days you actually commute to/from work.

\*Select your transportation methods

Bus Other Bus Rail Other Method Vanpool

Vanpool: Danz Vanz \$ 10.00 16 \$ 160.00

Name of Company Daily Expense Days per Month Monthly Expense

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: \$ 160.00

**SELECT ONE:** Vanpool/Bus/Rail

**NAME OF COMPANY:** UTAH TRANSIT AUTHORITY OR Enterprise

**DAILY EXPENSE:** Contact Luwanna at lfitzgerald@rideuta.com or 801-287-5358 OR Abby at 563-499-0530 with assistance on what your van-pool expense may be. This amount is a monthly approved AF Benefits and may not be the total amount owed (put this amount in the monthly block and the system will calculate the rest, i.e. days and daily rate.

**DAYS PER A MONTH:** The system will generate if you followed directions

**MONTHLY EXPENSE:** See VPM for assistance or view YouTube video timed at 8:56 for help. If you telework view video timed at 10:00.

<https://www.youtube.com/watch?v=RWsBZSh8w2s&feature=youtu.be>

[HTTPS://WWW.TRANSPORTATION.GOV/](https://www.transportation.gov/)

## IDENTIFIER:

The screenshot shows the 'Transit Benefit Program Application' form. In the 'Identifier' section, there is a red arrow pointing to the '\*Identifier:' field, which contains five asterisks. Below this, the 'Name' section has three fields: 'Name (Last)', 'Name (First)', and 'Name (Middle)'. The 'Email Address:' field contains 'first.last@Agency.mil'. The '\*Work Phone:' field contains '(202) 123-4567'. At the bottom, the '\*Common Identifier:' field contains 'Green Commuter', with a red arrow pointing to it.

**IDENTIFIER:** Ten digit EDIPI from CAC

**NAME:** Last, First Name, and Middle initial

**EMAIL ADDRESS:** Government Email Address

**WORK PHONE:** Phone number you can be reached

**COMMON IDENTIFIER:** First initial of you First Name and the first 4 of your Last Name

## AGENCY:

The screenshot shows the 'Agency' section of the form. The '\*Select Your Agency:' dropdown is set to 'DOI-OFFICE OF THE SOLICITOR'. The '\*Region:' dropdown is set to 'DC', with a red arrow pointing to it. The '\*Admin:' dropdown is set to 'SOL-SOLICITOR'. Below these are three 'Select...' buttons for 'Accounting Code:', 'Routing Symbol:', and 'Location/Building:'. At the bottom, there is a red box around the text 'This field is automatically calculated' and a field for 'Transit commuting costs' set to '\$ 160.00'.

**DO NOT Select  
Hill AFB  
Select Ogden UT**

**SELECT YOUR AGENCY:** USAF-REG-ACTIVE

**REGION:** OGDEN, UT

**ADMIN:** Hill AFB

## **WORK INFORMATION:**

- Fill out according to where you usually commute and from where you usually commute

### **Work Information**

\*Work Address:

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

### **Residence Information**

\*Address:

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

## **SELECT APPROVERS:**

If you don't see your supervisor in the drop down list unfortunately, you will have to stop here and come back when they have completed their registration process.

# Confirm Approvers

**Approver Information**

*Approving Official: <input type="text"/> <input type="button" value="Select..."/>	*Manager/Fund Certifier: <input type="text"/> <input type="button" value="Select..."/>
<small>Click the Select button to select Approving Official</small>	<small>Click the Select button to select Manager/Fund Certifier</small>
*Point of Contact: <input type="text" value="CHERI JOHNSON_OST"/> <input type="button" value="Select..."/>	Manager Phone: <input type="text"/>
<small>Click the Select button to select Point of Contact</small>	

**SUPERVISOR/ 1ST APPROVING OFFICIAL:** Your Supervisor

**POC or 2ND APPROVING OFFICIAL:** JANA STEUDE

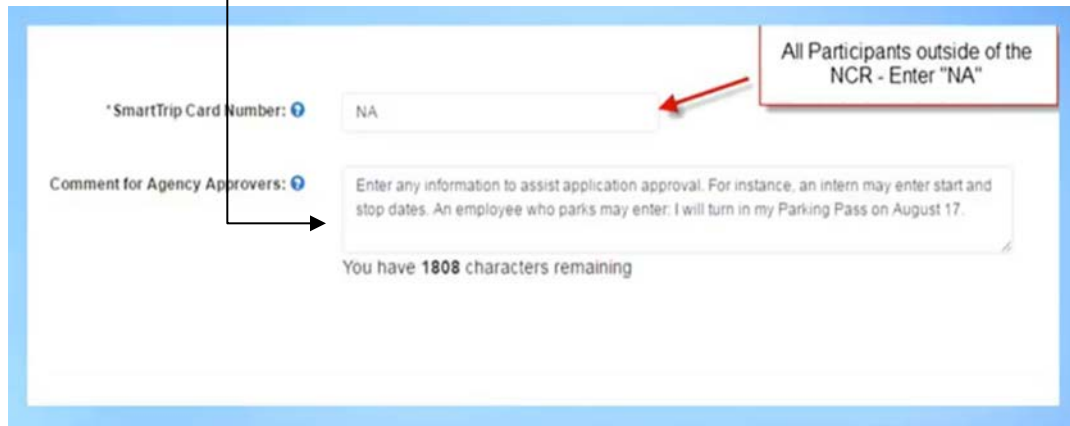
**POINT OF CONTACT:** JANA STEUDE

**MANAGERS PHONE:** Supervisor's phone number

## **SMART TRIP CARD:**

- **Smart Trip Card Number:** This will be **NA** for everyone

**COMMENTS FOR AGENCY APPROVERS:** Make sure you list any changes you're making. If you are a new participant you will need to list the **Van Managers name and Van Number** you'll be joining.



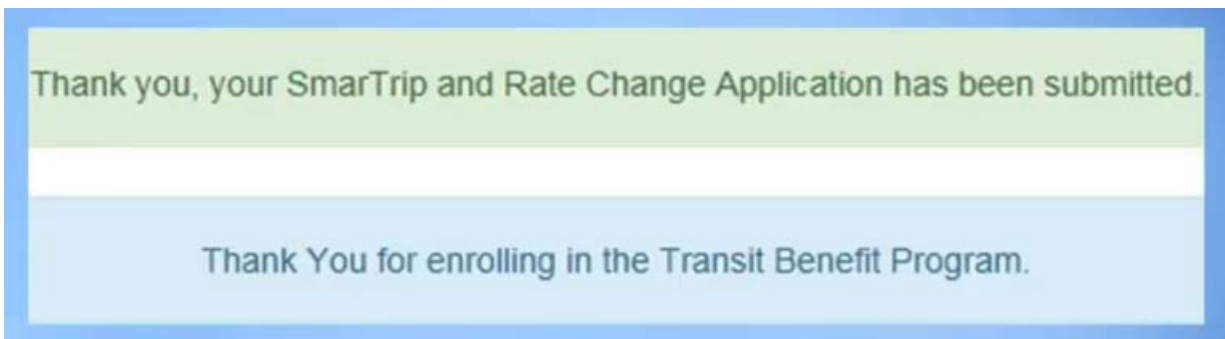
The screenshot shows a form with two main sections. The first section is labeled '\* SmartTrip Card Number:' and contains a text input field with 'NA' entered. A red arrow points from a text box above to this field. The second section is labeled 'Comment for Agency Approvers:' and contains a large text area with placeholder text: 'Enter any information to assist application approval. For instance, an intern may enter start and stop dates. An employee who parks may enter: I will turn in my Parking Pass on August 17.' Below the text area, it says 'You have 1808 characters remaining'. A black arrow points from the introductory text above to this section.

\* SmartTrip Card Number: NA

Comment for Agency Approvers: Enter any information to assist application approval. For instance, an intern may enter start and stop dates. An employee who parks may enter: I will turn in my Parking Pass on August 17. You have 1808 characters remaining

If this information is not noted in comments to agency approvers your application will be disapproved.

### **APPLICATION COMPLETED:**



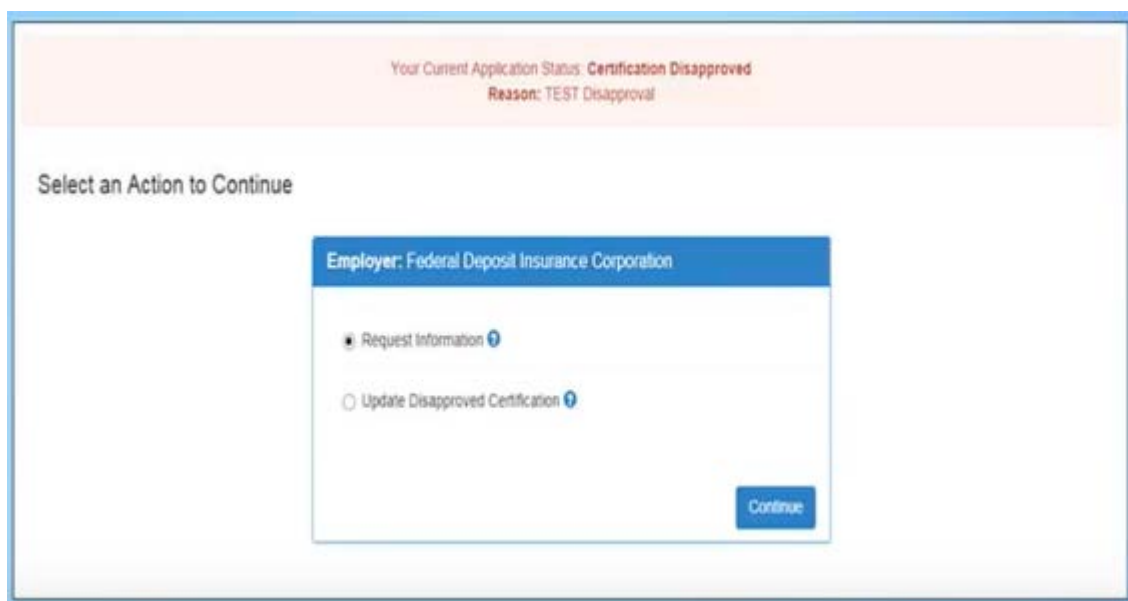
### **IF YOUR APPLICATION IS DISAPPROVED:**

➤ **HOW TO TAKE CORRECTIVE ACTION:** (from the home page)

**CLICK:** Transit application button

**SELECT:** An action to continue displays

**REASON FOR DISAPPROVAL:** Will be at the top in red (see example on NEXT page)



The screenshot shows a web interface with a light blue border. At the top, a pink banner contains the text "Your Current Application Status: Certification Disapproved" and "Reason: TEST Disapproval". Below this, the text "Select an Action to Continue" is displayed. A blue-bordered box contains the text "Employer: Federal Deposit Insurance Corporation". Inside this box, there are two radio button options: "Request Information" (selected) and "Update Disapproved Certification". A blue "Continue" button is located at the bottom right of the box.

**CLICK:** Delete application and start over button- this will revert this to the last submitted application. If this is your first time using this system you'll be reverted back to your profile information. Correct reason for disapproval and resubmit application.



The screenshot shows a web interface with a light blue border. At the top right, a red button labeled "Delete Application and Start Over" is visible. Below it, a yellow banner contains the text "Disapproved Reason: trace". A small text "indicates required field." is visible on the left. At the bottom, a blue banner contains the text "Certify/Enroll" and "Status: Certification Disapproved".

## **IMPORTANT INFORMATION**

- Each time an action is taken on your application you'll be notified by email.

- **THIS PROCESS CAN TAKE UP TO 6-8 WEEKS TO GO INTO EFFECT ONCE YOUR APPLICATION IS APPROVED** – If you apply for your benefits by 15<sup>th</sup> day of the month your BENEFITS will go into 6 weeks later. (EXAMPLE) You apply on 15 January your benefits would go into effect on 1 March.
- After your application has been approved you will be notified by email that your TRANServe Debit Card has been received. You will be given instructions to make an appointment with your program manager, Stephanie Pollak to sign for your new TRANServe Debit Card.

## **If you have questions please contact your Your Transportation Incentive Program Specialist**

### **Transportation Incentive Benefits**

**POC: Janae Steude 801-775-3833**

**Email: Hill.TIP@us.af.mil**

**Don't forget to contact:**

### **UTA Vanpool Support Specialist**

**POC: Luwanna Fitzgerald 801-287-5358 Email:**

**[lfitzgerald@rideuta.com](mailto:lfitzgerald@rideuta.com)**

