

Employees wanting to receive transit benefits, will be required to complete the following steps to receive benefits. Each step must be completed in order to receive transit benefits:

- Complete the online Integrity Awareness Training located at <https://www.transportation.gov/transerve/participants/federal-communications-commission>. This training is required by TRANserve prior to registering and completing your transit benefits application;
- Register online for the TRANServe program at <https://transitapp.ost.dot.gov/index.cfm?method=passport.logout>

\*Please note that you may be prompted to use login.gov to log into the TRANServe system, if you have not done so already\*

TRANserve also provides an optional, on-demand video training course that walks through the application process step-by-step and should provide answers to any questions you might have. The Transit Benefits Application System training course, called “On Demand Video Application Training” can be found at <https://www.transportation.gov/transerve/participants/federal-communications-commission>.

Upon application approval, WMATA users will continue receiving their transit benefits on their currently registered SmartTrip card, so long as their current SmartTrip card was not issued prior to 2012. WMATA has phased out older cards, so you may need to get a new one. Information on that – including how to determine whether you will need a new card, how to get one, and how to transfer your benefits – can be found here: <https://www.wmata.com/fares/smartrip/gocard-replacement.cfm>

Employees who ride the vanpool, VRE, etc., will be issued a separate TRANServe card. The TRANServe card works the same as a credit card. You would enter it as your payment method for reoccurring charges such as vanpool payments, or use it as a credit card at the point of sale location for tickets/passes for commuter buses and trains. The links below list transit authorities in the Washington Metropolitan Area and their methods of payment.

- <https://www.transportation.gov/transerve/maryland>
- <https://www.transportation.gov/transerve/virginia>

TRANserve cards will be sent to the Administrative Service Center (ASC) and upon receipt, ASC will notify you when your card arrives, so you can pick it up.

If you have any questions or need assistance completing your registration or submitting your application, please contact Vaughn West at 202-418-0330.