

Key Requirements to apply for Transit Subsidy Benefit

1. Use your federal email address to create a User Account and register.
2. Complete the Transit Benefit Program Application.
 - a) Complete the Transit Benefit Program Expense Worksheet.

Step 1. Access DOT application system and register

1. Open a browser
2. Go to: www.transportation.gov/transerve
3. Select: PARTICIPATING AGENCIES
4. Scroll down to bottom of page/Select U.S Patent & Trademark Office
5. Select: Register
6. Complete: Register Account Information
7. Select: Blue "Register" prompt at bottom of page
8. Check emails/Sign in with system-generated password
9. Select: Transit Benefit Application
10. Select: Certify/Enroll



Step 2. Click "Register" and complete registration account information form



Complete the Registration Form

Login

*User Name:

*Password:

[Forgot Password?](#)

Not registered yet?

Click Register

Register Account Information

*User Name:

*First Name:

Middle Name:

*Last Name:

*Agency/Mode:

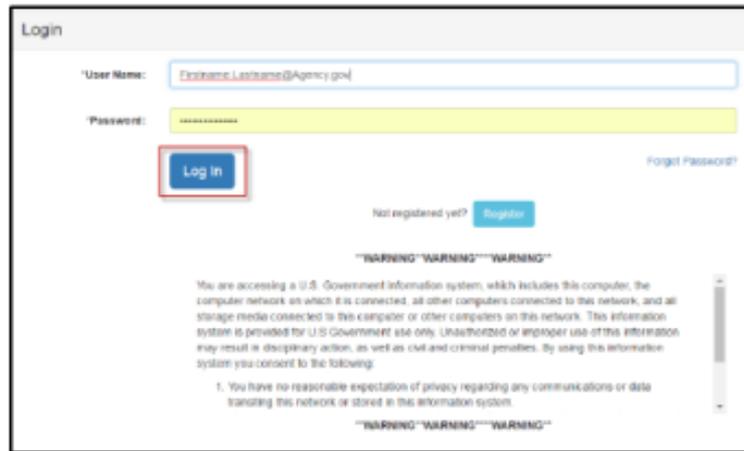
Agency options will show once your Government Email Address has been validated

Phone Number:

A temporary password is emailed to your official federal government email address.



Step 3. Wait for temporary password to Login to DOT TRANServe System

A screenshot of the TRANSERVE login page. The page has a white background with a blue header. The main content area is titled "Login" and contains a "User Name:" field with the placeholder text "Firstname.Lastname@Agency.gov", a "Password:" field with a yellow background and masked characters, and a blue "Log In" button. Below the password field is a "Forgot Password?" link. Further down, there is a "Not registered yet? Register" link. A warning message is displayed in red text, stating: "You are accessing a U.S. Government information system, which includes this computer, the computer network to which it is connected, all other computers connected to this network, and all storage media connected to this computer or other computers on this network. This information system is provided for U.S. Government use only. Unauthorized or improper use of this information may result in disciplinary action, as well as civil and criminal penalties. By using this information system you consent to the following:" followed by a single bullet point: "1. You have no reasonable expectation of privacy regarding any communications or data transiting this network or stored in this information system." The page also features a vertical scrollbar on the right side.



Tue 8/14/2018 8:35 AM

PTB Public Website Administrator <DONOTREPLY.TRANServeWebApp@dot.gov>

To  Miranda, Ivana

Retention Policy 7 year Permanent Delete for Entire Mailbox (NON-CAPSTONE) (7 years)

Blue Category

i Follow up. Start by Tuesday, August 14, 2018. Due by Tuesday, August 14, 2018.
You forwarded this message on 8/17/2018 4:41 PM.

Action Items

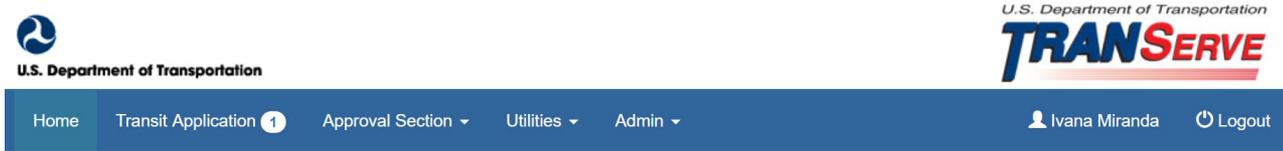


An example of the automated email from the DOT/TRANServe system.

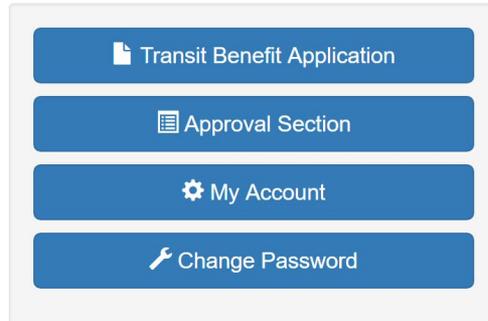




Step 4. Select “Transit Benefit Application”



Parking and Transit Benefit Public Website Version v 3.0



The USPTO does not offer a parking subsidy. Contact **Compensation and Benefits** for Parking Reimbursement Account (PRA) info. **571-272-6209**.



Step 5. Select "Certify/Enroll" and continue



U.S. Department of Transportation



Home

Transit Application

Approval Section ▾

Utilities ▾

Admin ▾

 Ivana Miranda

 Logout

Select an Action to Continue

Employer: U.S. Patent and Trademark Office

- Request Information 
- Withdraw from the Program 
- Address/Smartrip Change 
- Certify/Enroll 

Continue

uspto

Step 6. Select “I Agree” to USPTO program certification statements.

Home

Transit Application

Approval Section ▾

Utilities ▾

Admin ▾

 Ivana Miranda

 Logout

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. Patent and Trademark Office or am a volunteer worker with the U.S. Patent and Trademark Office.
- I certify that I am not named on a federally subsidized parking permit at this or 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, 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.
- I certify that my parking fees are not included in the computation of the daily, weekly or monthly commuting costs for my transit benefit.

I Agree

I Do Not Agree

uspto



Step 7. Certify/Enroll - Complete Transit Benefit Application Worksheet

* indicates required field.

Certify/Enroll

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:

Not Applicable:

Work Status:



Step 7. Certify/Enroll – Select New Transit Benefit Participant. Check box for training.

*Reason for Certification:

Not Applicable: ?

New Transit Benefit Participant

Address or SmarTrip® Card Number Change

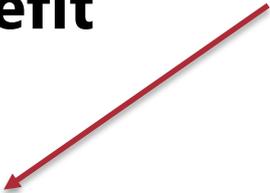
Agency Change

Annual Certification/Recertification

New Transit Benefit Participant

Rate Change

Vendor and Rate Change



*Reason for Certification:

New Transit Benefit Participant

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

?

All participants must complete this online training. Watch the recorded video session; you may fast forward through the repeated portions. Pay attention to the details.



Step 8. Expand to enter daily transportation method to/from work (e.g. Bus, Rail, Vanpool)

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

Please select your Transportation Methods

*Select your transportation methods:

Bus Other Bus Rail Other Method **Vanpool**

Vanpool:

Name of Company

\$

Daily Expense

Days per Month

\$

Monthly Expense



Step 9. Complete Expense Worksheet

*Select your transportation methods:

Bus Other Bus **Rail** Other Method Vanpool

Bus to Work:	<input type="text" value="Bus Name"/> Name of Company	<input type="text" value="\$ 2.25"/> Daily Expense	<input type="text" value="22"/> Days per Month	<input type="text" value="\$ 49.50"/> Monthly Expense
Bus from Work:	<input type="text" value="Bus Name"/> Name of Company	<input type="text" value="\$ 2.25"/> Daily Expense	<input type="text" value="22"/> Days per Month	<input type="text" value="\$ 49.50"/> Monthly Expense
Rail to Work:	<input type="text" value="Rail Name/Starting Station"/> Name of Company	<input type="text" value="\$ 2.25"/> Daily Expense	<input type="text" value="22"/> Days per Month	<input type="text" value="\$ 49.50"/> Monthly Expense
Rail from Work:	<input type="text" value="Rail Name/Starting Station"/> Name of Company	<input type="text" value="\$ 2.25"/> Daily Expense	<input type="text" value="22"/> Days per Month	<input type="text" value="\$ 49.50"/> Monthly Expense

Note: Key in "WMATA" instead of "*Metro*" for National Capital Region/ Washington DC Metro area.

All rails need a starting station. Applications without rail stations will be disapproved.





Step 10. Complete the application – enter USPTO Employee ID number (all fields w/asterisks * are required)

*Employee ID #:

Name: MIRANDA (Last) IVANA (First) H (Middle)

Email Address: Ivana.Miranda@uspto.gov *Work Phone:

Alternate Name:

U.S. Patent and Trademark Office

*Select Your Agency: *Region:

*Business Unit:

Populates from Select Your Agency

Employment Type:

Click the Select button to select Employment Type

Duty Station:

Click the Select button to select Duty Station





Complete alternate name field

Employee ID #: *****

Email: -6503

Alternate

What do I enter here? (USPTO)

If your ID badge, Employee locator and email address don't match please enter alternate names here.

Close

U.S. Patent and Trademark Office

*Select Your Agency: ? USPTO

*Region: ? ALEXANDRIA, VA

*Business Unit: ? CFO - CHIEF FINANCIAL OFFICER
Populates from Select Your Agency

Employment Type: ? FEDERAL EMPLOYEE Select...
Click the Select button to select Employment Type

Duty Station: ? ALEXANDRIA Select...
Click the Select button to select Duty Station



Select Region (based on current official duty location)

*Employee ID #: ? *****

Email: -6503

Alternate

What do I enter here? (USPTO) ✕

This applies to your work location.

All Shirlington, Va employees choose Arlington as your region

Close

U.S. Patent and Trademark Office

*Select Your Agency: ? USPTO ▼

*Region: ? ALEXANDRIA, VA ▼

*Business Unit: ? CFO - CHIEF FINANCIAL OFFICER ▼
Populates from Select Your Agency

Employment Type: ? FEDERAL EMPLOYEE Select...
Click the Select button to select Employment Type

Duty Station: ? ALEXANDRIA Select...
Click the Select button to select Duty Station

Select Employment Type (Federal Employee, Extern/Intern only)

The screenshot shows a modal dialog box titled "Employment Type" with a close button (X) in the top right corner. The dialog has a "Name" label above a search input field containing the placeholder text "Type to filter...". Below the search field is a list of four options, each with a blue checkmark icon to its left: "None", "EXTERN", "FEDERAL EMPLOYEE", and "INTERN". At the bottom of the list is a blue navigation bar with the symbols "<<", "<", "1", ">", and ">>". A "Close" button is located in the bottom right corner of the dialog. The background of the application is dimmed, showing parts of a form with labels like "U.S. Patent and Trad", "*Select Your A", "*Busines", "Employment", "Duty S", and "Work Information".

NOTE: Application will be disapproved if "None" is selected.



Select Duty Station (Note: Options are on two pages)

Duty Station ✕

Name

- None
- ALEXANDRIA
- BOYERS
- DALLAS
- DENVER

<< < 1 2 > >>

Close

Duty Station ✕

Name

- DETROIT
- HOME
- SILICON VALLEY - SAN JOSE

<< < 1 2 > >>

Close



Step 11. Enter Address for usual commute to/from work

Work Information

*Work Address:

*Work City: *Work State: ▼ *Work Zip:

Residence Information

*Address:

*City: *State: ▼ *Zip:



Step 12. Select Point of Contact

Approver Information

*Point of Contact: ?

PLUMMER, SHIRL Select...

Click the Select button to select Point of Contact

Point of Contact ×

	Name	Region	Email
<input checked="" type="checkbox"/>	SHIRLEY PLUMMER	ALEXANDRIA, VA	TransitSubsidyCoordinator@uspto.gov
<input checked="" type="checkbox"/>	ROBERTA MUTO-CRILEY	BOYERS, PA	TransitSubsidyCoordinator@uspto.gov
<input checked="" type="checkbox"/>	NEKIWA SMITH	DALLAS	TransitSubsidyCoordinator@uspto.gov
<input checked="" type="checkbox"/>	SANDRA SANCHEZ	DENVER	TransitSubsidyCoordinator@uspto.gov
<input checked="" type="checkbox"/>	LORRE DEWITT	DETROIT	TransitSubsidyCoordinator@uspto.gov
<input checked="" type="checkbox"/>	TARLISE LOTT	SAN JOSE, CA	TransitSubsidyCoordinator@uspto.gov

POC's do not approve applications. They will receive the debit cards in each location. Shirlington/Randolph Square employees will receive cards in Alexandria (Shirley Plummer).



Step 13. SmarTrip card users must provide registered card information or enter NA

Enter NA

(No spaces or special characters)

If you are:

- A Regional Office Employee
- or
- A commuter who rides
 - VRE
 - Vanpools, Amtrak
 - Metro Access
 - MTA

What number do you need? (USPTO)

SmarTrip cards are limited to WMATA (Metro) enabled commuters in the NCR (Washington, DC-Virginia-Maryland).
If your transportation provider does not accept a SmarTrip card, enter NA.

The card must be registered with WMATA in the EXACT NAME used on the application.
NAMES MUST MATCH on SmarTrip Card and Transit Benefit Application.
Applications will be disapproved for unregistered SmarTrip cards or inaccurate names.

Enter the SmarTrip Card number without dashes or spaces.
See the samples below to identify your card number series, then insert the numbers on the application in the same format that follow =

Example 1: [01670693456479929601]
Example 2: [012345678]
Example 3: [012345678] 3
Example 4: 0020 00[012345678] 1 or [0020000123456781]

*Please note that changing the name on your Smartrip.com account will not update your SmarTrip card registration.

These are two separate features in the WMATA system that do not link.

Changing your SmarTrip card in this system will NOT update your WMATA SmarTrip registration.

PRIVACY ACT STATEMENT:
This notice is provided pursuant to the Privacy Act. Your participation in this program is voluntary, but failure to provide information are to facilitate timely processing of your application. Information disclosed to the Department of Justice and for periodic review or revocation.

Accessibility | Ethics | FOIA | Information Privacy | Policies & Notices | WhiteHouse.gov

Continuing... Cancel

By providing the information on this page, you are consenting to the use of this information for the principal purposes of the program. This information may be used for the production of listings and reports (0).

August 13, 2018 -

If your commute requires a split distribution

(SmarTrip card AND debit card, please add Comments for Agency Approvers to tell us:

How much money to assign to your debit card
How much money to assign to your SmarTrip card.

NOTE: The total must match your total commute costs.

*Point of Contact: ? SHIRLEY PLUMME Select... Not Applicable:

Click the Select button to select Point of Contact

*SmarTrip Card Number: ? MY SMARTRIP CARD NO.

Comment for Agency Approvers: ?

Debit card = \$165 SmarTrip card = \$100. The total must match your total commute costs.



COMMENTS FOR AGENCY APPROVERS



Step 14. Check application for accuracy and completeness. Correct errors or select “continue”.

The screenshot shows the 'Check for Completeness' page of the TRANSERVE application. At the top right is the U.S. Department of Transportation TRANSERVE logo. The main heading is 'Check for Completeness'. Below this, there are two input fields for 'Due to Work' and 'Name of Company', with a 'Back to Work sect' link below the first. To the right, there is an 'Approving Official' dropdown menu with a 'Select...' button. Below the dropdown, there is a message: 'Please select Approving Official' and 'Click the Select button to select Approving Official'. At the bottom of the form area, there are two large blue buttons labeled 'Continue...'. The page is framed by a dark blue header and footer with a green wavy line.

Continue = Submit

There is no summary or review page. Selecting continue will submit your application.



Step 15. Select YES or NO for SmartBenefits Program

- If you need funds on your SmarTrip card, select YES, I would like to enroll (in SmartBenefits Program)
- If you do not want funds on your SmarTrip card, select NO Thank You.
- If your provider does not accept a SmarTrip card, you should not see this page.

Smart Benefits Program

If you would like to enroll in the SmartBenefits Program or you are already a SmartBenefits participant, please click the “Yes” button. The SmartBenefits Program eliminates the need to transfer funds to your SmarTrip card. Instead, your monthly transit benefit is downloaded directly to your SmarTrip card on the first day of every month.

YES I would like to enroll

NO Thank You



CONGRATULATIONS!!

You have now completed the application process for the
USPTO Transit Subsidy Program.

The screenshot shows the USPTO TRANSERVE application portal. At the top left is the U.S. Department of Transportation logo. At the top right is the TRANSERVE logo with the text "U.S. Department of Transportation" above it. Below the logos is a dark blue navigation bar with the following items: "Home", "Transit Application" (highlighted in a lighter blue), "Approval Section" with a dropdown arrow, "Utilities" with a dropdown arrow, "Admin" with a dropdown arrow, a user profile icon for "Ivana Miranda", and a "Logout" button with a power icon. Below the navigation bar is a light green confirmation message box that says "Thank you, your New Transit Benefit Participant Application has been submitted." A red arrow points from the text on the left to this message box. Below the message box is a white box containing the text "Certify/Enroll (IVANA MIRANDA)" and a dark grey status box that says "Status: Application Pending (Program Admin - 08/13/2018)". Below the status box is a white box containing a document icon and the text "Transit Benefit Application Worksheet".

Look for this message. You will not receive an email until the application is approved or disapproved.

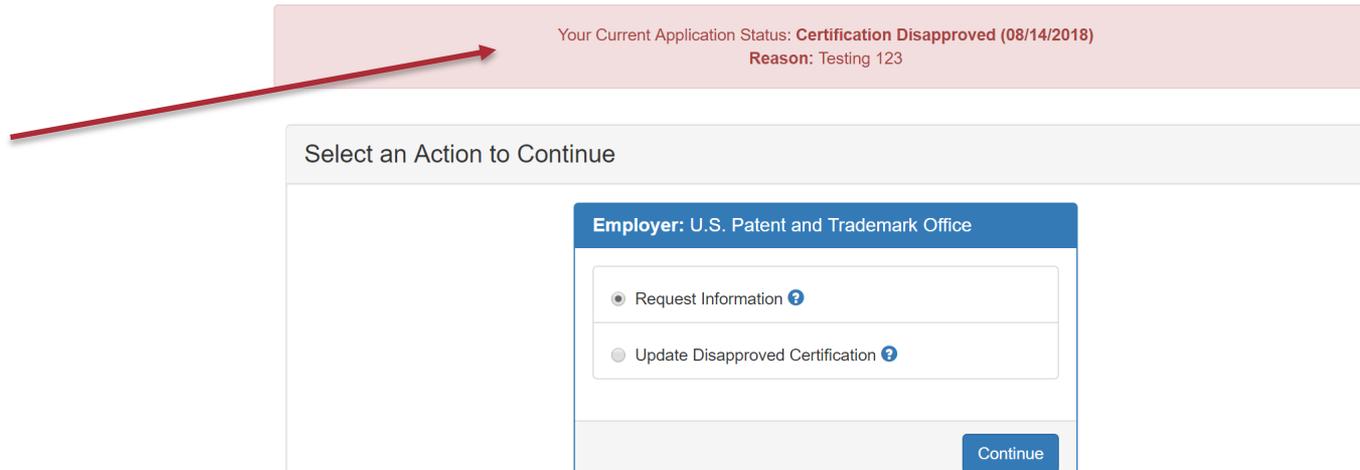
NEXT STEPS

- ❑ Applicants will receive “Application has been submitted” message on the screen. There is NO email for submitting an application.
- ❑ Applicants will receive a confirmation e-mail when the application is approved or if disapproved
 - Explanation of disapproval is provided

Application Status:

If your application is disapproved, see the Reason.

- Select Update Disapproved Certification to correct the application.
- If you do not understand the Reason, you may Request Information.



The screenshot displays a user interface for an application status page. At the top, a red banner contains the text: "Your Current Application Status: **Certification Disapproved (08/14/2018)**" and "Reason: Testing 123". A red arrow points from the left towards this banner. Below the banner, a grey box titled "Select an Action to Continue" contains a blue header "Employer: U.S. Patent and Trademark Office". Underneath, there are two radio button options: "Request Information ?" (which is selected) and "Update Disapproved Certification ?". A blue "Continue" button is located at the bottom right of the form area.

Update Disapproved Certification:

Prior to contacting the Transit Subsidy Coordinator, see Disapproved Reason (top and bottom of app). Either continue with pre-populated data and update accordingly or select Delete Application and Start Over.

Delete Application and Start Over

Disapproved Reason: Testing 123

* indicates required field.

Certify/Enroll **Status: Certification Disapproved ()**

📄 Transit Benefit Application Worksheet

*Select your transportation methods:

Bus Other Bus Rail Other Method **Vanpool**

Vanpool:
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:

📄 Transit Benefit Program Application

Disapproved Reason: Testing 123



DISTRIBUTION OF BENEFITS

- For SmarTrip card commuters: Benefits will load on the first day of each month.
- For debit card commuters: Benefits will load on the 10th of each previous calendar month for advance ticket purchases.

Please note: benefits do not roll-over or accumulate.



When do I make changes to my application?

SITUATION

Change in hoteling status

Change in # telework days

Transition to monthly parking

Fare increases

Leaving the agency

ACTION

Change [commute] Days per Month or Withdraw

Change [commute] Days per Month

Withdraw from Transit program

Modify Daily Expense

Withdraw from Transit program/Return debit card

NOTE: *When/If the maximum allowable subsidy amount increases, you DO NOT need to change your application unless you also have a change in commuting data. Increases for the maximum allowable subsidy amount is automatic, based on the data provided.*

Thank you for choosing to commute using mass transit.

For USPTO questions about the Transit Subsidy Program or to report a concern and/or claim of non-receipt, please email:

[Transit Subsidy Coordinator@uspto.gov](mailto:TransitSubsidyCoordinator@uspto.gov)

For virtual assistance, call:

571-270-5578

Additional information is available on the following sites:

Commuter SharePoint site:

<https://usptogov.sharepoint.com/sites/0782646c/Pages/Transit-Program-Commuters.aspx>

Department of Transportation (DOT)/TRANServe site:

<https://www.transportation.gov/transerve/faq>

