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

A temporary password is emailed to your official federal government email address.
Step 3. Wait for temporary password to Login to DOT TRANServe System
An example of the automated email from the DOT/TRANServe system.
Step 4. Select “Transit Benefit Application”

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

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

* indicates required field.

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"

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

*Reason for Certification:

Not Applicable: CIVILIAN

Work Status: Full Time

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

<table>
<thead>
<tr>
<th>Vanpool: Name of Company</th>
<th>$ Daily Expense</th>
<th>Days per Month</th>
<th>$ Monthly Expense</th>
</tr>
</thead>
</table>

uspto
Step 9. Complete Expense Worksheet

*Select your transportation methods:

<table>
<thead>
<tr>
<th>Method</th>
<th>Bus</th>
<th>Other Bus</th>
<th>Rail</th>
<th>Other Method</th>
<th>Vanpool</th>
</tr>
</thead>
</table>

**Bus to Work:**
- Name of Company
- Daily Expense: $2.25
- Days per Month: 22
- Monthly Expense: $49.50

**Bus from Work:**
- Name of Company
- Daily Expense: $2.25
- Days per Month: 22
- Monthly Expense: $49.50

**Rail to Work:**
- Name of Company
- Daily Expense: $2.25
- Days per Month: 22
- Monthly Expense: $49.50

**Rail from Work:**
- Name of Company
- Daily Expense: $2.25
- Days per Month: 22
- Monthly Expense: $49.50

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:** 571-272-6503
- **Alternate Name:**

**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
  - Click the Select button to select Employment Type
- **Duty Station:** ALEXANDRIA
  - Click the Select button to select Duty Station
Complete alternate name field

If your ID badge, Employee locator and email address don't match please enter alternate names here.
Select Region (based on current official duty location)

*Employee ID #: ******

Email: [Redacted]

Alternate Email: [Redacted]

U.S. Patent and Trademark Office

*Select Your Agency: USPTO

*Region: ALEXANDRIA, VA

*Business Unit: CFO - CHIEF FINANCIAL OFFICER

Employment Type: FEDERAL EMPLOYEE

Duty Station: ALEXANDRIA

This applies to your work location.

All Shirlington, Va employees choose Arlington as your region
Select Employment Type (Federal Employee, Extern/Intern only)

NOTE: Application will be disapproved if “None” is selected.
Select Duty Station (Note: Options are on two pages)
Step 11. Enter Address for usual commute to/from work

**Work Information**

- **Work Address**: 600 Dulany Street
- **Work City**: Alexandria
- **Work State**: VA
- **Work Zip**: 22314

**Residence Information**

- **Address**: LOCAL PHYSICAL ADDRESS
- **City**: ANYTOWN
- **State**: VA
- **Zip**: 22314
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
- A commuter who rides
  - VRE
  - Vanpools, Amtrak
  - Metro Access
  - MTA
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.
Step 14. Check application for accuracy and completeness. Correct errors or select “continue”.

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.

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.
**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.
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?

<table>
<thead>
<tr>
<th>SITUATION</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in hoteling status</td>
<td>Change [commute] Days per Month or Withdraw</td>
</tr>
<tr>
<td>Change in # telework days</td>
<td>Change [commute] Days per Month</td>
</tr>
<tr>
<td>Transition to monthly parking</td>
<td>Withdraw from Transit program</td>
</tr>
<tr>
<td>Fare increases</td>
<td>Modify Daily Expense</td>
</tr>
<tr>
<td>Leaving the agency</td>
<td>Withdraw from Transit program/Return debit card</td>
</tr>
</tbody>
</table>

**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

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