

Accessing Your NTD Report Package

This guide provides an overview of how National Transit Database (NTD) users can access their NTD report in the online reporting system.

After Logging in

Refer to *How to Access the NTD Online Reporting System* on the [Knowledge Base Article section of the NTD website](#) for steps on how to log in. Once you are logged into the NTD online reporting system, complete the following steps:

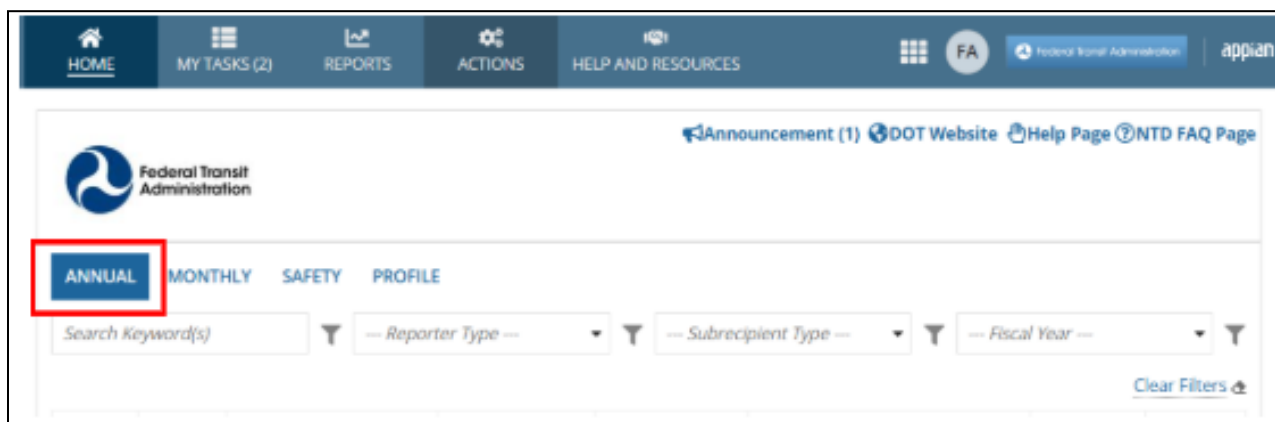
1. Select the Home tab (Figure 1).

Figure 1: Home Tab



2. From the Home screen, select the Annual button (Figure 2).

Figure 2: Annual Button



3. This step leads to a table (Figure 3) displaying available NTD reporting packages. From this table, you can access your agency's forms via either of the following methods:
 - a. Method 1—Select your agency's hyperlinked 5-digit NTD Identifier (ID) (Figure 3) in the first column to navigate to the Report Package Summary page. The Report Package Summary screen includes contact information for your analyst and a link to your Agency Profile. From this summary screen, forms are not editable. To edit forms from the Report Package Summary page, select the Annual Forms button (Figure 4).

Figure 3: NTD ID Selection

NTD ID	Fiscal Year	Reporter Name	Reporter Type	Revision	Analyst	Report Due Date	Forms
4R05	2026	State Department of Transportation	State Reporter	Original Submission - Working Data	Bailey Krouse (bailey.bowen.ctr@dot.gov)	1/31/2027	
96788	2026	Greene Valley Transit	Rural Reporter - Rural General Public Transit	Original Submission - Working Data		1/31/2027	
80967	2026	City of Transit	Small Systems Reporter	Original Submission - Working Data	James Overbeek (james.overbeek.ctr@dot.gov)	10/31/2026	
99452	2026	Elk Valley Rancheria	Small Systems Reporter	Original Submission - Working Data	Brendan Oudekerk (brendan.oudekerk.ctr@dot.gov)	1/31/2027	
99430	2025	Transit Agency Demo	Reduced Asset Reporter - Asset Subrecipient	Original Submission - Working Data		10/31/2026	

Figure 4: Report Package Summary Page Selections—Annual

FY 2025 Reporting - 99430 - Transit Agency Demo

[ANNUAL FORMS](#) [VIEW ISSUES](#)

[Summary](#) [Related Actions](#)

- b. Method 2—Locate your agency’s 5-digit NTD ID in the table, and select the pencil icon from the Forms column (Figure 5) to bring up the already unlocked annual report forms.

Figure 5: NTD ID Table—Pencil Icon

NTD ID	Fiscal Year	Reporter Name	Reporter Type	Revision	Analyst	Report Due Date	Forms
4R05	2026	State Department of Transportation	State Reporter	Original Submission - Working Data	Bailey Krouse (bailey.bowen.ctr@dot.gov)	1/31/2027	
96788	2026	Greene Valley Transit	Rural Reporter - Rural General Public Transit	Original Submission - Working Data		1/31/2027	
80967	2026	City of Transit	Small Systems Reporter	Original Submission - Working Data	James Overbeek (james.overbeek.ctr@dot.gov)	10/31/2026	
99452	2026	Elk Valley Rancheria	Small Systems Reporter	Original Submission - Working Data	Brendan Oudekerk (brendan.oudekerk.ctr@dot.gov)	1/31/2027	
99430	2025	Transit Agency Demo	Reduced Asset Reporter - Asset Subrecipient	Original Submission - Working Data		10/31/2026	

Which Package Should I Select?

Agencies may have up to two packages in the NTD reporting system at the same time: one for the prior fiscal year and one for the current fiscal year.

Prior Fiscal Year

After you complete the Report Year Kick Off task, your agency's package for the most recently completed fiscal year will include monthly ridership reports as well as annual reporting forms.

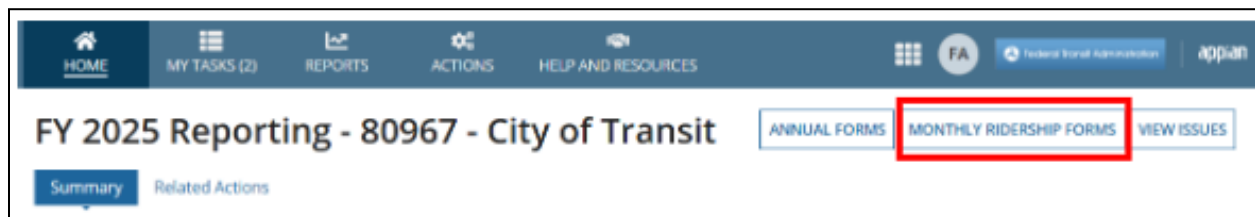
Refer to *How to Complete the NTD Report Year Kickoff* on the [Knowledge Base Article section of the NTD website](#) for more information on how to complete that task and generate your annual forms.

After the Federal Transit Administration closes out an annual report package, it is no longer visible in the Annual Section. For fiscal year packages older than your most recently completed fiscal year, please refer to *How to Print a Prior Year's NTD Report* on the [Knowledge Base Article section of the NTD website](#) for further guidance on accessing and printing the report.

Current Fiscal Year

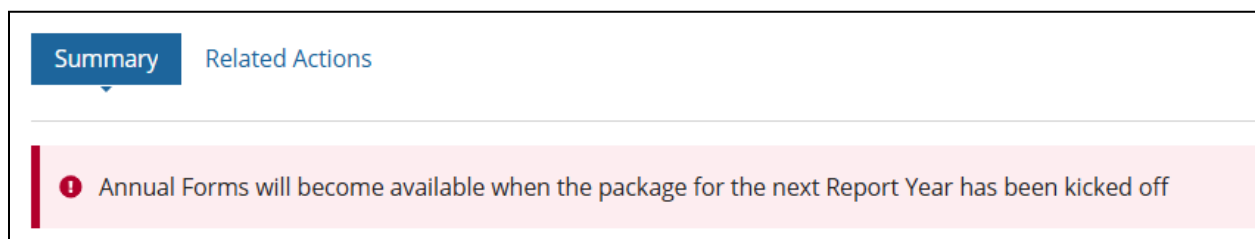
For Full Reporters, the current fiscal year package will have current monthly ridership reporting forms (Figure 6).

Figure 6: Report Package Summary Page Selections—Monthly



For all other reporter types, this package will be blank until the fiscal year concludes and you complete the following year's kickoff task as noted by a red banner with an exclamation point (Figure 7).

Figure 7: Banner—Complete Report Year Kickoff to Generate Annual Forms



How to Access State Sub-Recipient or Group Plan Sponsor Participant Packages

To access State Sub-Recipient packages or Group Plan Sponsor Participant packages, complete steps 1–3 of the After Logging In section.

1. Once within the desired parent report package, select the Sub-Recipient Reports button (Figure 8). This step will bring up a table of Sub-Recipient reports.

Figure 8: Selecting Sub-Recipient Reports



2. View and access Sub-Recipient Reports of interest from the table (Figure 9).

Figure 9: Sub-Recipient Reports List

Summary Sub-Recipient Reports Related Actions					
Links to Managed Sub-Recipient Reports for FY 2025					
Sub-Recipient	Type	Self Reporting?	Asset Sub-Recipient	Open Issues	Total Issues
89012 - Tribal Transit Agency	Urban/Tribal Subrecipient	No	No	0	0
96788 - Greene Valley Transit	Rural General Public Transit	No	Yes	0	0
99425 - Greyhound Lines, Inc.	Intercity Bus	No	No	0	0
99430 - Transit Agency Demo	Asset Subrecipient	No	Yes	0	0
				EXPORT DATA	PRINT