

How to Print a Prior Year's Annual NTD Report

This guide provides an overview of how National Transit Database (NTD) users can access and download previous years' NTD reports in the online reporting system.

How to Print Individual Report Forms

- Log into the [NTD online reporting system](#) and navigate to your Agency Profile by selecting the Profile tab on the home page and then selecting your agency's NTD identifier (ID) from the table.
- Within your Agency Profile, select the Form Library tab (Figure 1).

Figure 1: Form Library

The screenshot displays the NTD online reporting system interface. At the top, there is a navigation bar with four tabs: HOME, MY TASKS (0), REPORTS, and ACTIONS. Below this, the main header reads "88900 - Capital Transit System". Underneath the header, there are five sub-tabs: Summary, E-File Library, Form Library (which is highlighted with a red box), MR Historical Report, and Related Actions. Below the sub-tabs, there is a "Report Package" section with a drop-down menu currently showing "2023 Revision 1 - 4/19/2024 - Close Out". Below this is an "Annual Forms" section with a text description: "The following grid contains all annual forms for the specific reporter. Use the supplied link to view or download the selected form." Below the text is a table with two columns: "Form Name" and "Identification (B-10)". The table currently contains one row with the text "Identification (B-10)" in the "Form Name" column.

- Use the drop-down menu to select the report package you would like to print. The "Close Out" option is the final version of the report that the Federal Transit Administration (FTA) accepted for the database for a specific year.
- Select a form to prompt a local download. Save or print through your browser settings.

How to Print the Entire Annual Report

- Log into the [NTD online reporting system](#) and navigate to your Agency Profile by selecting the Profile tab on the home page and then selecting your agency's NTD ID from the table.
- Within the Agency Profile, select the Related Actions tab, then select "Print Annual Package" (Figure 2). Use the drop-down menu to select the report package you would like to print. The "Close Out" option is the final version of the report that FTA accepted for the database for a specific year.

Figure 2: Print Annual Forms via Related Actions

The screenshot shows the top navigation bar with 'HOME', 'MY TASKS (0)', 'REPORTS', and 'ACTIONS'. Below the navigation bar, the page title is '88900 - Capital Transit System'. Underneath the title, there are several tabs: 'Summary', 'E-File Library', 'Form Library', 'MR Historical Report', and 'Related Actions'. The 'Related Actions' tab is highlighted with a red box. Below the tabs, the page title is '88900 - Capital Transit System > Print Annual Forms'. Underneath the title, there is a 'Report Package' dropdown menu showing '2023 Revision 1 - 4/19/2024 - Close Out'. Below the dropdown menu, there is a section titled 'Annual Forms' with a description: 'The following grid contains all annual forms for the specific reporter. Use the supplied link to view or download the selected form.' Below the description, there is a table with one row: 'Form Name' and 'Identification (B-10)'.

- Select “Print.” The system will take a few minutes to generate an HTML file; larger reports may take over 5 minutes. Select the Refresh button to check on the download status (Figure 3). Once the HTML file is ready, you will be redirected to the previous page upon selecting the Refresh button. A timestamped download link labeled “View Printable Version of Form” will appear as shown in Figure 4.

Figure 3: HTML Generation Step

The screenshot shows the top navigation bar with 'HOME', 'MY TASKS (0)', 'REPORTS', and 'ACTIONS'. Below the navigation bar, the page title is '88900 - Capital Transit System'. Underneath the title, there are several tabs: 'Summary', 'E-File Library', 'Form Library', 'MR Historical Report', and 'Related Actions'. The 'Related Actions' tab is highlighted. Below the tabs, there is a message: 'Please allow a few minutes for the HTML to be generated, then click the 'Refresh' Button'. Below the message, there are two buttons: 'REFRESH' and 'CANCEL'.

Figure 4: Print Annual Forms Page With Download Link Generated

88900 - Capital Transit System

Summary E-File Library Form Library MR Historical Report **Related Actions**

88900 - Capital Transit System > Print Annual Forms

View Printable Version of Form - [as of 9/18/2024 11:08 AM EDT]

Report Package

2024 Original Submission - 8/2/2024 - Rejected

Annual Forms

The following grid contains all annual forms for the specific reporter. Use the supplied link to view or download the selected form.

Form Name
Identification (B-10)

- Select the link to prompt a local download. Save or print through your browser settings.

How to Print Multiple Reports (States and Group Plan Sponsors)

- Log into the [NTD online reporting system](#) and navigate to your Agency Profile by selecting the Profile tab on the home page and then selecting your agency's NTD ID from the table.
- Within the Agency Profile, select the Related Actions tab. Then, select "Print Multiple Annual Subrecipient Packages" (Figure 5).

Figure 5: Related Actions Menu for State Reporters

View & Manage Basic Information (P-10)
View and manage basic information depending on your permissions

View & Manage Reporter Modes (P-20)
View or manage reporter modes depending on your permissions

View & Manage Reporter Users (P-30)
View and manage reporter users depending on your permissions

Print Annual Package
View and Print Annual Package

Print Multiple Annual Subrecipient Packages
Allows printing of one or more Subrecipient Annual Packages.

- Use the drop-down menu to select the report package you would like to print. The “Close Out” option is the final version of the report that FTA accepted for the database for a specific year (Figure 6). Once you select a Report Year, a corresponding list of subrecipients will populate.

Figure 6: Selecting Close Out Version

4R05 - State Department of Transportation

Summary E-File Library Form Library MR Historical Report Group Plan Participants Related Actions

List of Sub-Recipients to print

Package Year *

2025 Revision 5 - 7/15/2026 - Close Out

List of Sub-Recipients to print *

☐	Sub-Recipient	Type
--------------------------	---------------	------

- Select the individual subrecipients whose reports you wish to print or select the “Select All Sub-Recipients” checkbox (Figure 7).

Figure 7: Select All Sub-Recipients

< 1 - 10 of 20 >

Select All Sub-Recipients

Clear Selection(s)

☐ Receive Document in Email

CANCEL SUBMIT

- Select the Submit button when you are ready to print. The system will take several minutes to generate a zip file containing the subrecipient report files. Select the Refresh button to check on the download status (Figure 8). Once the HTML file is ready, you will be redirected to the previous page upon selecting Refresh. A timestamped download link labeled “View Printable Version of Form” will appear as shown in Figure 9.

Figure 8: State HTML Generation Step

4R05 - State Department of Transportation

Summary E-File Library Form Library MR Historical Report Group Plan Participants Related Actions

Please allow a few minutes for the HTML to be generated, then click the 'Refresh' Button

REFRESH CANCEL

Figure 9: Print Annual Forms Page With Download Link Generated

4R05 - State Department of Transportation

Summary E-File Library Form Library MR Historical Report Group Plan Participants Related Actions

List of Sub-Recipients to print

View Printable Version of Form - [as of 9/18/2024 11:50 AM EDT]

Package Year*

2023 Revision 1 - 4/19/2024 - Close Out

List of Sub-Recipients to print*

☐	Sub-Recipient	Type
--------------------------	---------------	------

- Select the link to prompt a local download. Save or print through your browser settings.