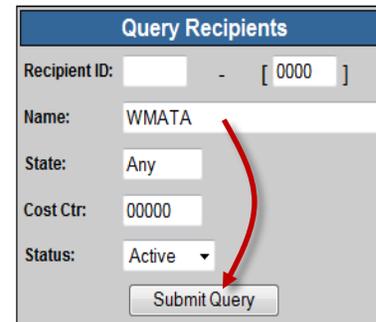
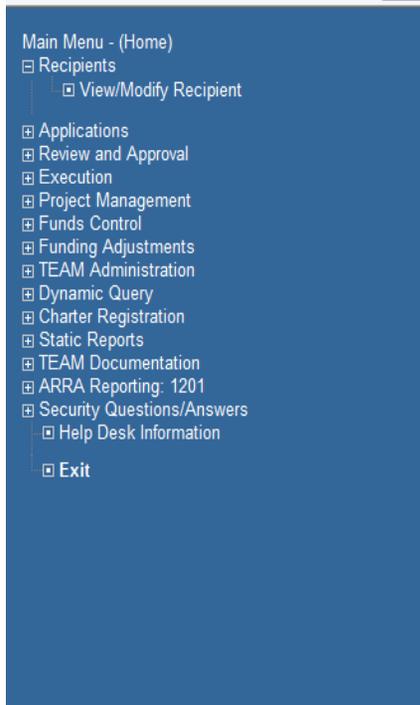


TrAMS User Manager Instructions

Follow these instructions to specify User Managers for the National Transit Database or TrAMS, using TEAM:

Identifying a new User Manager

- 1) Select the **Recipients** menu tab.
- 2) Type your organization's **Name** or TEAM **Recipient ID**.
- 3) Select **Submit Query**.



Query Recipients

Recipient ID: - [0000]

Name:

State:

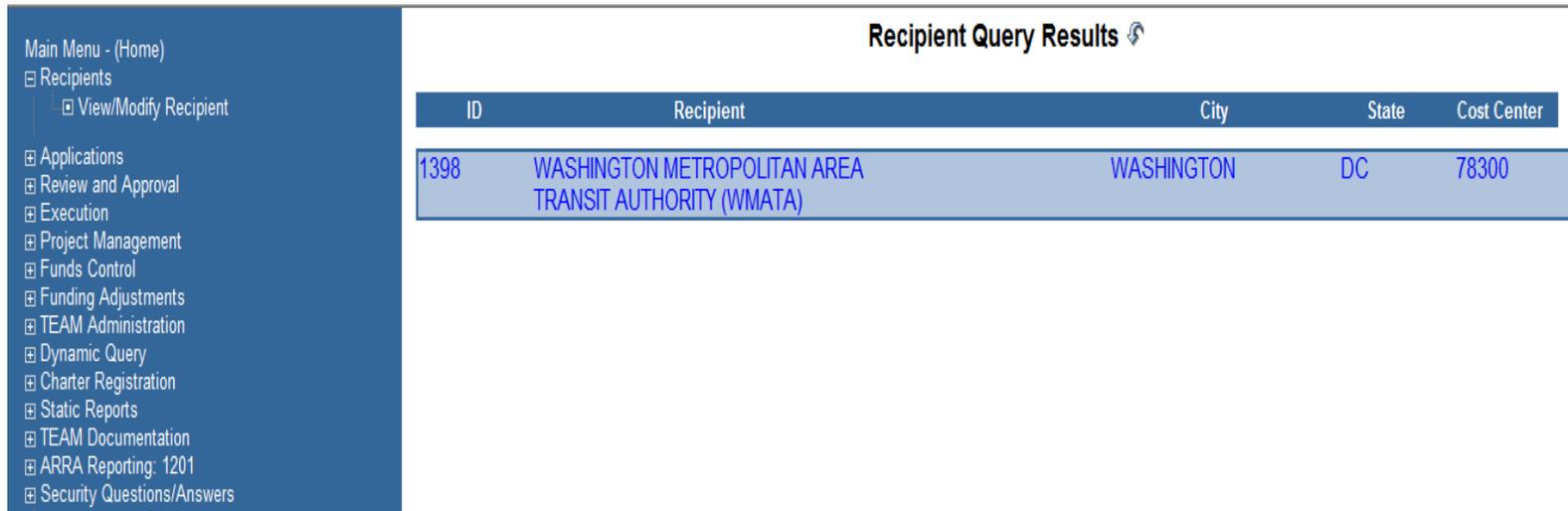
Cost Ctr:

Status:

TrAMS User Manager Instructions

Once your Organization has populated:

- 4) Select the **View/Modify Recipient** option in the menu



The screenshot displays the TrAMS User Manager interface. On the left is a dark blue navigation menu with the following items: Main Menu - (Home), Recipients (expanded), View/Modify Recipient (selected), Applications, Review and Approval, Execution, Project Management, Funds Control, Funding Adjustments, TEAM Administration, Dynamic Query, Charter Registration, Static Reports, TEAM Documentation, ARRA Reporting: 1201, and Security Questions/Answers. On the right, the 'Recipient Query Results' table is shown with the following data:

ID	Recipient	City	State	Cost Center
1398	WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA)	WASHINGTON	DC	78300

TrAMS User Manager Instructions

5) Select the **Contact Persons** tab.

The screenshot shows the 'View / Modify Recipient' window for WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA). The 'Contact Persons' tab is selected. A dropdown menu for 'Officer Titles' is open, showing options like 'SECRETARY OF TRANSPORTATION', 'SECTION 5310 CONTACT', and 'USER MANAGER'. The 'USER MANAGER' option is highlighted. The main form fields are filled with: Title: USER MANAGER, Last Name: Schneider, First Name/Initial: David, Street: 1200 New Jersey Avenue SE, City/State/Zip: Washington DC 20590 D, Email: schneiderd@verizon.net. The 'Contact For' checkboxes include 'Grants' (checked), 'MPO', 'EEO', 'DBE', 'Title VI', '504', and 'Echo'. A paperclip icon is visible in the top right corner of the form area.

- Select Officers Titles from the Dropdown Menu
- Select the ADD button to add a new contact.
- Type USER MANAGER--TRAMS in the title field.
- Type the Name and ALL Contact Information for the User Manager. Email and Phone number is essential
- Check Grants in the set of "Contact For" checkboxes.
- Click the Save Icon.

6) Select the Paperclip to upload the signed user manager document(s)

- Clip under Contact Persons

7. Click on the Check Mark/OK button to Save and Close

Repeat steps 5-11 to identify additional TrAMS user managers and/or NTD user manager. In Step 7, type USER MANAGER—TrAMS or USER MANAGER-NTD in the title field, as applicable.