



**UPCOMING ENROLLMENT DEADLINES:**



**Next:**  
**Thursday, February 20, 2014**

**Future:**  
**Tuesday, March 25, 2014**  
**Wednesday, April 23, 2014**

**RECERTIFICATION OF TIP PARTICIPANTS UNDERWAY**

All Transportation Incentive Program (TIP) participants are required to log into the Transportation Incentive Program System (TIPS) and recertify their TIP record between 1 January and 15 February 2014. Many participants have already successfully recertified their record and are all set for the 15 February deadline. Those who still need to recertify, should follow these steps:

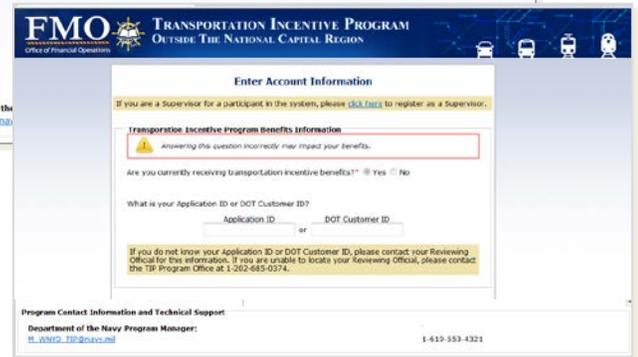
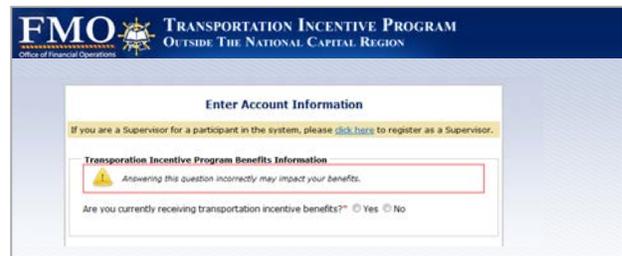
1. Go to the TIPS website at: <https://tips.navy.mil>.
2. Select the participant login button.
3. Login and select the **RECERTIFY** button.
4. Complete each screen and select **CONTINUE** until you reach the Application Recertification page.
5. Review certification statements.
6. Select **Submit Application**.



7. You have successfully completed recertification once you reach the "Your Application is Complete" screen.



When an active participant first accesses the tool, the system should recognize the participant's Common Access Card (CAC). If the system does not recognize a CAC, the participant will need to select the "click here" link under the participant login button. The participant will then be asked if they are currently receiving benefits. Current participants should select "Yes" unless otherwise instructed by the Help Desk. Participants will then be asked to provide their application identification number or their Department of Transportation (DOT) identification number. By providing one of these numbers, the system will be able to match a current participant's CAC to their existing record, and will allow the participant to easily access and recertify their record. Participants can learn their application ID or their DOT customer ID by contacting their local reviewing official or the Office of Financial Operations.



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Washington Navy Yard, DC 20374-5025  
ATTN: Transportation Incentive Program

**E-MAIL ADDRESS:** [M\\_WNYD\\_TIP@navy.mil](mailto:M_WNYD_TIP@navy.mil)  
**APPLY ONLINE AT:** <https://tips.navy.mil>  
**TIPS HELP DESK:** 619-553-4684



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