How to Complete the NTD Report Year Kickoff

This guide provides an overview of how transit industry users can complete the annual Report Year Kickoff in the NTD online reporting tool.

Report Year Kickoff Overview

- The Report Year Kickoff is the first required step to completing the annual NTD report. The report package for the prior fiscal year becomes available once the kickoff has been completed. For Full Urban Reporters, the kickoff additionally populates Monthly Ridership report forms for the upcoming fiscal year.

- The kickoff allows you to supply basic information about your agency through a series of questions. The system uses the information you provide to generate the appropriate annual forms for your agency's reporter type and active modes.

- The kickoff becomes available on the first day of your agency's new fiscal year (e.g., agencies with a fiscal year end of September 30 can access the kickoff for the recently completed year on October 1).

- NTD Users with the CEO, CEO Delegate, or NTD Contact roles can complete the kickoff. Editors, Viewers, and Safety Users do not have access to the kickoff.

Completing the Report Year Kickoff

- Log into NTD, navigate to "My Tasks" and open the link for the Report Year Kickoff.
- Read the terms of the task, then select "Accept," followed by "Proceed."
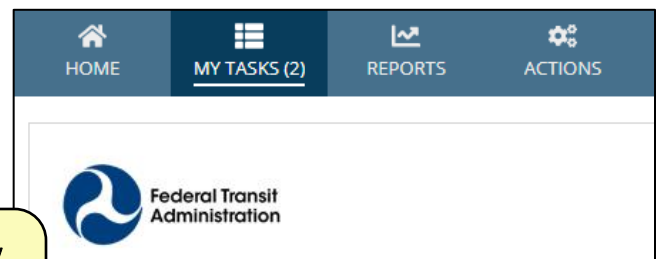
Note! Accepting the kickoff task will remove the task from other users' task lists. This prevents data being lost or overwritten by conflicting processes.

- Complete each of the steps outlined in the kickoff. Use the "Continue" or "Go Back" buttons as needed.
- When all sections are complete, select "Submit" to finalize the kickoff. The system will take several minutes to generate the report package.

Kickoff Steps for Common Reporter Types

Full and Reporters	
View & Manage Reporter Users	• Confirm user email addresses and contact information • Confirm user roles
View & Manage Reporter Modes	• Review existing active modes • Add new mode(s) or end existing mode(s) as needed
Manage Transit Asset Management Sponsor	• Review existing TAM Group Plan Sponsor • Add or remove sponsor as needed • This step applies to Tier II agencies only (Tier I agencies may not participate in Group TAM Plans)
Current Year Reporter Type	• Review your agency's current Reporter Type • Change or confirm Reporter Type for the current year
Future Year Reporter Type	• Change or confirm your agency's Reporter Type for next year

(The blue header above reads: Full and Reduced Reporters)

State Departments of Transportation	
View & Manage Reporter Users	• Confirm user email addresses and contact information • Confirm user roles
Identify Subrecipients	• Confirm or update subrecipient list • Add new subrecipient NTD IDs as needed • Identify Group TAM Plan participants
Assign Subrecipient Type	• Review existing subrecipient types • Update subrecipient types as needed
Assign Subrecipient Self-Reporting Privileges	• Select self-reporting subrecipients for the current Report Year