

How to Download 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 select the “Profile” tab on the home page.
- Select your agency's NTD ID. Within the NTD profile, select the “Form Library” tab.
- 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.

Figure 1: Form Library

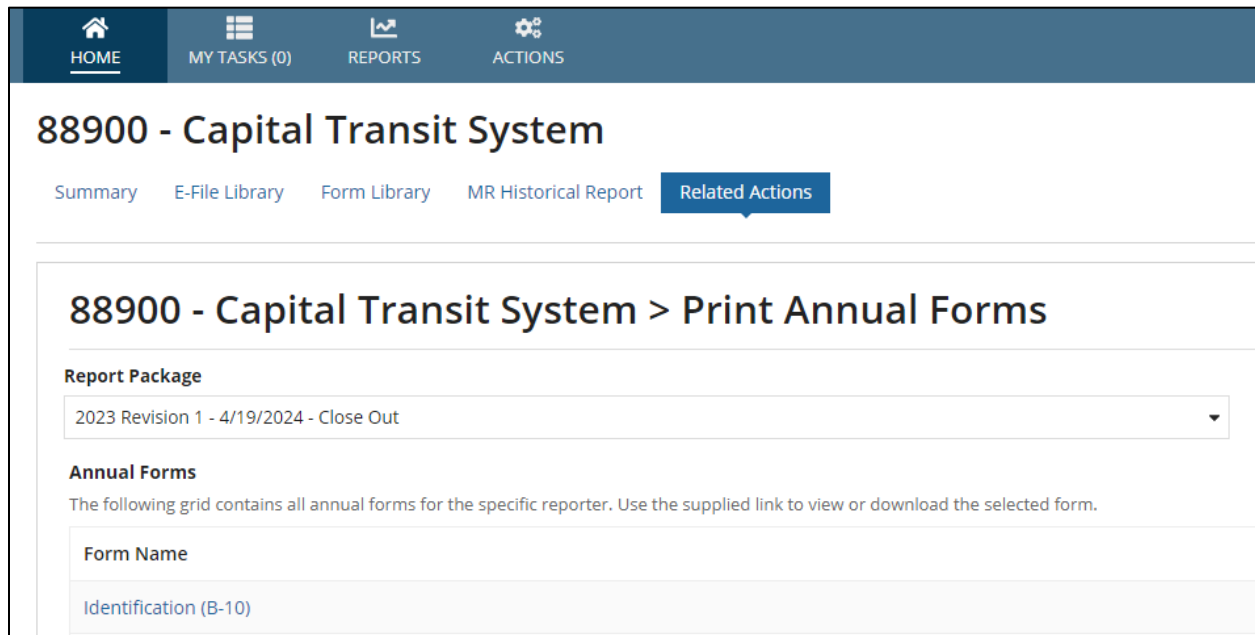
The screenshot shows the 'Form Library' tab selected for agency 88900 - Capital Transit System. The interface includes a navigation bar with 'HOME', 'MY TASKS (0)', 'REPORTS', and 'ACTIONS'. Below the navigation bar, there are tabs for 'Summary', 'E-File Library', 'Form Library', 'MR Historical Report', and 'Related Actions'. A 'Report Package' dropdown menu is set to '2023 Revision 1 - 4/19/2024 - Close Out'. Under 'Annual Forms', a message states: 'The following grid contains all annual forms for the specific reporter. Use the supplied link to view or download the selected form.' A table with one row is visible, showing the form name 'Identification (B-10)'.

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

How to Print the Complete Annual Report

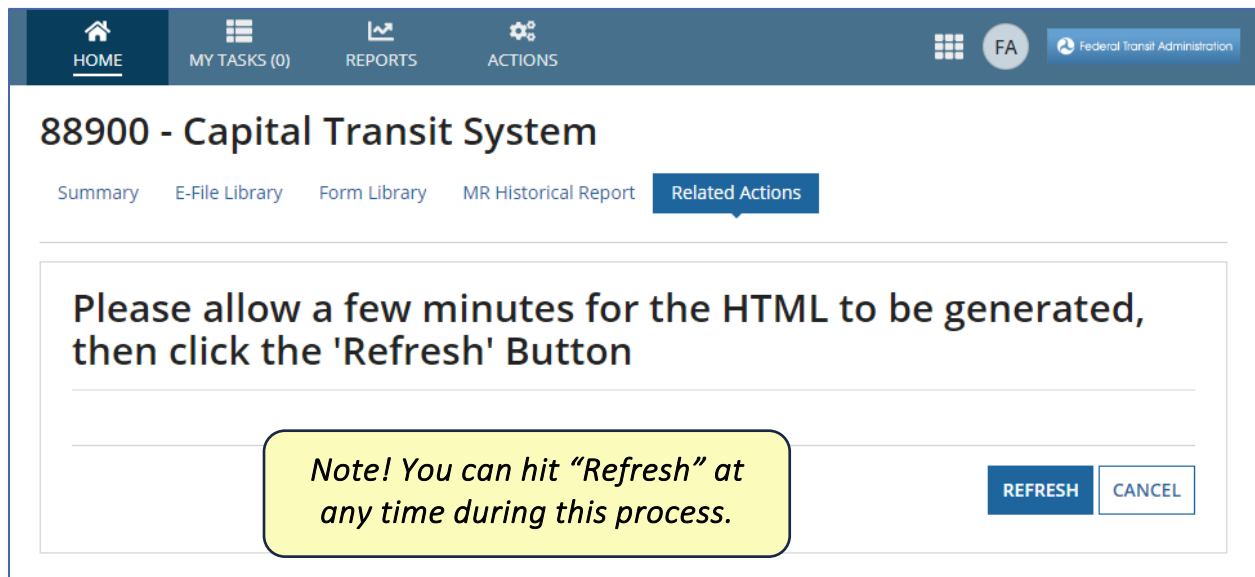
- Log into the [NTD online reporting system](#) and select the “Profile” tab on the home page.
- Select your agency's NTD ID. Within the NTD profile, select the “Related Actions” tab, then select “Print Annual Package.” Use the dropdown menu to select the report package you would like to print. The “Close Out” option is the final version of the report that FTA accepted for the database.

Figure 2: Print Annual Forms via Related Actions



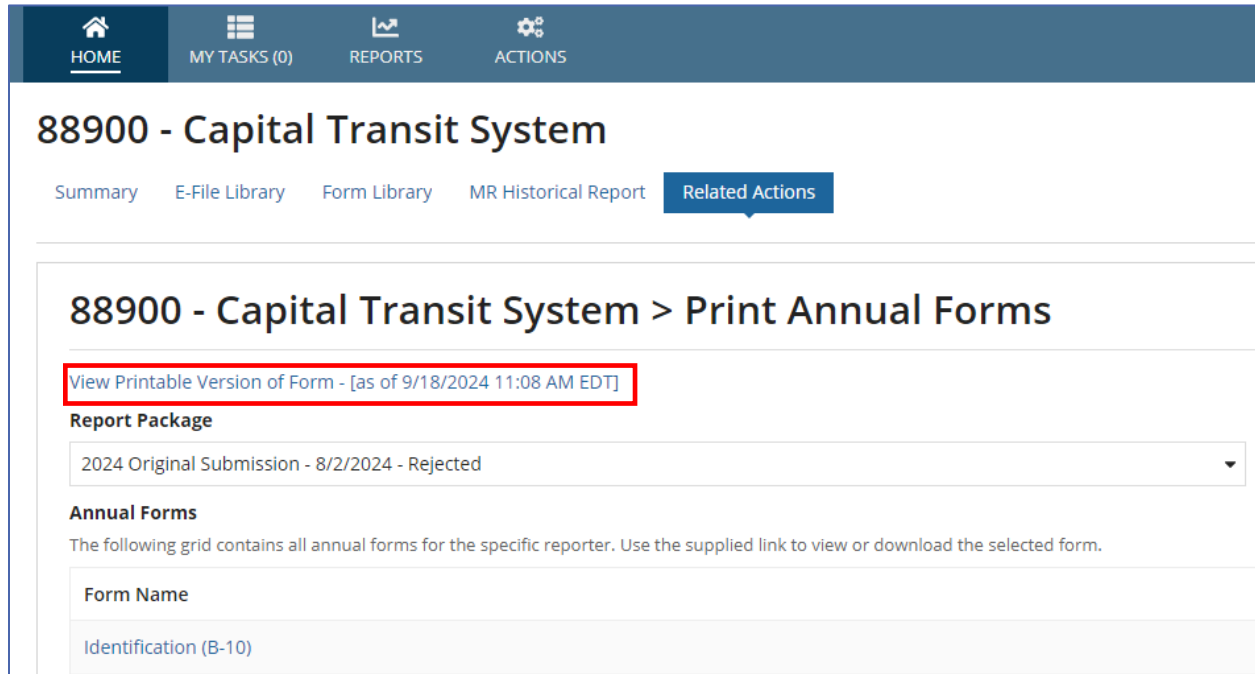
- Select “Print.” The system will take a few minutes to generate an HTML file; larger reports may take over five minutes. Select “Refresh” to check on the download status.

Figure 3: HTML Generation Step



- 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 toward the top of the page, as shown in Figure 4 below.

Figure 4: Print Annual Forms Page with Download Link Generated

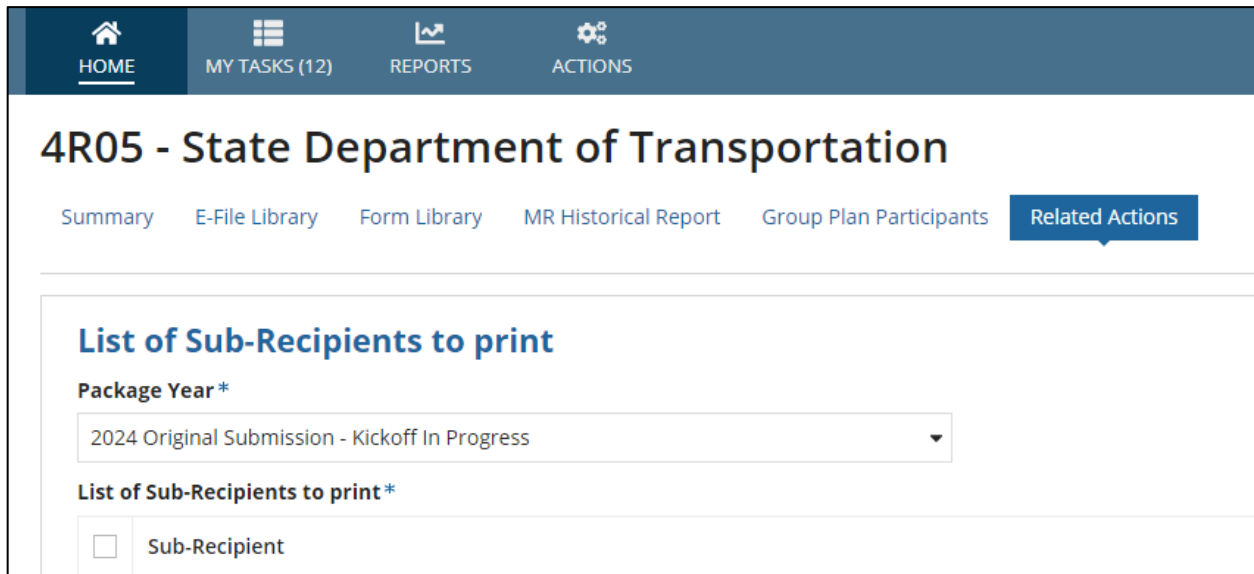


- Select the link to prompt a local download. Save or print through your browser settings.

How to Print Multiple Reports (State DOTs and Group TAM Plan Sponsors)

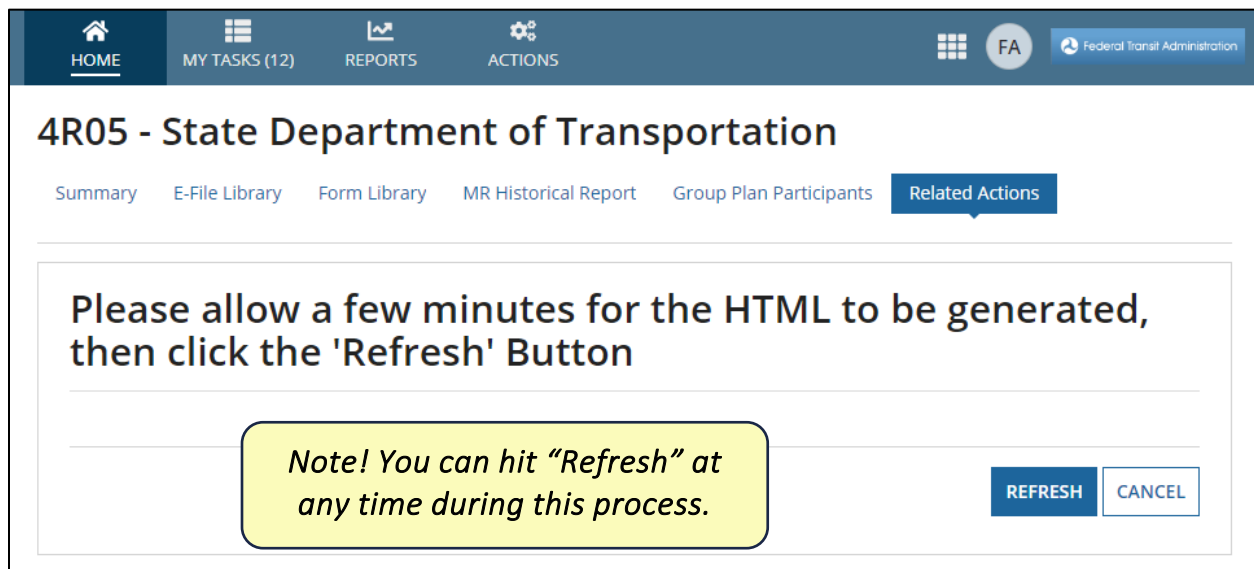
- Log into the [NTD online reporting system](#) and select the "Profile" tab on the home page.
- Select your agency's NTD ID. Within the NTD profile, select the "Related Actions" tab, then select "Print Multiple Annual Subrecipient Packages."
- Use the drop-down menu to select the report package you would like to print. The "Close Out" option is the final version of the report that FTA accepted for the database.

Figure 5: Print Multiple Annual Subrecipient Packages



- Once you select a Report Year, a corresponding list of subrecipients will populate. Select the individual subrecipients whose reports you wish to print or click the “Select All Sub-Recipients” checkbox.
- Select “Submit” when you are ready to print. The system will take several minutes to generate a zip file containing the subrecipient report files. Select “Refresh” to check on the download status.

Figure 6: HTML Generation Step



- Once the HTML file is ready, you will be redirected to the previous page upon selecting “Refresh.” A timestamped download link labelled “View Printable Version of Form” will appear toward the top of the page, as shown in Figure 7 below.

Figure 7: Print Annual Forms Page with Download Link Generated

HOME MY TASKS (12) REPORTS ACTIONS FA Federal Transit Administration

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
<input type="checkbox"/>	

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