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

- Select a form to prompt a local download. Save or print through your browser settings.
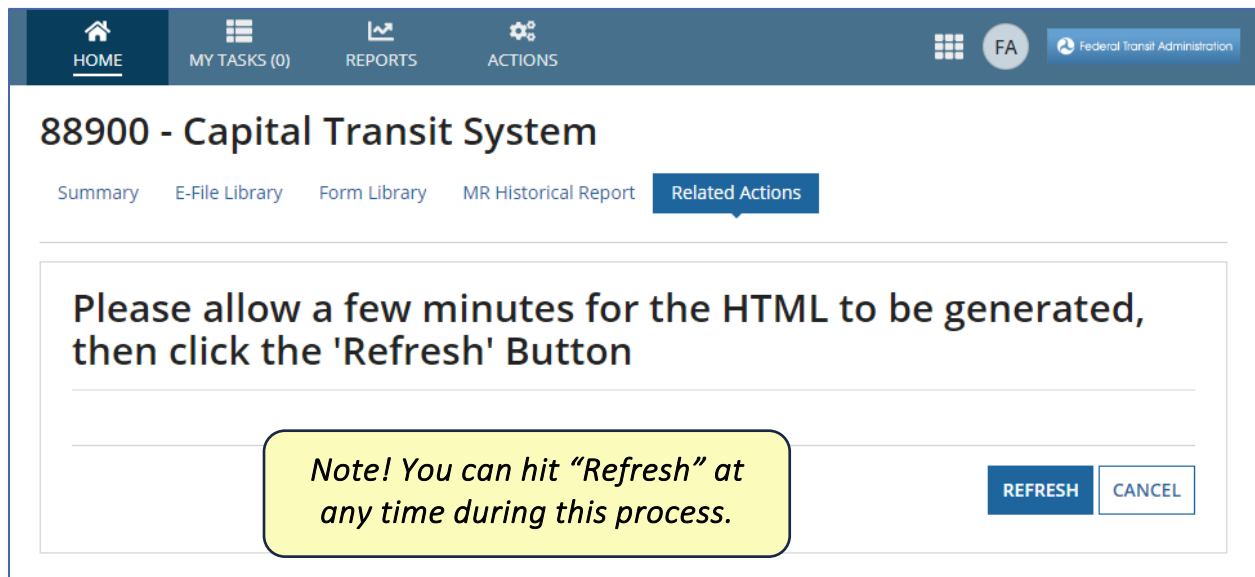
How to Print the Complete Annual Report

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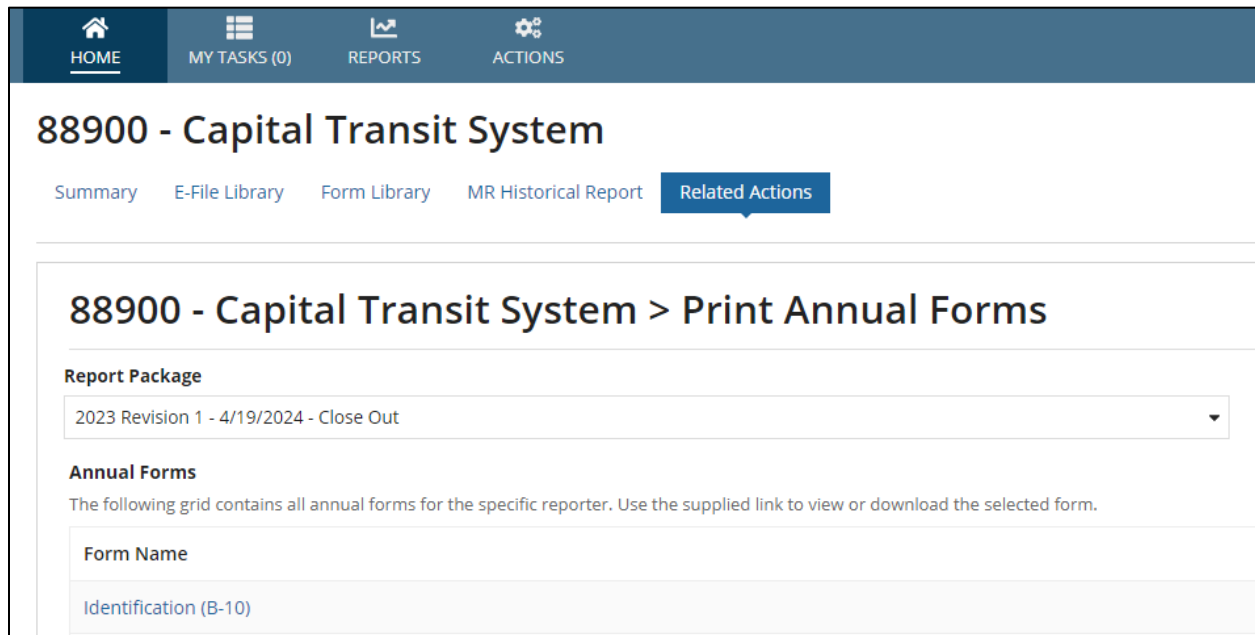
- Select "Print." The system will take a few minutes to generate an HTML file; larger reports may take over five minutes. Select "Refresh" to check on the download status.

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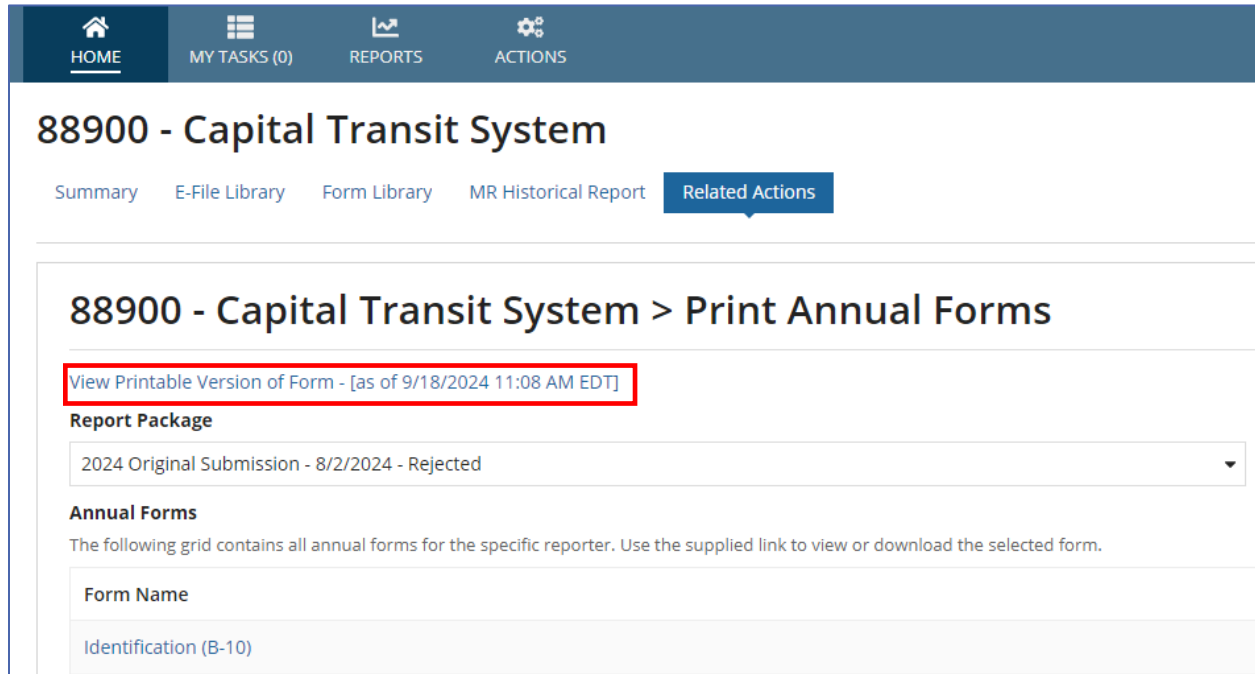
- Select the link to prompt a local download. Save or print through your browser settings.

## 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
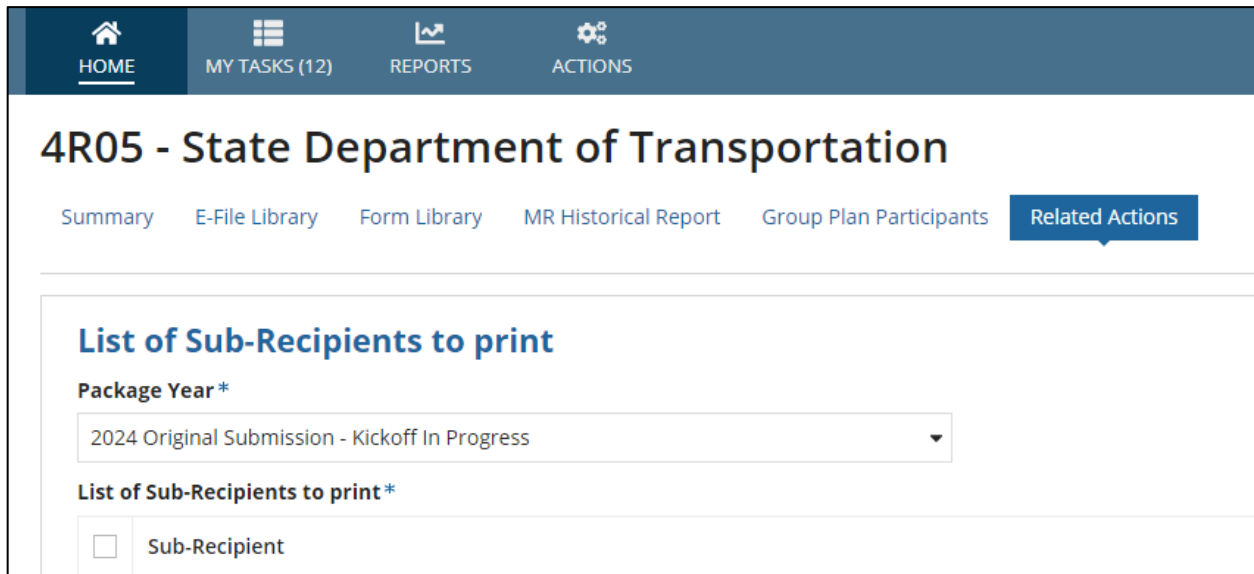
- Once you select a Report Year, a corresponding list of subrecipients will populate. Select the individual subrecipients whose reports you wish to print or click the "Select All Sub-Recipients" checkbox.

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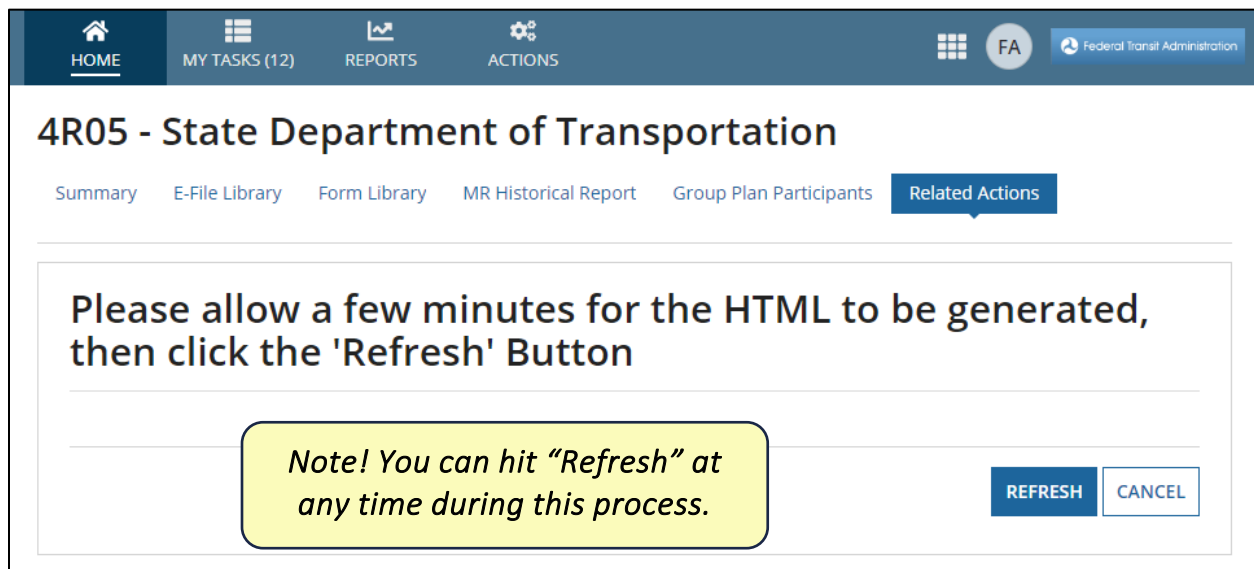
- Once the HTML file is ready, you will be redirected to the previous page upon selecting "Refresh." A timestamped download link labelled "View Printable Version of Form" will appear toward the top of the page, as shown in Figure 7 below.

Figure 7: Print Annual Forms Page with Download Link Generated

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