## How to create a BC RideMatch account and use it!

- 1) Go to www.bellevuecollege.edu/ridematch
- Click on "Don't have an account? Click here to sign up." On the top right corner of the screen.
- 3) Fill in the information boxes and be sure to use your BC email address.

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4) You will then receive a confirmation email in your inbox looking like the one below.



From: Bellevue College Registration

Subject: Your Bellevue College Registration

Dear Transportation,

Thank you for registering at Bellevue College. To ensure the highest quality of service to our members, we require this step to complete the registration process.

Please click on the link below. If you cannot click on the link, please copy the link and paste it in your browser window.

http://bellevuecollege.icarpool.com/en/Validate.aspx?code=924823&u=TransCoordinator

Best Regards, Bellevue College Team

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5) Click continue and then proceed to login.

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6) You will then be prompted to fill in some information regarding where you are commuting to and from.



7) For your employer or institution click that you want to search and then begin to type in Bellevue College and the complete address will appear below that you can click on to add the address.



- 8) Now you are registered and it is time to create a trip so you can find your matches!
- 9) Proceed to the BC RideMatch homepage after being logged in.



- 10) Hover your mouse over the Ridematch tab on the top left and click on the "Create a trip" button.
- 11) Then follow the on screen instructions and fill in your commute information, flexibility in your arrival and departure times will increase amount of results.









12) Now that you have created a trip you can search for your RideMatches. Hover the mouse over the Ridematch tab on the top right, click "Manage trips" and then from there click the "Find matches" button on the right hand side of the screen.



13) You will then see your match results based on closest matches to your commute.

14) Next you will be able to send a message to those that you see fit to be a match and arrange meeting or discussing arrangements over the phone, email, whichever works under your comfort.

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15) You will then be able to manage your responses from these message from your inbox in BC RideMatch. To get to this inbox hover your mouse over the Ridematch tab on the top left and then click on the "View your inbox button."





- 16) Now the last thing you need to do is log your trips! This is what will make you eligible for the available incentives.
- 17) Hover your mouse over the "Calendar" tab on the top left.



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18) Next you will click your mode of transportation for commuting on the left, select whether or not it is a round trip, and then click on the calendar days in which you commute d using hat method. This will also allow you to see your savings shown on your homepage when logged in.

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