

GETTING STARTED

Right-of-Way Use Contractor (RUC) Check-in App

Using MyBellevue



Supported Devices: Android and iOS (Apple)
Not Supported Devices at this time: Windows Phone

STEP 1



App Store



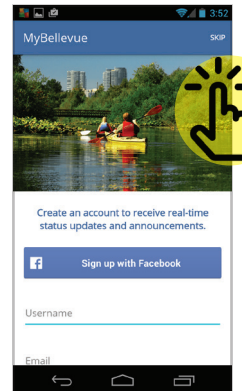
Google play

- Go to your device's applicable app store and download the "MyBellevue" (by Public Stuff) application.
- Find the "MyBellevue" icon on your device and select it to open the MyBellevue login screen. Go to Step 2.

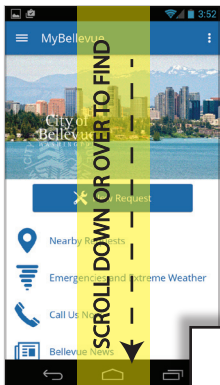
STEP 2

You are not required to create a MyBellevue account to use the RUC Check-in app. Below are login options for you. Choose one, then go to step 3.

- To avoid login and go to the main menu and the RUC Check-in, select "SKIP" (fig.1).
- To gain access to more features of MyBellevue (like being able to submit service requests and track their progress), create a MyBellevue account or sign in using your existing Facebook account information. Upon successful login, you will be directed to the main menu and the RUC Check-in (fig. 2).



(fig.1)

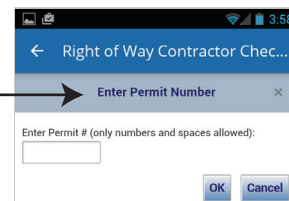


(fig. 2)

STEP 3

On the main menu (fig. 2), scroll down or over to find the app labeled, "Right of Way Contractor Check-in."

Touch anywhere on the icon or descriptive text to launch the RUC Check-in app. Go to Step 4.



(fig. 3)

STEP 4

The RUC Check-in app will open to the first prompt (fig. 3). Follow the rest of the prompts to use the app.

Questions?

Call Judy Connors at 425-452-4617 or Kathy Botkins at 425-452-4894.





Post Office Box 90012 • Bellevue, Washington • 98009 9012

May 19, 2015

Dear Contractor,

To improve the communication with our field staff and know on any day who is working on our streets, the City of Bellevue has recently developed a new smart phone application to use as a tool to improve the management of the City's right of way.

The app called "**Right of Way Use Contractor Check-in App**" is a simple tool that can be accessed by a smart phone (Android or Apple phones. Note: Windows phones are not currently supported). Once you download the "Mybellevue" app, you can check in at your work site with a few clicks. (A desk top version is available if that is your only alternative, contact Judy Connors at jconnors@bellevuewa.gov to get a copy of the link)

Having up to the minute information is one tool to help the City determine work plans, avoid conflicting work sites, research past work areas as well as offer potential opportunities to coordinate shared restorations and most importantly improve the management of the City's right of way.

Your help in using our check in app is essential to making this program work. Currently we are asking contractors to check in daily as a courtesy. As of July 1, 2015, using the app will become a condition of the permit. All contractors will be required to check in onsite on a daily basis. Those who do not adhere to this requirement may be asked to leave the job location. To avoid this situation we are asking that you make it a habit to check in upon arrival at the job site. **(Please note: checking in online does not negate the requirement of scheduling pre-cons/job starts as required by your permit conditions.)**

On the other side of this letter are the instructions on how to get started using the Right of Way Contractor Check in App. If you have questions regarding this application you can contact Judy Connors at 425-452-4617 or Kathy Botkins at 425-452-4894.

Thank you for your cooperation in this matter and supporting the City of Bellevue's endeavor to keep our roads safe.

Sincerely,

Tony Cezar
Right of Way Manager
City of Bellevue