

## How to Apply for the Cambridge Resident Bike Lottery Program

*The lottery application will take 10-15 minutes to complete. We recommend that you complete your application in one session. You have the option to "Save and Exit" through the button in the top right corner) if you need to save your progress and complete your application at a later date.*

- Applications can be submitted from March 10 - March 30, 2025
- You apply to the Cambridge Resident Bike Lottery Program through OpenGov, the City of Cambridge's online application platform
- You can apply on a smartphone, a computer or a tablet
- Go to: <https://cambridgema.portal.opengov.com/categories/1136/record-types/7002>
  - The link will take you to the City's application platform, where you will fill out the application
- You will see a call out box with information about the **Cambridge Resident Bike Lottery Program**. Click the blue "Select" button next to this description
- You will be brought to a landing page with more information about the Cambridge Resident Bike Lottery Program. In the top right corner, click the "Apply Online" blue button
- You will be prompted to log into your Viewpoint account by a pop-up box that says "Citizen Services / Welcome to City of Cambridge, MA"
- People 18 or older should apply for themselves. A parent or caregiver needs to apply for a child 16 or 17 years of age
  - **If you already have an OpenGov account**, enter your email and password and click "Log In"
  - **You only need one OpenGov account per household**
  - **If you need to create a Viewpoint account**, select the "Sign Up" tab in the pop-up box. Click the blue "Sign Up" button
- You will be asked to fill out information about your household. Once you are logged into your account and confirm / enter your household information, you will be asked to select a location for this record.
  - In the "search for address or parcel" box, type your address and select the matching location from the dropdown box. If you cannot find your unit number, please just use the main address.
- When you see the correct address, select the blue button "Next" and you will automatically be taken to the Cambridge Resident Bike Lottery Program application.
- Follow the prompts on the application to enter the information for the person applying for the Bike Lottery.

- At the end of each page, click the blue button “Next” in the bottom right corner to continue with the application.
- As part of the application process, you need to upload a picture or electronic copy of the following documents:
  - Photo ID, for example passport, driver’s license or state ID
  - Proof of address, for example utility bill, or other bill with home address
  - Proof of participation in government benefits programs, for example WIC, SNAP, MassHealth, or Section 8.

**OR**

  - Proof of income at or below 65% of area median income for household size. You will be asked to upload documentation such as tax return with home address from tax year 2023 or 2024 (Form 1040, Schedule C, or other filed tax form).
- When you have completed all the application fields, you will be brought to a page to review your submission. Scroll to the bottom of the page and click **Confirm and Submit**.
- After you confirm that all information is accurate, click the blue “Submit” button in the bottom right corner.
  - A webpage will display that says **Application Review > In progress** with a message confirming that you submitted your application.
  - You will also receive an email from “City of Cambridge, MA” [<noreply@viewpointcloud.com>](mailto:noreply@viewpointcloud.com) with the subject line “Application Submitted”
  - If you click the blue button “View Details,” you will be taken to your application submission on Viewpoint.
- **You have successfully applied to the Cambridge Resident Bike Lottery Program!**
  - If your application is selected by lottery, CDD staff will review your application. If additional documentation is needed, you will receive an email from “City of Cambridge, MA”.
  - Selected applications will be reviewed, and vouchers will be assigned on a rolling basis until the funding has been used.

If you need help with your application, please reach out to CDD staff at 617-349-6400 or [bikes@cambridgema.gov](mailto:bikes@cambridgema.gov) .

For more information about the Cambridge Resident Bike Lottery Program:  
<https://camb.ma/bikeaccess>