

## **COMMUNITY PROGRAMS WEBSITE REGISTRATION INSTRUCTIONS**

### **IF YOU HAVE NOT REGISTERED YOUR REWARDS CARD ONLINE**

**NOTE: Since our website is now secured, these procedures will apply to everyone who has not entered their email address and assigned a password.**

1. Log in to [www.ralphs.com](http://www.ralphs.com)
2. Click on Sign In/Register
3. Most participants are new online customers, so they must click on SIGN UP TODAY in the 'New Customer?' box.
4. Sign up for a Ralphs Account by following these steps:
  - a. Select a preferred store by entering your Zip Code and clicking search.
  - b. Enter e-mail address, confirm e-mail address
  - c. Enter password, confirm password
  - d. Click on any email subscriptions you choose and click next.
  - e. Enter your REWARDS card number and complete your information, click next.
  - f. Agree to the Terms & Conditions by clicking in the box.
  - g. Click on complete registration
5. You will then get a message to check your email inbox and click on the link within the body of the email. You will now see 'Your Ralphs.com Account Has Been Activated.'
6. Click on 'Click here' to login to your account.
  - a. If your session has expired, you will be directed to the sign-in page
  - b. Enter your email address and password to access your account
7. Scroll down until you see the Edit Community Contribution link. Click on this link.
8. Enter NPO number or name of organization, select organization from list and click save changes.
9. To verify you are enrolled correctly, you will now see your organization's name on your account page.
10. You have now completed your Online rewards card registration AND your Community Contributions registration.
11. Click on 'Logout' at the top of the page

### **IF YOU HAVE ALREADY REGISTERED YOUR REWARDS CARD ON-LINE**

**(This means that you have already entered your email address and assigned yourself a password)**

1. Log in to [www.ralphs.com](http://www.ralphs.com)
2. Click Sign In/Register
3. Enter your email address and password
4. Click on 'My Account' (In the top right hand corner)
5. View all your information and edit as necessary
  - a. To make a change to your organization selection:
  - b. Click on 'Edit Community Contribution Program Information'
  - c. Type in your 5 digit NPO number or the first 5 letters of your organizations name and click 'Search'
  - d. In the 'Select Your Organization Section', click next to your organizations' name
  - e. Click on 'Save Changes'
  - f. Review all information shown on your account
  - g. You will now see all of the changes you made and your account is updated
  - h. Click on 'Logout' at the top of the page

Thank you,  
Community Contributions Staff