

## COMMUNITY PROGRAMS



### WEBSITE REGISTRATION INSTRUCTIONS

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

**NOTE: We have a secured website, these procedures 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 'Create an Account'
3. Follow the 5 easy steps to create an online account
4. You will be instructed to go to your email inbox to confirm your account
5. After you confirm your online account by clicking on the link in your email, return to [www.ralphs.com](http://www.ralphs.com) and click on 'my account' (you may have to sign in again first).
6. View all your information and edit as necessary
7. Link your card to your organization by clicking on:
  - a. Community Rewards
  - b. Edit my community contribution and follow the instructions
  - c. Remember to click on the circle to the left of your organizations' name

#### **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
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
6. Link your card to your organization by clicking on:
  - a. Community Rewards
  - b. Edit my community contribution and follow the instructions
  - c. Remember to click on the circle to the left of your organizations' name

Thank you,  
Community Contributions Staff



NPO# 90285  
 FOUNTAIN VALLEY HIGH SCHOOL CROSS COUNTRY TRK & FL  
 Attention: Christine Doerr  
 PMB #160 18828 BROOKHURST ST.  
 FOUNTAIN FIELD, CA 92708

FOUNTAIN VALLEY HIGH SCHOOL CROSS COUNTRY TRK & FL:

Thank you for your participation in the Ralphs *rewards* Community Contribution Program. We are happy to be a part of your fundraising. This is your organization's SCANBAR letter. This alternative form of registration allows your members without access to a computer to be a part of your fund raising through our Community Contribution Program.

**ORGANIZATION COORDINATOR:**

- Make copies of this letter and give the copies to members of your organization who wish to enroll with your organization, but do not have access to register online.
- DO NOT remove these instructions from this letter. These instructions are necessary for the cashier in order to process the link between your card and your organization at the register.
- Participants take this letter the next time they go shopping at Ralphs and hand it to the cashier to scan within their order IN ADDITION to either their Ralphs *rewards* card, or phone number (alt ID) that is linked to their *rewards* card.
- Within 72 hours, your participants will then begin giving a percentage of each shopping trip for the duration of the Community Contributions Term to your organization.
- You only have to scan this letter once per cycle to create the link between your card and your organization.
- You must continue scanning your Ralphs *rewards* card/phone number (alt ID) during all purchases to get credit for your organization. We are not able to credit organizations if card is not scanned during any transaction.

**RALPHS CASHIER OR MANAGEMENT TEAM MEMBER**

- Please scan the bar code at the bottom of this letter along with customers' *rewards* card or alt ID within their order.
- A purchase is required in order for the link between their card and the organization to work.
- This procedure is successful when you hear the audible beep and see the words LOYALTY DIV on the receipt.

**IMPORTANT INFORMATION!**

- 1) Participants using this Scanbar letter method to register, the name of your organization **WILL NOT APPEAR** on your receipt.
- 2) Any attempt by the organization to reproduce this scan bar (other than copying it) in any other format could result in your organization not receiving credit.



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