

## **Ralphs New Community Contributions Participant Sign-up Instructions**

Announcement! [www.ralphs.com](http://www.ralphs.com) is now a secure website. And because it is, there are new procedures in place to enroll your Ralphs *rewards* Card.

If you have not registered your new *rewards* Card for the new term, here are the instructions. Please note: You cannot register with an organization UNTIL you first register your *rewards* card online.

### **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) Click on New Customer? Sign up today!
- 4) Enter your zip code and click on 'find'
- 5) Click 'Select' next to the store you primarily shop at
- 6) Enter account information
  - a. Your email address
  - b. Your password (please note the rules next to this field)
  - c. Confirm your password
- 7) Subscribe or unsubscribe to email subscription by leaving the check marks or removing them
- 8) Click Confirm
- 9) Click on agree to Terms and Conditions
- 10) Click on 'Confirm'
- 11) Click on Edit Community Contribution Program Information
- 12) Enter the card number as shown on your Ralphs rewards card
- 13) Click on 'Save Changes'
- 14) Confirm or enter any corrections and click on 'Save Changes'
- 15) Type in just a part of your organizations' name or key in your 5 digit NPO number and click 'Search'
- 16) In the 'Select Your Organization Section', click on the bubble next to your organizations name
- 17) Click on 'Save Changes'
- 18) Your organization selection will appear on the right side of this page
- 19) You have now completed your Online rewards card registration AND your Community Contributions registration.
- 20) Click on 'Logout' at the tope of the page

Continue....

**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 'sign in'
- 5) Click on 'My Account' (In the top right hand corner)
- 6) 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. Confirm your card number and click on 'Save Changes'
  - d. Review your personal information and/or make any corrections and click on 'Save Changes'
  - e. Type in part of your organizations name and click 'Search'
  - f. In the 'Select Your Organization Section', click on the bubble next to your organizations' name
  - g. Click on 'Save Changes'
  - h. Review all information shown on your account
  - i. You will now see all of the changes your made and your account is updated
  - j. Click on 'Logout' at the top of the page

Thank you,