

New Community Contributions Participant Sign-up Instructions

Announcement! www.ralphps.com is now a secure website. And because it is, there are new procedures in place to enroll your Ralphs *rewards* Card. Please share this information with your participants as they continue to register, so they don't miss out on donations to your organization. If you registered on the old website between August 4th, 2008 and September 22, 2008, your participation in the new term that began on September 1, 2008 is still in effect. 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.ralphps.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

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.ralphps.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,
Community Contributions Staff