

## 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