

# **Website Registration Instructions**

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

1. Log in to [www.ralphs.com](http://www.ralphs.com)
2. Click on 'No Account' Register
3. Follow the 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 'Sing in' enter your email address and password.
6. View all your information and edits as necessary
7. Link your card to your organization by clicking on:
  - a. Community Rewards-Enroll
  - b. Type your NPO number of Name of your Organization (#83916)
  - c. Remember to click on the circle to the left of your organizations' name
  - d. Click on Enroll to finish your enrollment process.

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

1. Log in to [www.ralphs.com](http://www.ralphs.com)
2. Click Sing in
3. Enter your email address and password
4. Click on 'Your Name' (In the top right hand correct)
5. View all your information and edit as necessary
6. Link your card to your organization by clicking on:
  - a. Community Rewards-Enroll
  - b. Type your NPO number of Name of your Organization (#83916)
  - c. Remember to click on the circle to the left of your organizations' name
  - d. Click on Enroll to finish your enrollment process.

**(You have to renew your subscription September 1, of every year)**