

It's Time to Register or Renew your card for the Ralphs Community Rewards Program

IF YOU HAVE NEVER REGISTERED YOUR REWARDS CARD ONLINE

NOTE: We have a secured website, 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 '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 the email, return to www.ralphps.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 (**St. Mark Elementary School NPO# 84534**) by clicking on 'Edit My Community Rewards' in the lower right corner and follow the instructions

IF YOU HAVE ALREADY REGISTERED YOUR REWARDS CARD ONLINE

(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
3. Enter your email address and password
4. Click on 'My Account' in the top right corner and go to account settings
5. View all of your information and edit as necessary
6. Link your card to your organization (**St. Mark Elementary School NPO# 84534**) by clicking on 'Edit My Community Rewards' on the lower right corner and follow the instructions

Question: What if I or my family members don't have access to a computer or an email address, how do I donate to my favorite organization?

Answer: There is an alternate registration method, a **scanbar letter** located on the backside of this sheet.

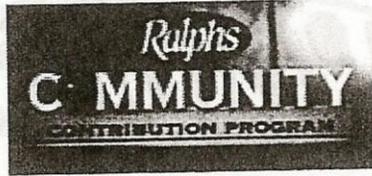
Question: What if I don't know my card number because I use my phone number?

Answer: Call our Ralphs Rewards card hotline at **1-800-660-9003**. Let the representative know that you need ALL digits to your card in order to register for the Community Contributions program.

Question: Can I register my card by phone?

Answer: No, unfortunately the only two options are online or using the scanbar letter.

For further questions please contact us at **1-800-443-4438**, Monday – Friday 8am – 4pm



NPO# 84534
ST. MARK ELEMENTARY SCHOOL
Attention: MARIA DONALDSON
912 COEUR D ALENE AVE
VENICE, CA 90291

ST. MARK ELEMENTARY SCHOOL:

Thank you for your interest in the Ralphs *rewards* Community Contribution Program. We are happy to be a part of your fundraising.

Here is your Organization's Scanbar code as requested. This supplemental process allows your members without access to a computer to be a part of your fund raising through our Community Contribution Program.

How it works

- Make copies of this form 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 form 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 entry 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 to create the link between your card and your organization. You must continue scanning your Ralphs *rewards* Card/phone number during all purchases to get credit for your organization. Unable to credit organization if card is not swiped during any transaction.

IMPORTANT INFORMATION!

- 1) If your participants register for the Community Contribution Program using this Scanbar method, the name of your organization WILL NOT APPEAR on the receipt.
- 2) If your participants register for the Community Contribution Program using this Scanbar method AND do not have their correct information updated in the Ralphs *rewards* Card Database, their name will not appear on your quarterly statements.
- 3) 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.

